



**ASHI OPERATIONS MANUAL**

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## **OPERATIONS MANUAL**

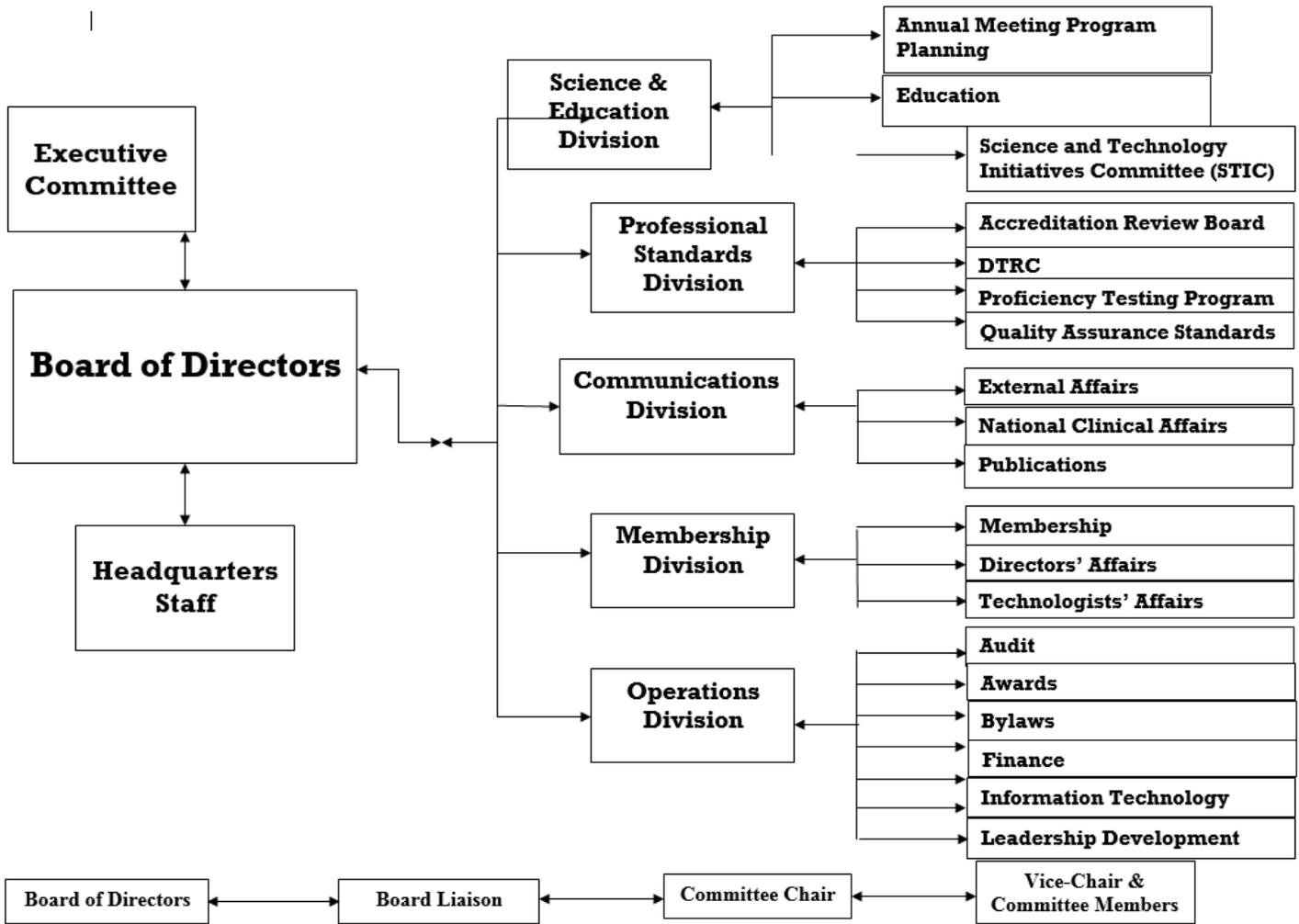
### **Mission Statement**

The American Society for Histocompatibility and Immunogenetics is an international society of professionals dedicated to advancing the science, education and application of immunogenetics and transplant immunology.

### **Vision Statement**

ASHI is the foremost authority and leading educational resource in immunogenetics and histocompatibility. Our vision is to improve the quality of human life and health through the translation and implementation of scientific innovations to clinical practice.

## Organizational Structure



## General Committee Information

### Committee Chairs

#### Qualifications Policy

Individuals are approved by the Board of Directors and, at minimum, must have served on the committee for one (1) year prior to serving as committee vice chair. Unless otherwise specified, the vice chair will succeed as chair. It is recommended that the chair position be rotated between doctoral and non-doctoral individuals. Terms vary for each committee and are outlined in each committee description.

#### Committee Chair Selection

During the last year of a committee chair's term, the chair should identify their successor, obtain the potential successor's willingness to serve as chair, and then seek board approval through the committee's board liaison.

#### **Committee Chair Duties:**

- Conducts meeting (if held) of the committee at the Annual Meeting of the Society and during conference calls.
- Plans, prepares and organizes activities of the committee to meet the general and specific goals of that committee.
- Delegates tasks as necessary to committee members.
- Follows and evaluates the process of the committee work.
- Prepares a report of committee activities, including necessary action items, for the board of directors' meetings.
- Communicates the actions of the board to committee members and implements the directives of the board.
- Presents a report at the annual business meeting or is prepared to answer questions about the report at that meeting if no presentations are made.
- Prepares, with staff assistance, a budget for committee activities and submits it to the Executive Director.

#### **Committee Vice Chair Selection**

All committees are requested to elect a vice chair to serve in the chair's absence, and to place this item on the spring board meeting's agenda for approval. Vice chairs should be selected from the current committee roster. If elected as a vice chair, they should be in a position to serve as chair when the time comes. Terms vary for each committee and are outlined in each committee description.

#### **Committee Vice Chair Duties:**

- When chair is unable, conducts meetings of the committee (annual meeting, conference calls, mid-year meetings as appropriate).
- Assists chair in planning, preparing and organizing activities of the committee to meet the general and specific objectives of the committee.
- With the chair, delegates tasks to committee members.
- Follows and evaluates the process of the committee work.
- Serves in whatever capacity is necessary in the absence of the chair.

#### **Chair and Vice Chair Resignation**

If the chair or vice chair can no longer serve their term, they must submit a letter of resignation to their committee's staff liaison. The staff liaison will notify the committee via email. Thereafter, the committee should nominate an active member on their committee to serve in that role.

#### **Committee Members**

##### **Qualifications Policy**

These individuals must be ASHI members in good standing. The term is three (3) years. The first year will be considered an adjunct year, at the end of which both the chair and the committee member decide whether that member will complete the remaining two years of the term.

## **New Committee Members Selection**

1. A member should complete the [volunteer form](#) in the Volunteer Portal section of the ASHI website if interested in volunteering. Board liaisons and committee chairs are also encouraged to nominate/recruit members who they feel will be an asset to their committees.
2. The Executive staff will compile a list of members who wish to serve on each committee and will forward their information to the committee chairs for volunteer assignment.
3. The Executive staff will keep volunteer forms on file and will maintain a master list of individuals who are interested in serving on a committee for future reference.
4. Committee chairs have the responsibility to inform individuals wishing to serve on their committees within 30 days of volunteer form receipt. Committee chairs need to inform ASHI staff when they've officially accepted a new committee member so that the roster can be updated.
5. All new committee members (whether they are nominated/recruited or are a volunteer) will be appointed as "adjunct members" for a period of one year. After the first year, the committee chair will determine if the interests and abilities of the new member match the needs and efforts of the committee and if the volunteer is content with their appointment. If both are satisfactory, the volunteer will continue with the remaining 2 years of the term.

### **Committee Member Duties:**

- Provide support to committee chair.
- Attend committee meetings and conference calls.
- Respond to emails in a timely manner.
- Complete tasks as designated by the committee chair.
- Provide updates to the committee chair on the progress of assigned tasks.
- Complete assigned tasks according to the developed timeline.
- Monitor and stay within committee budget.
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible.

### **Voting and Quorum**

Unless otherwise provided in the respective committee descriptions, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

### **Confidentiality Statement Policies**

1. All volunteers shall sign a combined confidentiality agreement and conflict of interest disclosure annually.
2. Volunteers must declare themselves if involved in a conflict of interest and remove themselves from any decision-making in such an area.

### **Committee Budgets Procedure**

ASHI financial statements will be forwarded to committee chairs of revenue producing committees on a monthly basis by the Executive Director. These committee chairs (ARB, Publications, Education, Program Planning, DTRC, ASHI University and PT) will be involved in the preparation of the annual budget.

- The Executive staff will prepare and submit a proposed committee budget based on the past years' financial history and the projections from the current year.

- The proposed budget will be forwarded for review to the board liaisons and the chairs of all revenue-generating committees.
- A conference call will be scheduled as needed to discuss any recommended revisions.
- The Finance Committee will be asked for their review/approval of the proposed budget.
- The proposed budget will be submitted to the Board for approval at its January meeting.

## **OPERATIONS DIVISION**

### **Board of Directors**

The Board of Directors shall consist of fifteen (15) elected individuals with equal voting rights. Each must be an ASHI member in good standing. A minimum of eight (8) individuals shall have earned doctoral degrees [President, President-elect, immediate past President and five (5) board members]. The remainder of the board will consist of non-doctoral members [Vice President of Operations and six (6) other members]. The Treasurer and Secretary may be either doctoral or non-doctoral members.

### **Policy**

- Board members must have experience in the field of histocompatibility and immunogenetics and, at minimum, must have served as a committee chair, vice chair and/or member. The terms are for three (3) years.
- All incoming board members shall receive an orientation outlining their duties and responsibilities as Directors and to familiarize them with the operation and governance of the Society.

### **Board member duties:**

- Serve as an active governing member of the board, responsible for accomplishing the objectives of the Society, strategic planning, and the development of policies and programs.
- Conduct the business of the Society and manage the assets to accomplish stated objectives.
- Attend board meetings three (3) times annually, in January, June and at the Society's annual meeting or notify the President in writing in advance with explanation for any absence.
- Attend monthly conference calls.
- Read and respond as required to all communications from the Executive Committee and headquarters staff.
- Serve as board liaison to assigned committee(s) by providing oversight to their respective committees and committee chairs, receiving committee reports, compiling them for the board agenda book, and communicating pertinent information from the board to their committees and committee chairs.
  - Board liaisons cannot serve as both liaison and chair for the same committee. However, the board liaison of one committee may serve as Chair of another committee.

### **Executive Committee**

The Executive Committee (EC) consists of the five elected officers (President, President-elect, Vice President of Operations, Treasurer, Secretary) and the immediate Past President.

