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## State/Regional Affiliate Program

### Administrative Policies, Procedures, and Standards

The American Society of Clinical Oncology (Society) and the Association for Clinical Oncology (Association)(collectively, ASCO) have established a formal relationship with certain state and regional oncology societies that agree to be bound by the terms and conditions required of ASCO Affiliates. The purpose of the State/Regional Affiliate Program (the Program) is to provide services and information to strengthen state oncology societies to meet the needs of oncologists at the local level, as well as to assist ASCO with its public policy initiatives. The administrative policies, procedures, and standards set forth herein constitute minimum requirements for recognition as an ASCO State/Regional Affiliate society. Such policies, procedures and standards may be modified from time to time by ASCO, in its sole discretion.

#### I. Purposes

The purposes of the ASCO State/Regional Affiliate Program are:

- A. To enhance communication among clinical oncologists at the state, regional, and national levels;
- B. To provide grassroots support for legislative initiatives that implement ASCO policy and that will lead to improvements in cancer research and cancer care;
- C. To address more effectively practice, research, and other policy issues that may influence clinical research and the quality of care for people with cancer;
- D. To minimize fragmented efforts or inconsistent approaches on matters of common concern; and
- E. To make optimal use of respective resources in furtherance of mutual policy and advocacy goals.

#### II. ASCO Services to Affiliates

ASCO will provide the following services to Affiliates:

- A. Policy analysis and communication with Affiliates related to oncology matters;
- B. Access to ASCO staff dedicated to specific reimbursement issues and other matters of interest to Affiliates;
- C. Content and editorial assistance for Affiliates' newsletters and other appropriate publications;
- D. Leadership training and other guidance for physicians, office managers or consultants, and other members of the care team as appropriate;

- E. Information on legislation and other items of national and state significance intended to be used by Affiliates at the state level;
- F. Expert testimony on state-level issues with national significance on which ASCO has asserted a policy position;
- G. Assistance in working with the media, establishing local media contacts, and message training on specific issues;
- H. Presentations by ASCO leaders and staff, as available, at the request of Affiliates;
- I. Use of ASCO publications to describe the programs and services offered through the ASCO State/Regional Affiliate Program;
- J. Technical assistance, including model bylaws, to persons interested in forming new societies in states where none exist;
- K. Assistance with outreach efforts to other professional and patient oncology societies at the local level;
- L. Assistance with Affiliate membership recruitment and retention efforts;
- M. Such other services as the Affiliates may request and ASCO may agree to provide.

### **III. Minimum Requirements for Affiliate Status**

To apply for ASCO Affiliate status, either initially or on an ongoing basis, a state/regional oncology society must, at a minimum, demonstrate and maintain the following minimum requirements. Satisfaction of the minimum requirements is not intended to encompass all relevant qualifications for recognition or maintenance of affiliate status.

- A. Valid incorporation under state law;
- B. Bylaws by which the affairs of the society are governed;
- C. A full slate of responsible officers and directors as envisioned by the society's bylaws;
- D. Elections held on a regular basis;
- E. Membership requirements for physicians that are consistent with ASCO's standards. Physician members are not required to be ASCO members; non-physicians may be members in accordance with the society's bylaws;
- F. Regularly scheduled meetings of the membership and of the board of directors;
- G. Responsible fiscal management;
- H. Compliance with all reporting and other requirements set forth herein or established by ASCO;
- I. Disclosure to ASCO of potential conflict of interests of Affiliate representatives; and
- J. Commitment to identifying a representative to participate in the State Affiliate Council.

#### **IV. Procedure for Applying for Affiliate Status**

State/regional oncology societies seeking to participate in the ASCO Affiliate Program must apply in writing. The application must include a statement signed by the relevant society's president demonstrating that the minimum requirements set forth below have been met and otherwise agreeing on behalf of the applicant society, to be bound by the policies, procedures, and standards contained herein.

In the event an existing ASCO State/Regional Affiliate reorganizes under new bylaws and articles of incorporation, that society shall be required to reapply for Affiliate status following the procedures outlined in Sections IV and V. If the change is superficial (e.g., name change only), the Affiliate need not reapply.

The following information shall be provided to ASCO with the initial application or renewal application of a state/regional society, and shall be updated periodically or at the request of ASCO, as noted below:

- A. List of current officers and directors and replacements as they occur;
- B. Meeting calendars annually and notices as they occur;
- C. Membership roster annually (ASCO will not use information without prior permission of Affiliate except for promotion of ASCO products and programs);
- D. Bylaws and any amendments thereto as they are adopted; and
- E. Any other information reasonably requested by ASCO upon the recommendation of the Executive Subcommittee of ASCO's State Affiliate Council.