### **Executive Committee duties:**

- Work closely with the board members and Society membership to guide the organization toward its strategic goals and objectives.
- Assign board members to Board Liaison positions.
- Attend weekly conference calls to conduct the business of the Society.

- Handle emergency issues as they arise, calling upon other committees or board members as necessary.

## **Officers**

### **President**

#### **Policy**

This individual must hold a doctoral degree, have at minimum five (5) years' experience in the field of histocompatibility and immunogenetics, have served as President-elect and have served on the Board of Directors for a minimum of two (2) years. The term is for one (1) year.

#### **President duties:**

- Serves as CEO and as a member of the Executive Committee.
- Ensures general operations are managed by the Executive Director.
- In concert with the Vice President of Operations, provide direct oversight to the board and ensure ongoing strategic planning by the board.
- Conducts board meetings, Executive Committee meetings, and the annual business meeting of the membership.
- Represents ASHI as required at various national and international meetings.
- In concert with the Executive Committee, prepares position and public policy statements on behalf of the Society as required and, in concert with the National Clinical Affairs Committee, speaks for the Society on all legislative and regulatory issues.
- Serve as a member of the UNOS Board of Directors as the Histocompatibility representative, if elected during term of President-elect.
- Serves as Junior co-chair of National Clinical Affairs Committee.
- Serves on the Program Planning Committee.
- Serves on the Awards Task Force.

### **President-elect**

#### **Policy**

This individual must hold a doctoral degree, have at minimum five (5) years' experience in the field of histocompatibility and immunogenetics, and have served on the Board of Directors for a minimum of one (1) year. The term is for one (1) year.

#### **President-elect duties:**

- Serves on Executive Committee
- Assists the President and Vice President of Operations as needed in the general operations of the Society and oversight of the board.
- May be designated by the President to act in their place in the event of their absence from a meeting.
- The President-elect should be elected as the Histocompatibility representative to the UNOS Board of Directors to be effective when the President-elect becomes President.
- Chairs the External Affairs Committee.
- Chairs the Nominations Task Force.

### **Immediate Past President**

#### **Policy**

This individual must hold a doctoral degree, have at minimum five (5) years' experience in the field of histocompatibility and immunogenetics, have served as President the prior year and have served on the Board of Directors for a minimum of two (2) years. The term is for one (1) year.

**Immediate Past President duties:**

- Serves on the Executive Committee.
- Chairs the Program Planning Committee for the next annual meeting.
- Serves as Junior co-chair of National Clinical Affairs Committee.
- Serves on Finance Committee.
- Serves on the Awards Task Force.
- Represents ASHI on the UNOS Board of Directors.
- May be designated by the President to act in their place in the event of their absence from a meeting.

**Vice President of Operations****Policy**

This individual must hold a non-doctoral degree and must have a minimum of three (3) years of experience in the field of histocompatibility and immunogenetics. The term is for three (3) years.

**Vice President of Operations duties:**

- Serves on the Executive Committee.
- With the Executive Director, reviews all contracts and agreements.
- Serves as back-up to Secretary for review of minutes, in the event the Secretary is unable to perform this duty.
- Serves on Finance Committee.
- Serves on Leadership Development Task Force.
- Receives and reviews monthly financial reports including expenditures and income.

**Treasurer****Policy**

This individual can hold either a doctoral or non-doctoral degree and must have a minimum of three (3) years of experience in the field of histocompatibility and immunogenetics. The term is for three (3) years.

**Treasurer duties:**

- Serves on the Executive Committee.
- Serves on Finance Committee.
- Is responsible for ensuring that accurate accounts are kept of all financial transactions.
- Oversees custody of ASHI funds and securities.
- Receives and reviews monthly financial reports including expenditures and income.
- Oversees preparation of annual budget for board approval.
- Reviews and approves allocation of funds and payment of bills.
- In coordination with the Executive Director, prepares reports for the board concerning the financial and investments status of ASHI.
- Becomes chair of the Audit Committee for three (3) years after completion of term as Treasurer, overseeing annual audit of the Society's finances.

**Secretary****Policy**

This individual can hold either a doctoral or non-doctoral degree and must have a minimum of three (3) years of experience in the field of histocompatibility and immunogenetics. The term is three (3) years.

### Secretary duties:

- Serves on the Executive Committee.
- Oversees the taking and preparation of all meeting minutes.
- With the Executive Director, responsible for overseeing election ballot results and reporting those results to the President.
- Responsible for following up on action items pertaining to board members.
- Oversees communicating the summaries of board meetings to the membership via the *ASHI Quarterly*.

## **Board Meeting Dates and Reports**

### **Policy**

The board will meet, at minimum, three times annually. The date for the January board meeting shall be determined by the availability of the majority of the board. The June board meeting takes place during the second Regional Workshop; the fall board meeting takes place just before the Annual Meeting.

### **Procedure**

The President and/or President-elect will conduct board meetings, driven by the Society's strategic plan and shall include but not be limited to: reviewing reports on committee activities, budgetary review, monitoring strategic goals and objectives.

For each board meeting, the following procedures apply:

- The Executive staff will forward a board report form to each board liaison and committee chair for completion one month before a scheduled board meeting.
- All committee chairs are required to complete their committee reports and informational material and forward them to their board liaison for review.
- Board liaisons are responsible for compiling information from the committee chairs and forwarding all reports to the executive office.
- The Executive staff is responsible for compiling all information provided from each division into a board agenda file, which is to be disseminated to all board members one week prior to each board meeting.

## **Board Actions Taken Electronically**

### **Policy**

When board action is necessary between meetings, a vote may be taken electronically via email, poll or other method. All Directors (100%) must respond unless they have notified, in writing, the President and Executive Director of their unavailability at the time the vote will be taken. A majority of votes is required for the action to pass.

## **Preparation & Distribution of Board Meeting Minutes**

### **Policies**

1. The names of those abstaining on any vote but not those proposing or seconding a motion, are to be included in the meeting minutes unless the Secretary is otherwise instructed.
2. The only information to be made public is the minutes after they are approved and any such information that the board deems to be important to disseminate to the members or to conduct business as usual.
3. A summary of each board meeting shall be posted on the website and a link to this summary will appear in the *ASHI Quarterly*.

### **Procedure**

The Assistant Executive Director and/or the Executive Director shall take notes at each board of directors meeting.

1. Once drafts of the minutes and meeting action items have been completed, the Assistant Executive Director and/or the Executive Director will forward them to the Secretary for review and revisions.
2. The Assistant Executive Director and/or the Executive Director will be responsible for making all requested revisions and preparing the final versions of the minutes and action items for approval by the Board of Directors.
3. A summary of each board meeting shall be posted on the website and a link to this summary will appear in the *ASHI Quarterly*.

## **Communications**

### **Procedure**

In order to increase information exchange between the ASHI Executive Board and the ASHI Board of Directors between regularly scheduled board meetings, the following procedures will be observed:

- The board liaison will be notified immediately of anything that affects a committee or program under their scope of responsibility.
- All committee or program communications that are brought directly to the attention of the ASHI Executive Board will include the appropriate board liaison in the communication loop.
- Committees and programs will be reminded to follow the chain of command with respect to problem resolution, critical developments requiring immediate action, or any items that can impact the operation of the committee or program.
- The entire ASHI board will be invited to participate in a board conference call on the 4<sup>th</sup> Thursday of each month. An agenda will be prepared and circulated prior to this meeting.
- The entire ASHI board will receive all Executive Committee call minutes. Appropriate consideration will be applied to confidential information.

## **Conference Calls**

### **Procedure**

When a board member/board liaison wishes to discuss issues of concern with the Executive Committee or the full board, s/he should contact the President, Vice President of Operations or the Executive Director to discuss the issue and determine whether a conference call is required. If it's deemed that the issue requires board discussion, the Executive Director will add it to the next Executive Committee/Board conference call. Minutes of the discussion and decisions made during the call should be kept.

## **Critical Issues**

### **Procedure**

If a problem arises within the Society, the following is to occur:

- If a member(s) contacts the ASHI office with a critical issue, the Executive staff will notify the President and Vice President of Operations.
- If a member(s) contacts a member of the Executive Committee or a board member with a critical issue, the President or Vice President of Operations will contact the Executive staff if assistance is required.
- If a problem is not resolved and board action is required, the Executive staff will arrange a conference call with the Board of Directors to discuss the issue(s) and come to a resolution that is in the best interest of the Society.

## **Quick Action Required**

### **Procedure**

The following is an Executive Committee-recommended procedure for use when fast response or action is required:

1. An email is generated and sent to the EC with subject line "Immediate EC Action Needed".
2. The EC responds with "Reply All" until a majority vote of four (4) is achieved. At the same time the EC designates a lead person who has knowledge about the subject matter.
3. Executive staff create a draft of proposed action/communication.
4. Communication is then sent to the full board with "Board Approval Needed by XXX" in subject line. The board will be asked to reply only to staff and not "reply all".
5. Executive staff tracks responses from the board until a majority vote of eight (8) is achieved. This vote is conveyed to the EC along with any objections or changes suggested by board members. If necessary, final edits are made.
6. The board is notified of the results and the communication is sent to Publications for immediate review.
7. Upon return from Publications, the designated lead person from the EC quickly reviews the edits to ensure consistency and accuracy has been maintained.
8. Action is then taken and/or communication is sent to membership.

### **Whistleblower Policy Policy**

In accordance with federal law, a Whistleblower Policy shall be observed in the submission of a complaint or concern regarding financial statement disclosures, accounting, internal accounting controls, or auditing matters.

### **Procedure**

Any complaint will first be evaluated to determine whether it falls within the scope of the Policy. If the complaint does not appear to involve financial statement disclosures, accounting, internal accounting controls or auditing matters, it will be forwarded to ASHI's legal counsel. The ASHI Board of Directors shall promptly forward to the Executive Director any complaints that it receives regarding financial statement disclosures, accounting, internal accounting controls or auditing matters. The Executive Director will inform the Finance Committee chair.

To facilitate disclosures, encourage proper individual conduct and alert the ASHI Finance Committee to potential issues before encountering serious consequences, the ASHI Board of Directors deems it appropriate to use Section 301 of the Sarbanes–Oxley Act of 2002 as a guideline for the Finance Committee to establish procedures for:

- (a) the receipt, retention, and treatment of complaints received by ASHI regarding its financial statement disclosures, accounting, internal accounting controls or auditing matters; and
- (b) the submission by staff and members, on a confidential and anonymous basis, of good faith concerns regarding questionable accounting or auditing matters.

1. Any staff person or member of ASHI may submit any good faith concerns regarding financial statement disclosures, accounting, internal accounting controls, or auditing matters in accordance with the following procedures:

- (a) on a confidential and anonymous basis, the concern should be submitted in writing and sent in a sealed envelope via certified mail to ASHI's legal counsel. The envelope should be labeled: "To be opened by the Finance Committee only. This envelope is being submitted pursuant to the 'whistleblower policy' adopted by the ASHI Board of Directors." Any such

envelope received by ASHI's legal counsel shall be forwarded promptly and unopened to the chair of the Finance Committee. If a staff person or member would like to discuss any matter with the Finance Committee, the individual should indicate this in the submission and include a telephone number at which they might be contacted if the Finance Committee deems it appropriate.

- (b) on a non-anonymous or non-confidential basis, the concern should be reported to the ASHI's legal counsel using the contact information specified below. The legal counsel shall keep a written record of all such reports and shall make monthly reports of the same to the chair of the Finance Committee in any month in which a concern is reported. If the alleged violation relates to ASHI's financial statement disclosures, accounting, internal accounting controls, or auditing matters, the reported concern shall immediately be relayed by the general counsel to the chair of the Finance Committee. The chair shall immediately notify the complainant that the concern has been received and that procedures as outlined below will begin.

2. Following the receipt of a complaint or a concern within the scope of this Policy, the Finance Committee will investigate each matter reported and recommend corrective or disciplinary actions to the Executive Committee who will then make a recommendation for approval to the Board of Directors. The status of all pending complaints will be determined by the Finance Committee.

3. The Finance Committee may enlist committee members, staff, and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints or concerns regarding financial statement disclosures, accounting, internal accounting controls, or auditing matters. In conducting any investigation and to the extent possible consistent with the need to conduct an adequate review of any complaint or concern, the Finance Committee shall use reasonable efforts to attempt to protect the confidentiality and anonymity of the complainant.

4. ASHI will not tolerate retaliation of any kind (including without limitation discharge, demotion, suspension, threatening, harassing, or in any manner discriminating against any such person in the terms or conditions of their employment) against staff or members for complaints or concerns submitted hereunder that are made in good faith. Should the identity of any person making a complaint or reporting a concern hereunder be made known, the Finance Committee shall monitor any disciplinary action against such person. Additionally, no staff person or member shall be adversely affected because the staff person or member refuses to carry out a directive which, in fact, constitutes corporate fraud or is a violation of state or federal law.

5. The Finance Committee shall retain as a part of its records for a period of no less than seven (7) years all such complaints and reported concerns, together with the proceedings of the Committee with respect thereto. All such records will be treated as confidential information.

## **CONTACT INFORMATION**

### **Legal Counsel**

C. Michael Deese, Esq.  
Howe & Hutton, Ltd.  
1901 Pennsylvania Ave., NW  
Suite 1007  
Washington, DC 20006  
Phone: 202-466-7252  
Email: cmd@howehutton.com

## **Contract Signing Policy**

### **Policy**

It is the responsibility of the Executive Director or meeting manager to request, review and negotiate all contracts on behalf of the American Society for Histocompatibility & Immunogenetics (ASHI). For meetings this includes, but is not limited to hotel, food and beverage, audiovisual and decorator contracts. The overall goal is to manage ASHI's risk while facilitating an efficient operation. Signed "Agreements" or "Statements of Work" are to be considered equivalent to "Contracts" under this policy.

If a meeting or other contract is part of an approved budget, i.e. outside web services, special events, audiovisual services, etc., it is not necessary to have the attached form signed. There must, however, be demonstrable proof of approval from the Board or the appropriate committee, such as in formal meeting minutes.

Part of the review and signing process may include the approval by ASHI volunteer leadership. It also must include a thorough review and approval from the Executive Director. If a decision is made on a service, facility or a certain vendor during a board meeting or on a conference call with the appropriate volunteer leaders, in addition to being noted in the written minutes where the decision is stated (motion, second, vote outcome), there should also be a form that is signed by the Vice President of Operations or a designee of the Society's Executive Committee confirming that decision.

If the contract is approved and will be signed by the Executive Director, client meeting manager, or a designee approved by the Executive Director or client meeting manager, the following should be in place in the actual contract:

- The entire contract should be in ASHI's name.
- The signature line should state "On behalf of and as authorized signer for the American Society for Histocompatibility & Immunogenetics."
- The staff person must use their ASHI title.

### **Procedure**

The form to be used is as follows:

#### **Approval Form for ASHI Contracts**

The American Society for Histocompatibility & Immunogenetics has given approval for [Name, Title] to sign a contract with [Name of vendor or facility] on its behalf for the [insert appropriate meeting or vendor info here].

---

Name / Title of VPO or designee

#### **Use of ASHI Name, Logo, and/or Acronym**

The names, logos, and acronyms of the American Society for Histocompatibility and Immunogenetics and the ASHI meeting are proprietary marks. Use of the names in any fashion, by any entity, for any purpose, is expressly prohibited without the written permission of ASHI. Permission to use the names, logos and acronyms of the American Society for Histocompatibility and Immunogenetics must be requested in writing at least two weeks before the intended printing deadline and at least 30 days before the start of the annual meeting. Written requests should include a clear description and visual representation of the intended use of name, logo, and/or acronym. If approval is granted, electronic files of the logo will be made available.

## **Finance Committee**

### **Purpose**

The Finance Committee's purpose is to oversee the Society's finances. It is tasked to ensure adequate resources in the event of an emergency, to supervise the handling of funds and the budget, and to monitor the Society's investments.

### **Composition**

#### **Policy**

Representatives from all income-generating programs and committees as well as the Treasurer (ad hoc position), Vice President of Operations and an additional member to be appointed as needed shall comprise the Finance Committee.

### **Qualifications**

- It is recommended that committee members have familiarity with ASHI's finances.

### **Meetings**

The primary work of the committee takes place via conference calls and emails.

### **General Responsibilities**

#### **Procedure**

- Control and general supervision of ASHI's finances.
- Oversee preparation of annual budget for board approval.
- Receive and review monthly financial report which includes expenditures and income.

### **Financial Statements**

#### **Procedure**

All meeting expenses should be attributed to specific a meeting on the financial statements.

Monthly statements are sent out following these procedures:

1. Staff accountant gives Executive Director (ED) the raw financials and financial dashboard, from which a financial summary is prepared noting variances of \$1,000 or more over/under.
2. ED sends raw financials, dashboard, and summary to the Treasurer, the Finance Committee Chair and the Vice President of Operations allowing one (1) week for review, questions and approval.
3. Once approved, the three reports are sent to the board and the chairs of revenue producing committees and/or programs.

### **Operating Budget**

#### **Procedure**

- The Executive Director will send to all current, new and outgoing committee chairs the historical financial information from the previous year's committee expenditures and revenues. Any recommendations for changes in expenses and/or income should be sent to the ED.
- The Finance Committee will approve a preliminary operating budget.
- Final approval of the budget will be made at the January board meeting, after most of the income and expenses for the annual meeting have been determined.

Dates on the timeline below are determined annually based on the date of the January board meeting.

<b>Deadline</b>	<b>Budget Timeline</b>
Post annual meeting	Begin preliminary budget preparation by contacting the chair & board liaison of the revenue producing programs/committees for their input based on this year's budget and projections.
2 weeks later	Requests for changes to current budget due from chairs/board liaisons.
2 weeks later	Send preliminary draft budget to Treasurer, VPO & Finance Committee chair for review and discussion. Highlight budget requests from committee/program chairs. Make any additional changes.
1 week later	Send final draft of the preliminary budget to Treasurer, VPO & Finance Committee chair for approval.
December	Present preliminary draft budget to Board of Directors for review and discussion at their December conference call. Make board edits to draft budget.
January	Finalize draft budget & send to Treasurer, VPO & Finance Committee chair for review and approval. Hold conference call if necessary.
January	Send draft budget to board prior to the January board meeting.
January	Treasurer and Executive Director present budget to board for approval.
Following board approval	Send Finance Committee & chairs of revenue producing programs/committees a copy of approved budget for their committee/program.

## **Reserves**

### **Policy**

ASHI's policy states that they must maintain a minimum of 80% of their annual operating expenses in reserves.

## **Investments**

### **Objective**

The portfolio is to be invested on a total rate of return basis with an emphasis on capital appreciation and current income (interest and dividends).

### **General Investment Procedures**

- Equity Target: **55%-65%** of the portfolio market value in common stocks.
- Fixed Income Target: **35%-45%** of the total portfolio market value in fixed income securities (average maturity of ten years or less).
- Cash and cash-equivalents are a reserve for investment in stocks, bonds, or client liquidity. As the financial markets dictate, short-term fixed income obligations may also be used as a cash equivalent reserve.
- Only publicly traded securities will be used for investment.
- Investments outside these guidelines may be used with prior written approval.

The portfolio will be diversified using a long-term horizon. The investment manager, at their discretion, may allocate assets according to their current view of the economy, the financial markets and other relevant circumstances.

### **Special Investment Procedures**

- The Executive Director, at the direction of the Executive Committee, is authorized to make investment changes as deemed necessary and in accordance with the objectives and guidelines set forth in this document.
- The Executive Director, the Board and the Finance Committee chair will meet as necessary, but at least once a year, with the investment firm to review investment strategies and transactions.
- The Executive Director will provide the investment firm with guidance and limitations concerning objectives and expectations.

### **Cash Equivalents**

Cash and cash-equivalents are a reserve for investment in stocks, bonds, or client liquidity. As the financial markets dictate, short-term fixed income obligations may also be used as a cash equivalent reserve.

### **Delegation of Authority Policy**

The Society will grant discretion to its investment firm within the specific limitations described in the investment guidelines. The investment firm will be held accountable to achieve the objectives in this statement.

### **Evaluation and Review**

As necessary, the Finance Committee chair will evaluate ASHI's investment firm and make a recommendation to the board as to remaining with the current investment firm or seeking proposals from other investment firms.

### **Advertising Policy**

Advertising is sold in *ASHI Insights* by a third party vendor, Multiview, and also in the *ASHI Quarterly*.

### **Requests for Support Policy**

All requests for support must be approved by the ASHI Executive Committee. To request financial or non-financial support, an application must be completed and turned in by September 1<sup>st</sup> so that it can be thoroughly reviewed and considered for budget approval. Requests received after the September 1<sup>st</sup> deadline will be considered on a case-by-case basis if funding is still available. (See Appendix A, Request for Support Form)

### **Audit Taskforce**

#### **The Audit Policy**

There shall be a yearly audit of the Society's finances prepared by an independent auditing firm and reported to the Audit Committee chair and the Board.

## **Chair**

### **Purpose**

The Audit chair oversees the Society's annual professional audit and makes a recommendation for its approval to the Board of Directors.

### **Policy**

The immediate past Treasurer serves as Audit chair. The Society's Executive Director coordinates the annual audit with the hired firm.