#### **V. Criteria for Review of Applications**

Entities that meet the minimum requirements for Affiliate Status described in Section III and submit an application as set forth in Section IV will be evaluated and considered for membership at ASCO's sole discretion. The Executive Subcommittee of ASCO's State Affiliate Council (Council) will review and consider the application for eligibility. After review by the Council, applications will be forwarded to ASCO with a recommendation for a vote on the final decision.

ASCO considers the following factors on a case by case basis for each applicant:

- A. Whether an applicant society's underlying mission, activities, and advocacy history are generally consistent with ASCO's mission, policy priorities, and legislative initiatives;
- B. Whether the applicant society's structure and operations (including but not limited to the applicant society's governance, leadership, financial policies, and other operational components) demonstrate compliance with applicable laws,

- regulations, and industry codes of conduct (e.g. effective management of conflicts of interest); and
- C. Whether granting the applicant status as an ASCO State/Regional Affiliate would further the purposes of the Program as set forth in Section I as a whole, could potentially discredit or embarrass ASCO, or would be consistent with the best interests of ASCO and/or the State/Regional Affiliate Program.

## **VI. Termination of Affiliate Relationship**

The State/Regional Affiliate Program will continue at ASCO's discretion. ASCO may perform periodic assessments to ensure Affiliates continue to meet the minimum requirements as set forth in Section III. Should an Affiliate be found to be out of compliance with the minimum requirements, or if the Affiliate behaves in a manner deemed by the Council Executive Subcommittee to be inconsistent with the ASCO mission and/or goals, that society may be in jeopardy of losing its Affiliate status. Such situations shall be brought to the attention of the Council Executive Subcommittee as they arise.

ASCO may terminate an Affiliate relationship at any time if the Affiliate fails to adhere to these policies, procedures, and standards. ASCO will give the Affiliate written notice and a reasonable opportunity to cure the failure. A State/Regional Affiliate may terminate the Affiliate relationship upon written notice to ASCO. Upon termination of the Affiliate relationship for any reason, both parties must remove any language identifying the society as an Affiliate. No further reporting will be required by the former Affiliate, and no further ASCO services will be provided. In the event a former Affiliate wishes to reinstate the Affiliate relationship, it is required to reapply for Affiliate status following the procedures outlined in Sections IV and V.

## **VII. Lack of Affiliate's Authority to Act for ASCO**

Affiliates are not agents of ASCO, and they must refrain from any action that might imply an agency relationship. Affiliates may not act on behalf of ASCO in any matter unless expressly authorized in writing by ASCO. Affiliates may not bind ASCO to any contract with a third party, written or oral, express or implied.

ASCO's trade names and trademarks are not to be used by Affiliates without express written permission from ASCO. ASCO's names and marks may not be used for any unauthorized purpose, including to secure loans or credit. However, an organization may state on its letterhead or web site, in a manner approved by ASCO, that it is an ASCO Affiliate.

## **VIII. Policy Development**

Affiliate input has an important role in the development of national oncology policy by ASCO. However, once national policy has been set, ASCO expects Affiliates to support its national policy priorities and objectives. If an Affiliate takes a position that is inconsistent with ASCO's, all public and private communications on such issues should include a clear statement of the differences from ASCO's policy. ASCO expects that Affiliates pursuing policy goals at the national level will communicate those efforts with ASCO leadership and/or staff and encourages Affiliates to copy ASCO on written correspondence to officials in the executive or legislative branches.

## **IX. Relations with ASCO**

Affiliate interaction with ASCO will be principally through the ASCO State Affiliate Council. Each Affiliate is entitled to one voting seat on the Council, per member. The roles and authority of the Council are set forth in a separate written Council Description.

The Affiliate will officially appoint an ASCO physician full member to serve as the Affiliate's representative on the Council. One staff person from each Affiliate will also be appointed to attend meetings, webinars and/or conference calls as a voting member of the Council. The same individual may serve as executive director on the Council for more than one Affiliate but is only entitled to one vote on Council actions. ASCO will cover the cost of Council members attending regular face-to-face Council meetings outside of meetings associated with the ASCO Annual Meeting. Travel expenses will be subject to ASCO volunteer travel policies. Other Affiliate expenses, including those associated with membership in the Council, are the responsibility of the Affiliate.