## **Committee Members**

### **Policy**

The Audit Committee chair may appoint annually an ad hoc committee if such is deemed necessary for preparation and/or review prior to sharing the audit with the board. The full board will be invited to review the audit and participate in a conference call with the auditor.

## **General Responsibilities**

- Review audit
- Coordinate review of audit with the following invited participants:
  - Auditor
  - ASHI Board of Directors
  - Executive headquarters staff, including staff accountant
- Audit chair makes a recommendation to the board for approval of the audit following a satisfactory review by the auditing firm.
- Final audit report will be available upon request from membership

## **Awards Task Force**

### **Purpose**

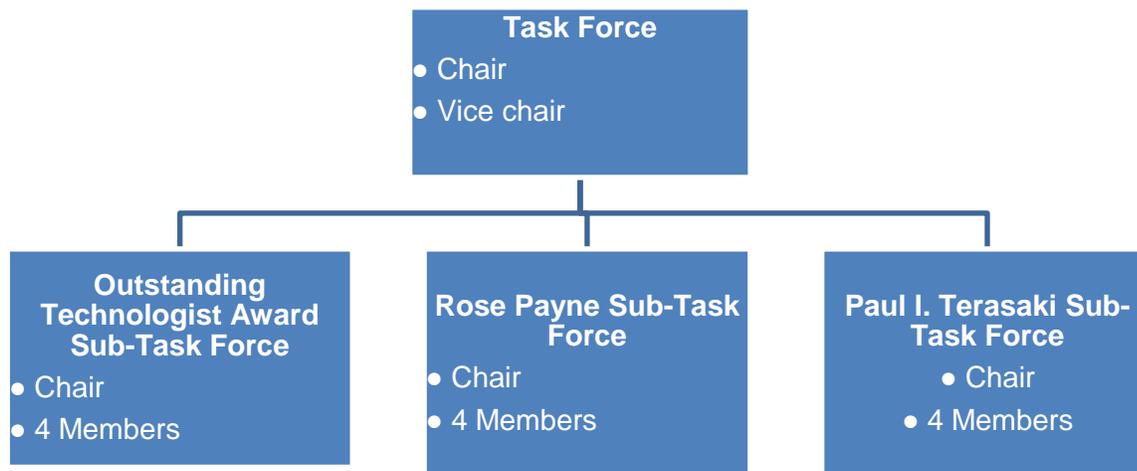
The Awards Task Force is responsible for the oversight and appropriate disposition of annual awards given by ASHI directly. Awards given by ASHI may be sponsored by an outside source. The Paul I. Terasaki Clinical Science Award is directly sponsored by a grant awarded to ASHI by the Terasaki Foundation. There are three sub-taskforces under the Awards Task Force.

## **Task Force Members**

The composition of the Awards Task Force shall be as follows:

- Chair
- Vice chair
- Members – Task force members shall consist of the following:
  - Terasaki Sub-task force chair
  - Outstanding Technologist Award (OTA) Sub-task force chair
  - Rose Payne Sub-task force chair
  - Immediate ASHI Past-President (who may nominate but shall only vote in the event of a tie)
  - ASHI President

The three sub-task forces are the Rose Payne, the Outstanding Technologist, and the Paul I. Terasaki Clinical Science Award. The composition of each sub-task force shall consist of 1 chair and 4 members. Sub-task force members shall be the 5 most recent award winners. The chair shall be the most senior member.



## Nominations & Selection

### Process

1. The scientific integrity of proposed nominees should be considered.
2. A call for nominations will appear in the *ASHI Quarterly* and via electronic notifications.
3. Any ASHI member, with the exception of the Awards Task Force members, may nominate individuals.
4. ASHI staff assembles nominee documentation (letters, CV, score sheets, etc.) for individual awards and sends for review and scoring using the appropriate scoresheet. (See Appendix for score sheets.)
5. Nominations for the ASHI Distinguished Scientist Award, the ASHI Distinguished Service Award or the Outstanding Technologist Award who are not selected are kept open for a period of three years.
6. Task Force members/sub-taskforce members review the nominee documentation, complete score sheets and return score sheets to ASHI staff.
7. Task Force members/sub-taskforce members hold conference calls, as needed, to discuss nominees.
8. ASHI staff will tally scores/e-mail votes and present tallied score sheets/e-mail votes back to Task Force chair/sub-taskforce chairs for final review.
9. See individual awards for award specific nomination and selection processes.

## Awards Notification

### Process

1. At the conclusion of the selection process, staff will notify the Awards Task Force chair, the subcommittee chairs and members, and the board about the chosen awardees.
2. Staff prepares letters notifying awardees and sponsors and submits them to the Awards chair for review and approval.
3. Staff sends award letters to the winners by email, with a cc to those who nominated that award winner, to provide award details and to ascertain if the award winner will be attending the annual meeting. The awardee does not need to be present to win.

4. The awardee will submit his/her biosketch and photos for placement in meeting promotions.
5. Staff will prepare award plaque drafts which will be reviewed for accuracy by all staff and the Awards Task Force chair.

### **Other Duties of the Awards Task Force**

- Assist staff in reviewing the accuracy of all plaques for outgoing volunteers and awardees.
- Encourage the ASHI membership to nominate candidates for awards.
- Be sure that each award sub-taskforce uses a consistent procedure for the award nomination/scoring process from year to year.

### **Awards Qualifications, Nominations & Selection**

#### **ASHI Bernard Amos Distinguished Scientist Award**

To honor a distinguished scientist who is an ASHI member. This individual must have contributed significantly to the field of immunogenetics and/or transplant immunology.

- Qualifications:
  - ASHI member past or present
  - Doctoral or non-doctoral
- Award
  - Plaque
  - Lodging reimbursement for two (2) nights
  - Complimentary annual meeting registration
  - Economy coach airfare (\$700 domestic, \$1,200 international)
  - Annual meeting lecture: The awardee will be invited to give a 35 to 40-minute lecture on their work at the annual meeting.

#### **Rose Payne Award**

To honor a great scientist and to recognize Rose Payne's long-standing contributions to the field of immunogenetics and her continuing support in the development of the Society.

- Qualifications
  - An individual who has made significant and internationally recognized distinguished scientific contributions to the advancement of immunogenetics and histocompatibility; and who is known to have a high degree of scientific integrity.
  - Doctoral or non-doctoral
  - ASHI membership is not required
- Award
  - Medallion plaque
  - Cash award (\$2,000)
  - Lodging reimbursement for four (4) nights
  - Complimentary annual meeting registration
  - Economy coach airfare (\$700 domestic, \$1,200 international)
  - Annual meeting lecture: The awardee will be invited to give a 60-minute lecture on their work at the annual meeting.
- Nomination & selection process
  - Award nominations will come from the sub-taskforce.
  - When the nominations open, the Awards Chair notifies the Rose Payne Award Sub-taskforce Chair and that person in turn notifies the Rose Payne Sub-taskforce ASHI non-members, so that they have the same timeline and process to nominate as the members.

- Nominations should include a brief biosketch, the nominee's CV and two supporting letters from ASHI members (only one is required if the person nominating the candidate is also an ASHI member.)
- Nominees who are not elected the first year of their nomination will be held over to the next year. The person nominating will be invited to update their letter of recommendation.
- Only ASHI members of the sub-taskforce will vote.
- The voting process will be by email ballot in which the voting members rank the nominees on score sheets provided for that purpose. Staff compiles the score sheets and creates a list of candidates showing their compiled scores. The successful candidate will be the one whose compiled scores are the highest. If further discussion is needed, it will take place via email or teleconference and, if necessary, votes will be cast via email.
- The e-mail votes will be sent to the ASHI office for tally and copied to the Rose Payne Sub-taskforce chair.

### **Outstanding Technologist Award**

To honor a technologist who has provided outstanding contributions to the field of histocompatibility and immunogenetics.

- Qualifications
  - ASHI member
  - Non-doctoral
- Award
  - Plaque
  - Cash award (\$1,000)
  - Lodging reimbursement for two (2) nights
  - Complimentary annual meeting registration
  - Economy coach airfare (\$700 domestic, \$1,200 international)
- Nomination & selection process
  - Any ASHI member with the exception of the OTA Sub-taskforce members may nominate for this award.

### **ASHI Distinguished Service Award**

To honor a distinguished ASHI member who has contributed significantly to ASHI's heritage, by their service to ASHI.

- Qualifications
  - ASHI member past or present
  - Doctoral or non-doctoral
- Awards
  - Plaque
  - Lodging reimbursement for two (2) nights
  - Complimentary annual meeting registration
  - Economy coach airfare (\$700 domestic, \$1,200 international)

### **Paul I. Terasaki Clinical Science Award**

To honor an individual, group, or institution in recognition of significant accomplishments and/or contributions to the fields of clinical transplantation, histocompatibility, and immunogenetics. Such recognized accomplishments or contributions may be a single effort or the cumulative efforts of a career or project in the fields of clinical transplantation, histocompatibility, and immunogenetics.

- Qualifications

- Any person, group, or institution shall be eligible for the award, regardless of whether a member of the Society and including previous recipients of the award.
- Nominations by membership are not solicited for this award.
- Award
  - Plaque
  - Cash award (\$5,000)
  - Lodging reimbursement for two (2) nights
  - Complimentary annual meeting registration
  - Economy coach airfare (\$700 domestic, \$1,200 international)
  - The awardee, or a representative of the award winning institution will be invited to give a 30 to 35-minute lecture on their work at the annual meeting during the ASHI Awards Plenary Session.
- Nomination & selection process
  - The sub-taskforce will identify candidates who align with the above vision.
  - The sub-taskforce will score each candidate using the Terasaki scoresheet.
  - The candidates with the top two scores will be presented to a Terasaki Foundation representative (in 2017 this was Keith Terasaki) for their input.
  - If both candidates are approved by the Terasaki Foundation representative, the award will go to the candidate who scored highest.

**J. Marilyn Macqueen Rising Star Technologist Award**

- Qualifications
  - Outstanding HLA technologist who has worked in the field for less than 36 months and wants to pursue a career in HLA
  - ASHI membership is not required
- Award
  - Plaque
  - Complimentary annual meeting registration
  - Coach airfare (up to (\$700 domestic, \$1,200 international) to the annual meeting
  - Complimentary ASHI technologist membership for 1 year. If already a member, complimentary 1-year extension provided.
- Nomination & selection process
  - Candidates self-nominate by writing a short essay of fewer than four pages describing their current work in HLA and why they are interested in pursuing a career in the field. Essay must be written by the nominee and NOT by their lab supervisor.
  - Nominee’s lab supervisor or manager must validate the content of the essay in writing verifying that the nominee meets the eligibility criteria for the award.
  - The Awards Task Force will score the essays on a scale of 1-5, based on content (1 is highest score).
  - The award will be given to the writer of the highest scoring essay.
  - The past-President will only vote if there is a tie.
  - The votes will be sent to the ASHI office for tally and copied to the Awards chair.

**Awards Process Timeline**

Dates are subject to change based on the date of the Annual Meeting.

ACTION	PROCESS	DATE
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Promotion of award nominations	Promote "Call for Award Nominations" in the <i>ASHI Quarterly and e-communications</i>	February
Communication of "Call for Award Nominations"	Series of blast emails to membership promoting nomination process	March / April
Confirmation of Sponsors	ASHI staff will confirm award sponsors	April
Deadline for nominations received by ASHI headquarters	Membership submits nominations and supporting documentation to ASHI headquarters	June 1
Preparation of nominee information	ASHI staff assembles nominee documentation (letters, CV, score sheets, etc.) for individual sub-taskforces and sends to committees for review	June 1 -7
Selection of individual awardees	Task forces and sub-taskforces review the nominee documentation, complete score sheets & select awardee. Sub-taskforces hold conference calls to discuss nominees	June 7 -24
Preparation for notifying each awardee and, if applicable, each sponsor	ASHI staff prepares letters notifying awardees and sponsors for Awards Chair review and approval	June 14 - 30
Finalization of letters to awardees	ASHI staff sends letters to awardees	July 1 – 15
Notification to awardees	Awardees receive letters	July 15 - 30
Preparation of awardee plaques	ASHI staff prepares draft of plaques. Awards Chair & Publications Committee must approve content before sending to award vendor	August 1 - 15
Finalization of awardee plaques	Awards Task Force Chair does final review of awardee plaques. Order is submitted to plaque vendor	August 15 – 30
Awards script & PowerPoint	ASHI staff drafts Awards Ceremony script & PowerPoint for President's review	August 15 – 30
Confirmation of awardees' attendance to Annual Meeting	ASHI staff contacts each awardee to be sure they will attend the Annual Meeting to accept award	September 1 – 15
Finalization of awardees' winnings	ASHI staff arranges for award disbursements as appropriate (travel, hotel, check, etc.)	September 15 – 30
Finalization of awards ceremony script & PowerPoint	ASHI staff holds conference call with President to review and finalize script & PowerPoint	TBD depending on meeting dates
Presentation of awards	Annual Meeting Award Presentation	TBD depending on meeting dates

## **Travel Fund Awards**

The ASHI Travel Fund Award was originally created to financially help newer ASHI members to attend the ASHI meetings. However, at the June 2018 board meeting, the ASHI Board of Directors approved a motion to allow all ASHI members, regardless of the number of years as a member, to apply for travel awards.

To be considered for the ASHI Travel Fund Award, applicants must be a current ASHI member.

The following increase the likelihood of being chosen:

- Desire to further your career in HLA
- Volunteer service to ASHI and/or ABHI
- Presentations at ASHI meetings
- Authorship in ASHI publications

Applicants must complete a travel fund application. ASHI Headquarters receives the completed applications via email and sends it to the applicant's General Supervisor or Director for verification of support and to ensure accuracy of the application using [this form](#). Once ASHI headquarters has both the completed application and verification of support form, these items will be sent to the Awards Task Force for scoring. See Appendix for scoresheet.

## **Regional Meetings**

Winners will receive:

- One (1) complimentary registration to a Regional Education Workshop. This cannot be carried over to future years.
- Up to \$800 reimbursement for travel expenses to a Regional Education Workshop (must be in compliance with the ASHI Financial Policies - Travel & Meetings).

\*Limit of one travel fund award per institution each year.

## **Annual Meeting**

Winners will receive:

- One (1) complimentary registration to the ASHI Annual Meeting. This cannot be carried over to future years.
- Up to \$1,000 reimbursement for travel expenses to the annual meeting (must be in compliance with the ASHI Financial Policies - Travel & Meetings).

\*Limit of one travel fund award per institution each year.

Once the ASHI Staff member has notified the award winner via email, the ASHI Meetings staff will send a follow up email to the award winner to complete a registration form and to provide hotel and departure dates. If the winner has already registered, staff will work with accounting to have the full registration amount refunded back to the award winner. The winner may supply their hotel arrival and departure dates so that staff may add them to the Master VIP housing list and cover their hotel accommodations up to the \$800/\$1000 reimbursement amount. Should the amount not reach the maximum reimbursement, after the conclusion of the meeting, staff will send a reimbursement form for the winner to submit for any other expenses incurred until the \$800/\$1000 is met.

## Bylaws Committee

### Purpose

The Bylaws Committee strives to ensure that the Society's bylaws are consistent with the mission of the Society and with current legal best practices for nonprofit organizations. The Committee is also charged with maintaining and revising the ASHI Operations Manual on an annual basis.

### Chairs

The committee chair and vice chair shall serve a three (3) year term. During their last year of service, they will together select an incoming vice chair among the active members on the committee. At the completion of their term, the chair will rotate off the committee and the vice chair will move into the chair position, and the newly appointed committee member will move into the vice chair position. In the event that none of the committee members are ready or interested in the vice chair position, this position will be advertised through ASHI publications and e-blasts.

### General Responsibilities

- Annually review and, if necessary, update the ASHI bylaws.
- Prepare a summary of proposed bylaws changes and distribute them to the membership for comments.
- Annually review and submit updates for ASHI Operations Manual to the Board of Directors for approval, as warranted, with guidance from the VPO.
- Attend conference calls as scheduled.
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting, whenever possible.

### Bylaws Revisions Timeline

Dates are subject to change based on the date of the annual meeting.

Task	Proposed Deadline
1. Hold a Bylaws Committee conference call to discuss any amendments needed (staff/Bylaws Committee)	January/February
2. Revise the bylaws document (staff/Bylaws Committee)	March/April
3. Send proposed bylaws amendments to the Board of Directors for approval (Bylaws Committee/staff)	May
4. Hold Bylaws Committee conference call to discuss comments from board (if needed)	May
5. Send revised proposed bylaws amendments to the Board of Directors for approval (if needed) (Bylaws committee/staff)	May
6. Send the amended bylaws document to ASHI legal counsel for review and comment (if required) (staff)	mid-June
7. Post on website and in e-newsletter for a two week membership comment period (staff)	July
8. If required, include additional amendments as recommended by the membership (Bylaws Committee)	July

9. If additional amendments are made, send a 2 <sup>nd</sup> draft of the bylaws document to the Board of Directors and legal counsel for review. (staff)	July
10. Send to Publications Committee for editing.	August
11. Send a response to members and a comment letter to the membership in a blast email, if necessary	August
12. Send the final amended bylaws document to the membership for a vote to include (30 days): (staff/Bylaws Committee) a) Rationale clearly explaining the bylaws amendment(s) b) A copy of the section(s) of the bylaws being amended c) A copy of the proposed amendment(s) d) An explanation of where the amendment(s) originated e) The recommendations of the Bylaws Committee on the proposed amendment(s)	Postmarked no less than 90 days before annual meeting
13. Receive ballots from the membership (staff)	Postmarked no less than 45 days before annual meeting
14. Tabulate the ballots and report to Bylaws Committee (staff)/ send to ASHI Secretary for certification	September
15. Publish the results of the membership vote (staff)	October
16. Bylaws amendment(s) effective date	November

### Operations Manual Revisions Timeline

Task	Proposed Deadline
1. Hold a Bylaws Committee conference call to discuss any revisions needed (Staff/Bylaws Committee)	February
2. Make edits and add comments to the Operations Manual in a redline document (Staff/Bylaws Committee)	March
3. Send notice to Committee Chairs to review and approve or submit revisions to their portion of the Operations Manual (Staff)	April
4. Committee revisions are due back (if applicable) (ASHI Committee Chairs)	May 13
5. Enter committee suggested revisions into the redline document (Staff)	May 31
6. Hold a Bylaws Committee conference call to discuss the revised portions submitted (Staff/Bylaws Committee)	Early June
7. Submit a redline Operations Manual document to the ASHI Board of Directors for comments (Staff)	At the June F2F meeting

8. Hold Bylaws Committee conference call to discuss comments from board (if needed, otherwise via email) (staff/Bylaws Committee)	July
9. Send suggested revisions and comments to each respective committee (if needed) (Staff/Bylaws Committee)	July
10. Committee comments and final revisions are due back (if needed) (ASHI Committee chairs)	August
11. If additional revisions are made, send a 2 <sup>nd</sup> draft of the Operations Manual to the Board of Directors for approval. (staff)	September
12. Hold Bylaws Committee conference call to discuss comments from board (if needed, otherwise via email) (staff/Bylaws Committee)	October
13. Any revisions that are received after the August 16 deadline will be tabled for the next year's revisions	August - December
14. Once board approved, send the revised Operations Manual to the Publications Committee for editing. (staff)	November
15. Publish the revised Operations Manual on the ASHI website - Send an e-blast to members with a link to the revised Ops Manual on the ASHI website (staff)	December
16. Operations Manual effective date	January 1

### **Information Technology (IT) Committee**

#### **Purpose**

The purpose of the IT Committee is to optimize the use of information technology to convey ASHI's mission.

#### **Chairs**

Chair and vice chair terms are one (1) year in each role. The chair and vice chair will select an incoming vice chair among the active members on the committee.

#### **General Responsibilities**

- Work with ASHI staff to ensure web content is current and accurate.
- Liaise with other committees to create a web presence for engagement of members and dissemination of information.
- Optimize website for implementation of ASHI's strategic plan
- Attend the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible.
- Maintain the "Related Links" web page.

### **Leadership Development Task Force**

#### **Purpose**

The Leadership Development Task Force is responsible for presenting the board and Society membership with qualified and eligible candidates who will run for election as officers and board

members.

### **Chair & Committee**

The Leadership Development Task Force is chaired each year by the President-elect. It comprises the President-elect, the Vice President of Operations and all out-going board members.

### **General Responsibilities**

#### **Procedure**

- Notify membership of a call for nominations.
- Inform membership about nominations process.
- Prepare slate of candidates, including candidates nominated by the membership, to fill all positions vacant at the end of the term.
- Obtain completed willingness to serve consent form from each candidate.
- Obtain a statement of experience and qualifications and a headshot from each nominee.
- Prepare a ballot and send it to the eligible voting members.

### **General Guidelines and Suggestions**

To be nominated and elected to the board, individuals must have a proven track record of ability, commitment and motivation to work toward the goals of the Society as set out by the strategicpPlan as well as a willingness to work as a team member for the common good of the Society.

- Candidates should have a high degree of scientific integrity and should have experience as outlined in the ASHI bylaws.
- To maintain a minimum of one (1) international member on the board.
- To maintain continuity and balanced expertise, an effort should be made to ensure that there are 'presidential potential' board members.
- Board liaison vacancies should be taken into consideration when selecting board nominees
- The Leadership Development Task Force and the board as a whole need to be looking two (2) to four (4) years forward by bringing motivated productive members onto committees in order to expand the pool of qualified candidates for the board.
- Need to keep a balance of doctoral and non-doctoral as committee chairs and members so we can keep a balance of doctoral and non-doctoral candidates on the board.
- A repository of recommended names of qualified nominees should be kept and updated annually.
- Refer to position job descriptions for terms, qualifications and duties of individual positions.

### **Leadership Development Timeline**

Dates are subject to change based on the timing of the ASHI Annual Meeting.

<b>Task</b>	<b>Responsibility</b>	<b>Deadline</b>
Schedule conference call to discuss potential nominees	Task Force Staff Liaison	Early January
Send blast email to membership asking for recommended candidates & their required paperwork	Task Force Staff Liaison	Mid-January
Send eblasts to membership reminding them about nominations deadline	Staff	Late January & Mid-February
Schedule conference call to finalize preliminary slate of candidates for presentation to the board	Task Force Staff Liaison	Late February
Forward preliminary slate to board for approval	Task Force Staff Liaison	Mid-March

Send slate to membership in blast email (date must be at least 135 days prior to annual business meeting)	Staff	Late March
Deadline for nominations from membership (date must be at least 120 days prior to annual business meeting)	Staff	Early May
Nominees submit the following: <ul style="list-style-type: none"> <li>➤ Signed willingness to serve statement</li> <li>➤ Short biographical summary</li> <li>➤ Recent photo</li> <li>➤ Signatures from at least 10 full or honorary members in good standing (if it is not on the board slate)</li> </ul>	Task Force Staff Liaison	Mid-May
Verify how candidates want their names to appear on the ballot	Task Force Staff Liaison	Mid-May
Draft of election ballot given to Nominations Task Force Chair for approval	Task Force Staff Liaison	Late May
Mail election ballots to membership (date must be at least 90 days prior to annual business meeting)	Staff	Mid-June
Deadline for receipt of ballots (date must be at least 45 days prior to annual business meeting)	Staff	Mid-August
Tally ballots and submit teller's report to Secretary for certification	Staff	Mid-August
Notify candidates about election results via email	Staff	Late August
Announce election results	Staff	Once all nominees have confirmed notification

### **Election Results Notification**

#### **Process**

- Newly elected board members should be invited to attend, as non-voting observers, to the board meeting which precedes the Annual Meeting. Board orientation is to be scheduled for incoming board members in advance of the Annual Meeting.
- All candidates, upon their request, shall be notified about the number of votes cast for each candidate.

### **STAFF INTERACTION WITH SOCIETY**

#### **Communication**

##### **Procedure**

The Executive staff maintains interaction with the Executive Committee, the Board of Directors and the members of the Society on a regular basis through:

- Daily / weekly e-mail
- Blast e-mails as necessary
- Weekly conference calls with the Executive Committee as determined by the President
- Monthly conference calls with the Board of Directors as determined by the President
- Phone calls with members of the Executive Committee, board members, and members of the Society as necessary.

## **Response Time**

The Executive staff should respond to any e-mail or voicemail messages within 24 hours if during the work week. If an e-mail or voicemail message is received on a weekend, staff will respond within 24 hours of the start of the following week. Please note that not all staff have access to e-mail when out of the office. If a question or task is posed which cannot be answered / performed in a 24-hour period, the Executive staff is to contact the individual(s) and provide an update.

## **Business Relationship**

The management company and the Executive Committee are to discuss the positive and negative aspects of the business relationship at least once a year. A plan of action is to be put into place if there are aspects of the relationship needing improvement.

## **Data Management/Membership List**

The management firm maintains a computerized membership list with the following data to be included:

- Preferred mailing address
- Academic designation
- Type of membership
- Telephone number
- Fax number
- E-mail address

## **Members' Renewal Notices**

The Executive office tracks members' join dates and sends renewal notices as needed and on a calendar year schedule. An electronic copy of *Human Immunology* is included with membership; however, members will be offered the option to renew/obtain a print subscription if they should so desire.

## **Board/Committee Rosters**

The Executive office maintains a roster of all committee chairs and board members and keeps a record of the term of each position.

- The accuracy of the committee/board roster shall be verified at least twice a year:
  - At least two (2) months prior to the annual meeting, determine those committee chairs, ARB commissioners and board members whose terms will end at the conclusion of the Annual Meeting. Those individuals will receive recognition at the Annual Business Meeting.
- Immediately following the Annual Business Meeting, once new committee chairs, ARB commissioners and board members have been appointed, the roster of positions and terms will be reviewed.
- Once approved, the new roster will be posted on the ASHI website.

## **Mailings & Vendor Requests**

### **Request for Mailing Labels**

#### **Policies**

- ASHI mailing labels are to be provided gratis only for official ASHI or ABHI-related business.
- All ASHI mailings (including committee business, etc.) shall be reviewed for accuracy by the appropriate committee chairs, board liaisons and others whose work may be addressed in the mailing.

**Request to Send Surveys or Information to Membership Policy**

Any information, survey or other communication which a vendor desires to have sent to the membership must meet the criteria of being either educational or advancing the field in some manner before it will be considered for approval, on a case by case basis, by the Executive and Publications Committees. The results of any approved surveys shall be shared with the ASHI board.

**Document Retention Policy**

The Society shall retain legal and historical documents in a safe place and in an organized fashion for seven (7) years. To provide a history of ASHI’s meetings and programs, electronic copies of all meeting materials (call for abstracts, registration brochure, final program) will be retained in perpetuity.

**Procedure**

Any documents/records authorized by the Board of Directors to be disposed of, deleted, or otherwise discarded shall be removed systematically and destroyed (shredded and recycled) by the office staff.

**Summary of Document Retention Periods**

Retention Period	Document Type
Permanent Records	<ol style="list-style-type: none"> <li>1. Articles of Incorporation</li> <li>2. IRS letter of determination</li> <li>3. Electronic copy of current bylaws, and past two iterations</li> <li>4. Employer Tax Identification Number</li> <li>5. Meeting minutes: Board of Directors' meetings; Committee meetings; Task Force meetings / other official business meetings</li> <li>6. Trademark registrations and copyrights</li> <li>7. Operations manuals</li> <li>8. Electronic copies of meeting materials: call for abstracts, registration brochure, final program</li> <li>9. Electronic copies of publications: Newsletters and journals, membership or other brochures</li> <li>10. Photos of ASHI members and meetings</li> <li>11. Annual membership lists with join date</li> </ol>
Seven Years	<ol style="list-style-type: none"> <li>1. Legal Correspondence</li> <li>2. Insurance Records /accident reports / claims / policies</li> <li>3. Accident reports / claims</li> <li>4. Contracts (expired)</li> <li>5. Inventories of products, materials, supplies</li> <li>6. Sales records</li> <li>7. Financial records including: Annual financial statements (audited); audit reports; general ledgers; tax returns; year-end general journal entries; chart of accounts; checks (canceled for important payments, i.e., taxes, special contracts and filed with the underlying transaction); contracts still in effect; accounts payable ledgers / schedules; accounts receivable ledgers and</li> </ol>

	schedules; cancelled checks; invoices (to customer, from vendors); expense reimbursement requests filed with check stub.
Three (3) Years	<ol style="list-style-type: none"> <li>1. Financials (bank reconciliations, bank statements)</li> <li>2. General correspondence between ASHI and members or vendors</li> <li>3. Insurance policies, expired</li> <li>4. Internal reports</li> <li>5. Purchase orders</li> </ol>

## **MEMBERSHIP DIVISION**

### **Membership Committee**

#### **Purpose**

Promote ASHI membership within and outside the Society and actively pursue increasing the value of ASHI membership in keeping with ASHI's mission and vision.

#### **Chairs**

Chair and vice chair terms are one (1) year in each role. The chair and vice chair will select an incoming vice chair among the active members on the committee.

#### **General Responsibilities**

- Reviews of membership levels, benefits and dues structure.
- Recommends revisions to the ASHI Board of Directors.
- Reviews ongoing comparison with similar societies.
- Performs outreach to the HLA community at large to solicit ideas regarding:
  - Enhancement of existing membership benefits
  - Suggestions for new membership benefits
- Recommends projects to ASHI Board of Directors for:
  - Marketing and promotions to increase membership
  - Enhance accessibility of ASHI educational materials
  - Promote and support International members
- Reviews published ASHI Board of Directors minutes to:
  - Keep abreast of initiatives of the board and other committees
  - Identify additional opportunities for engagement and marketing
- Attends the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible.
- Reviews these general responsibilities annually.

#### **Membership Renewals**

Yearly membership renewals are handled by the ASHI Executive Office and do not involve the Membership Committee.

#### **Timeline**

Membership applications are received on an ongoing basis. All other activities are performed as needed on an ongoing basis.

## **Review Procedure**

- All membership applications will be accepted via auto-approval through the YM association management system.
- Every six (6) months, ASHI staff will send a random sample of new membership profiles to the Membership Committee chair to review and ensure the appropriate membership type was assigned.

## **Technologists' Affairs Committee**

### **Purpose**

To provide histocompatibility technologists with the necessary information and resources to be successful in their careers.

### **Chairs**

Chair and vice chair terms are one (1) year in each role. The chair person will serve as a past chair for one (1) year immediately following the end of their chair role. The chair and vice chair will select an incoming vice chair among the active members on the committee.

### **General Responsibilities**

- Proactively identifies and explains new technologies in the field.
- Addresses issues with current methodologies.
- Plans topics and coordinate speakers/activities for the Annual Meeting Technologists' Forum
- Periodically prepares salary surveys and shares analyzed data regarding technologists' compensation.
- In conjunction with the Membership Committee, recruits national and international technologists as committee members to ensure diverse representation of technologists in the field.
- Informs technologists of the American Board of Histocompatibility & Immunogenetics (ABHI) updates and provides study materials for ABHI CHA, CHT, and CHS certification.
- Prepares or recruits articles and Tech Tips for the Technologist Section of the ASHI Quarterly
- Collaborates with the Education Committee to ensure that the educational needs of technologists are met.
- Works with the Membership Committee to help promote the technologist membership category as a means of increasing and diversifying participation within the organization.
- Utilizes social media outlets such as the Technologists' Affairs Forum and Technologists' Affairs Mentoring Program on Facebook to engage technologists in HLA topics of interest.
- Participates in scheduled conference calls to assess and fulfill annual committee goals.
- If possible, attends Technologists' Affairs Committee meeting held in conjunction with the ASHI Annual Meeting.

## **Directors' Affairs Committee**

### **Purpose**

Advocate for and address the needs and views of the Director membership.

### **Chairs**

Chair and vice chair terms are one (1) year in each role. The chair person will serve as a past chair for one (1) year immediately following the end of his/her chair role. The chair and vice chair will select an incoming vice chair among the active members on the committee.

### **General Responsibilities**

- Assesses the needs of the Director members.
- Recommends benefits and services to meet needs.
- Communicates issues of concern to both the Board of Directors & membership.
- Addresses regulatory and compliance issues of concern; CMS, FDA, UNOS, NMDP, CPT codes, reimbursement issues, etc. by serving as a conduit of information to ASHI Director members.
- Encourages participation in ASHI committees.
- Coordinates education initiatives with Education and Science and Technology Initiatives Committees.
- Attends the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible.
- Promotes growth and mentoring of Director members through educational and advisory programs.
- Organizes and present yearly overview of previous year's accomplishments and upcoming year's goals during Directors' Affairs forum at ASHI Annual Meeting.
- Completes other projects and initiatives as approved by the board.

## **COMMUNICATIONS DIVISION**

### **External Affairs Committee**

#### **Purpose**

The External Affairs Committee focuses on the development of relationships with other transplant related societies, which are identified as key to allowing ASHI to achieve its mission and vision.

#### **Policies**

1. The board of directors shall appoint liaisons as needed.
2. The President-elect will serve as the External Affairs chair.
3. Reimbursement for any expenses must be in compliance with the ASHI Financial Policies – Travel & Meetings.
4. The content of joint sessions with other societies must be presented to the board (including program and budget) before ASHI agrees to enter into these types of agreements.

#### **Procedure**

ASHI has liaisons to the following organizations:

- AABB Molecular Testing Standards Committee
- AABB Relationship Testing Standards Committee
- AABB Program Planning Committee
- American Board of Histocompatibility & Immunogenetics (ABHI)
- American Association of Immunologists (AAI)
- American Foundation for Donation and Transplantation (AFDT)
- American Society for Blood and Marrow Transplantation (ASBMT)
- American Society for Transplantation (AST)
- Coordinating Council on the Clinical Laboratory Workforce (CCCLW)
- Declaration of Istanbul (DOI)
- Foundation for the Accreditation of Cellular Therapy (FACT)
- Federation of Clinical Immunology Societies (FOCIS)
- International HLA & Immunogenetics Workshop and Conference (IHIWS)

- National Marrow Donor Program (NMDP) Histocompatibility Committee
- The Joint Commission (TJC)
- The Transplantation Society (TTS)
- United Network for Organ Sharing (UNOS) Histocompatibility Committee
- UNOS/OPTN (UNOS/Organ Procurement & Transplantation Network) Board of Directors
  - ASHI President shall serve on the OPTN/UNOS executive board,
  - President-elect shall serve on OPTN/UNOS board as a general member.
- World Marrow Donor Association (WMDA)
- Worldwide Network for Blood & Marrow Transplantation (WBMT)

**See Appendix for liaison job descriptions**

## **National Clinical Affairs Committee**

### **Purpose**

The purpose of the National Clinical Affairs Committee (NCAC) is to respond to issues, opportunities, and requests that affect ASHI and its sister organizations on a national scale. The NCAC will be the direct contact for the government relations firm with which ASHI has contracted. In addition, the NCAC serves in an advisory capacity to the Board of Directors.

### **Committee Structure**

#### **Chairs**

The committee is chaired by the two (2) immediate past-presidents with the second past-President serving as Senior chair and the first past-President (more recent past-President) serving as Junior chair.

#### **Committee Members**

A first group of committee members will be the immediate past chairs (program directors) of the following committees:

- The Accreditation Review Board
- The Director Training Review and Credentialing Committee
- The Proficiency Testing Committee
- The Directors' Affairs Committee

Additionally, committee members will consist of:

- The ASHI President
- The ASHI President-elect
- One (1) member who has a significant percentage of time devoted to solid organ transplantation. This person will be nominated by the NCAC chairs and approved by the board.
- One (1) member who has a significant percentage of time devoted to hematopoietic stem cell transplantation. This person will be nominated by the NCAC chairs and approved by the board.

### **Length of Service**

The ASHI President and President-elect will serve for their year in each position. Past chair members will serve for one (1) year. The solid organ and HSCT members will have two(2) year terms.

### **General Responsibilities**

- NCAC responds to inquiries, issues or proposed policy changes in histocompatibility and immunogenetics practices of importance to the Society. These may come to the committee's attention through ASHI's external liaisons, at the Executive Committee's request or through the committee's own sources.
- The committee is responsible for providing the knowledge necessary to engage and address these inquiries and issues. (Examples of committee activities include a draft response to proposed new UNOS policies, comment on the UNOS kidney allocation concept and preparing a unified ASHI response regarding the FDA's proposed oversight.)
- NCAC is charged to stay informed about issues and factors leading to the development or modification of laws and/or regulations relating to histocompatibility and immunogenetics. In this role, the NCAC will be the direct contact for the government relations firm with which ASHI has contracted.
- When possible, committee members participate in or organize consensus conferences on specific topics related to developments in the field of transplantation and immunogenetics, and provide educational material to ASHI members on these subjects.
- All official ASHI responses must be approved by the ASHI Executive Committee before they are issued.

### **Publications Committee**

#### **Purpose**

Coordinate with ASHI staff and ASHI committees to ensure consistency, accuracy and integrity in all printed and electronic releases representing the Society

#### **Chairs**

Chair and vice chair terms are two (2) years in each role. The chair and vice chair will select an incoming vice chair among the active members on the committee during the chair's last year of service.

#### **Policy**

All publications disseminated by ASHI regardless of format, structure or type will be reviewed and approved by the Publications Committee before their release.

#### **Procedure**

##### **Timeline**

All documents that require edits from the committee should be submitted with as much lead time as possible. The committee will always strive to meet requested deadlines, but the following guidelines should be honored. Publications of three pages or less should be submitted to the committee at least two (2) working days prior to proofing deadline. Publications between four and ten pages will require five (5) working days, whereas all publications greater than ten pages will require ten (10) working days.

### **Team Assignments**

Each Publications Committee member is assigned to a team by the co-chairs. Whenever a document is submitted for review, a co-chair will assign it to the appropriate team based on content. Teams will rotate between:

- a. ASHI Insights or other brief items.
- b. ASHI-U modules.
- c. ASHI Quarterly article review.
- d. Longer, less frequent projects, Annual Meeting Program.

This mechanism will rotate the review duties fairly amongst all the members and evenly distribute the workload across the committee as a whole.

### **Edits**

Each team member should share all suggested edits for a document with the team working on that document, to avoid duplication of effort. Edits are then sent to the headquarters staff liaison to be incorporated into the final document.

### **General Responsibilities**

- Review formal responses to solicited public comments from relevant organizations such as UNOS, FDA, etc.
- Coordinate with ASHI staff and ASHI committees to ensure consistency in all printed and electronic releases representing the Society.
- Review all published materials and liaise with task related committees to ensure the accuracy and integrity of all society documents.

### **Primary Publications**

ASHI's primary publications consist of:

#### ***Human Immunology* (Publisher is Elsevier)**

- The Editor-in-Chief shall be appointed by the Board of Directors. This person:
  - Shall have a term of five years, renewable by agreement of both parties.
  - Shall convene a meeting of the Editorial Board at the ASHI Annual Meeting.

#### **Human Immunology Publisher**

- The publisher shall have the following responsibilities:
  - Provide yearly progress reports, including financial details, to the Board of Directors.
  - Provide a summary report of the activities of *Human Immunology* at the Editorial Board meeting held at the ASHI Annual Meeting.
  - Provide a written report to the Board of Directors at the beginning of the term of each new Editor-in-Chief, proposing an operational plan for the organization, scope and administration of the Journal.
  - Shall join the Human Immunology Board Liaison to renegotiate each successive contract for the publication.

#### **Elsevier Link & Abstracts of Articles**

A member identification number is assigned to each member when they first join ASHI. This is the number that is sent to Elsevier to verify a member's active status for online registration to receive the electronic version of *Human Immunology*.

#### **ASHI Quarterly**

- The ASHI newsletter shall be published four times a year.

- The ASHI newsletter shall be called *ASHI Quarterly*.
- The Editor-in-Chief shall be approved by the Board of Directors. This person:
  - Shall appoint section editors.
  - Shall be responsible for inviting authors to write articles, coordinating all official Society news and announcements, insuring timely delivery of all copy matter to publisher and maintaining the quality and integrity of the *ASHI Quarterly*.
  - The cover design may be changed at the beginning of each year at the discretion of the Editor-in-Chief. The design selected by the Editor-in-Chief should have the approval of both the chair of Publications and the Board of Directors.
- Layout, advertising, and distribution will be the responsibility of the Management Company.
- The Committee will aid the Editor-in-Chief in the review of articles including quiz questions formulated for continuing education purposes.

### **ASHI Insights**

*ASHI Insights* is an electronic news brief combining ASHI e-blast information, advertising and scientific articles gleaned from Human Immunology and other scientific publications/website. Content and advertising are gathered and laid out by a professional organization called Multiview. The Publications Committee proofreads in advance any written content being supplied by ASHI. The committee is not responsible for proofreading the scientific articles.

## **SCIENCE & EDUCATION DIVISION**

### **Education Committee**

#### **Purpose**

Develop and maintain a robust portfolio of educational opportunities for ASHI members and other individuals through producing and sharing high quality educational materials and opportunities targeting diverse audiences and highlighting best practices and innovations in the fields of histocompatibility and immunogenetics.

#### **Committee Members**

Committee members consist of:

- The chair - a past member of the Education Committee, preferably having served as vice chair. The chair is responsible for the overall progress of the Committee, budget and strategic planning.
- Vice chairs - preferably a past member of the Education Committee with an interest in serving as Chair. Each vice chair assumes responsibility for coordinating an Education subcommittee. Vice chairs will broadly learn the role and responsibilities of the other two subcommittees during their term.
- Members - ASHI members with a desire to help plan, develop and organize continuing education opportunities.

#### **General Responsibilities**

- Evaluate educational needs at various levels (technologists, directors, directors-in-training, basic scientists, allied healthcare professionals).
  - Note: Marketing Task Force assumes responsibility for any educational material for patients and families, public, and policymakers.
- Liaise with other committees and organizations for overlapping education related projects
- Organize regional education workshops.

- Oversee and coordinate the portfolio of ASHI University.
- Develop and coordinate other internal and external educational opportunities identified by the ASHI membership e.g., local meeting support.
- Build an advancement ladder within the committee so that members can rotate into leadership positions within the committee.

### **Terms**

- Education chair serves a 3-year term. The chair will serve as a past chair for one (1) year immediately following the end of their chair role.
- The Committee chair will be replaced by either the senior vice chair or a current or past vice chair based on the recommendation of the current chair. The senior vice chair is expected to assume the role of chair if the chair has to unexpectedly leave their role.
- Vice chairs serve a 3-year term.

### **ASHI University Committee**

#### **Purpose**

To provide online educational resources for members and nonmembers with opportunities to earn continuing education credits (CEs) by reading modules and passing quizzes. To provide educational resources to assist members in preparing for ABHI certification.

#### **ASHI-U Vice Chair Responsibilities**

- Coordinate meetings of the ASHI-U Subcommittee to develop program, review module evaluations and address any program-related concerns or issues.
- Identify, with the assistance of subcommittee members and staff, module authors and reviewers.
- Ensure that all components of ASHI-U are reviewed and updated as needed and that new modules are added as needed.
- Make short and long term goals, discuss with the chair, get board approval, and work towards accomplishing the goals.
- Participate in recruiting volunteers and assigning tasks.

### **Regional Workshop**

#### **Purpose**

Develop in-person regional, annual scientific programs targeted to technologist members. This includes both the regional workshops and local meetings.

#### **Composition & Selection of Regional Workshop Committee**

- Regional Workshop vice chair is responsible for the current workshops.
- Vice chair-elect is responsible for workshops in the following year.
- Interested committee members
- Four selected national faculty members, with at least one (1) senior technologist. Faculty members are identified in the fall preceding the next year's regional workshops.
- One representative each from the Science and Technology Initiatives Committee (STIC) and Technologists' Affairs Committee

#### **Regional Workshops Vice Chair Responsibilities**

- Coordinate meetings of the Regional Workshop Committee to determine the content, speakers and format of the annual workshop program.

- Work with staff to address all of the logistical issues of the workshops including a request to ABHI for the continuing education credits.
- Chair the workshops and assist as needed. (The vice chair-elect attends one workshop to gain experience.)
- Oversee local meeting application process.

## **Other Educational Initiatives**

### **Purpose**

To develop and coordinate other educational opportunities not included in ASHI-U, Regional Workshops or Local Meetings.

### **Educational Initiatives Vice Chair Responsibilities**

- Together with interested members, evaluate alternative mechanisms other than ASHI-U, regional workshops, and local meetings to support educational opportunities.
- Liaise with the Science and Technology Initiatives Committee (STIC) to advance the educational component of their initiatives.
- Liaise with other organizations to develop overlapping education related initiatives.

## **Science and Technology Initiatives Committee (STIC)**

### **Purpose**

STIC is responsible for the identification of new scientific advances, technologies, or unmet needs of the transplantation & immunogenetics communities and dissemination of this knowledge to the ASHI membership through the Education Committee and Annual Program Planning (APP) Committee. STIC will communicate information to the National Clinical Affairs Committee if these advances/platforms may impact the regulatory environment. STIC will also facilitate multi-investigator research initiatives to keep ASHI on the cutting edge and to develop best-practices guidelines for our members and the clinical programs we serve.

### **Committee Members**

The committee shall include a Chair and a Co-Chair consisting of two ASHI members with overlapping 3-year terms. The Co-Chair shall become the Chair when the previous Chair's term expires. Members-at-large will consist of a 6-8 interested ASHI members to ensure a broad level of expertise in basic, translational and clinical science. It is desirable to include ASHI members on STIC who are also members of organizations which have mutual interests with ASHI (such as UNOS and NMDP) to facilitate scientific interactions and useful working relationships. Ad hoc members may include: Past President and members of APP Task Force during their one-year term.

### **Subcommittees/Ad Hoc Committees**

STIC may have standing subcommittees and ad hoc subcommittees as voted on by the membership of the committee and approved by the ASHI board.

### **General Responsibilities**

- Provides a forum and facilitate the exchange of scientific information.
- Explores new developments in the science and technology of transplantation for histocompatibility testing.
- Collects and identifies relevant advances by contacting sister society/organizational liaisons and ASHI members who participate in other related societies.

- Provides a liaison to the Education Committee to inform them of new areas requiring educational initiatives and to assist them in identifying content experts.
- Passes on relevant advances through internal committee interactions with the APP Task Force members.
- Passes on relevant advances that might impact the regulatory environment to the National Clinical Affairs Committee.
- Identifies, promotes and facilitates collaborative research-related initiatives aimed at promoting ASHI's mission
  - Examples of initiatives: (1) standardization of nomenclature and data reporting, (2) participation in International Histocompatibility and Immunogenetics Workshops, (3) surveys of membership aimed at informing community about current trends in technology.
- Promotes ASHI's scientific expertise by facilitating publication of consensus recommendations (or alternative major view points) that impact the application of histocompatibility and immunogenetics to diagnosis and clinical care.
- Attends conference calls as scheduled.

### **Responsibilities of APP Committee as Ad Hoc Members of STIC**

- Provides mentorship of the more junior STIC members as they pursue the responsibilities of the committee by:
  - Participating in STIC meetings.
  - Providing advice regarding new scientific / technological advances.
  - Becoming a mentor for a specific project (e.g., available for teleconferences about project).

## **Annual Meeting Program Planning Committee**

### **Committee Members**

The program chair (Immediate Past President) puts together the committee. This includes the current ASHI President, Immediate Past President and an additional 11-13 other members. It should include members of senior and junior faculty and be diverse in accordance with ASHI strategic goals, to provide an excellent forum for education of clinical and basic science in the field of histocompatibility and immunogenetics. The committee consists of the following:

1. Immediate ASHI Past President serves as chair
2. President
3. Representation from the clinical and basic science membership
4. Representation from the Technologists' Affairs Committee or one or more technologist members

### **Abstract Committee**

The program chair designates at least one person from the Program Planning committee to be the Abstract Chair. That abstract chair will put together a separate Abstract Committee (these should NOT be members of the Planning Committee). The abstract chair is recommended to serve a minimum of 2 years with the option to renew annually after the 2-year term is completed. Upon the completion of their term, the abstract chair will nominate a member of the committee as the new chair, to be approved by the program chair. The Abstract Committee chair should have previous experience on this committee.

The abstract chair will meet separately (conference calls only) with the Program Planning Committee chair for selection of new members.

### **Ex-Officio Program Committee Members**

An ex-officio member of the Science and Technology Initiatives Committee (STIC) will be appointed to serve on the Program Planning Committee. The Program Committee should also consider inviting a member of the National Clinical Affairs Committee to serve in this capacity.

### **Program Planning Committee General Responsibilities**

(in conjunction with ASHI Meetings Staff)

- Assesses educational needs and scientific interests of the membership.
- Designs an educational and scientific program for the Annual Meeting that addresses those needs and interests.
- Provides a forum for relevant clinical and basic research.
- Evaluates meeting structure.
- Provides continuing education credits for Annual Meeting attendees.

### **Program Planning Process**

1. One month after the Annual Meeting, there will be a call for program ideas to the program planning committee. Suggestions should be received no later than the last day of November each year. This will allow time to review the suggestions and have items ready for the program planning meeting in January of each year.
2. One to two months prior to the end of each calendar year, the Planning Program Committee will set up multiple conference calls as following:
  - a. Conference call with the previous year's Program Planning Committee for feedback on the past meeting and the planning process for the next committee.
  - b. Conference call for the introduction of the new Program Planning Committee members and going over the process and expectations. See notes in folder from the past years conference calls.
  - c. Conference call after the evaluations are closed, to review feedback from the past meeting with the new committee.
3. In January, the full Program Planning Committee will meet in person. At this time, they will review the program submissions for acceptance or denial of topics. The committee may also come up with topics at that time and designate members of the committee to oversee and/or put that program together. The goal of this meeting is to:
  - a. Go over goals and purpose of the meeting.
  - b. Review potential speaker invites, session topics and timing of the program.
  - c. At the conclusion of this meeting, a preliminary program should be in place. See folder from the previous year's for reference materials.
  - d. Tour of the meeting venue while onsite at the January Board Meeting.
4. Once the in-person planning meeting is over, arrange any necessary calls to finalize materials.
5. Any sessions created by committee member(s) will need to be approved by the full committee.
6. Once programs are approved, the invitation process begins. It is up to the committee whether they want to contact the speakers first or not. Make sure invites are addressed to "Dr. XX."

## **International Summer School Policies**

### **1. Organization Fees**

- a. The International Summer School is produced by ASHI, APHIA, ARSHI and EFI every other year. When ASHI is the host organization, ASHI pays all costs, but the other three societies contribute \$2,000 each to ASHI. When ASHI isn't hosting, ASHI contributes \$2,000 to the host society.

### **2. Travel**

- a. ASHI awards two travel stipends of \$1,000 each annually to qualified applicants. Applicants may only receive a travel award once, whether it's used or not. The award is subject to the recipient's attendance at ISS and, once someone has attended ISS he/she cannot apply for the award.
- b. ASHI covers the travel for ASHI faculty members including hotel.
- c. Host organization covers hotel rooms for all faculty.

### **3. Faculty**

- a. Faculty is made up of 2 members from each society and the host organization members are the Chairs for that year.
  - i. The ASHI faculty is made up by the current President and Past ASHI President. ASHI staff will reach out to the other societies to request who their faculty members will be.
- b. Faculty organizes programs and sessions.
- c. The faculty chairs will review and approve of all attendee applications.
- d. The faculty chairs will place the abstracts into the respective abstract sessions.
- e. The faculty chairs will review and approve of the city excursion event.

### **4. Program Outline and Events**

- a. Sunday - the program will begin with a Welcome Reception and Dinner.
- b. Monday, Tuesday and Wednesday - Sessions will begin in the morning, if the hotel offers breakfast to hotel guests, ASHI staff will utilize that and encourage attendees to eat there. The days will include 2 general sessions of 3 speakers each, 2 abstract sessions, morning and afternoon coffee break and lunch.
- c. Events
  - i. Monday- City Excursion and Dinner.
  - ii. Tuesday - Closing Event. Typically, a dinner, networking type event such as dinner at a local restaurant.

### **5. ASHI Staff**

- a. ASHI staff will coordinate hotel location, welcome dinner and reception on night one, dinner and city excursion for attendees, application and registration sites, meeting details, website, attendees and faculty communications, program design, visa letters.
- b. ASHI staff will confirm payment type and submit any necessary deposits or forms ahead of time.

### **6. Application/Registration**

- a. Registration is limited to about 50 attendees.
- b. Registration fee is set at \$250 USD and covers attendee meeting registration, hotel rooms and tax for 3 nights, welcome reception and dinner, city excursion and dinner, and closing night reception.
- c. Application Process
  - i. ASHI staff will create an application site, Jotform, for prospective applicants to submit an application to register for the International Summer School. The

application will include the following: Basic contact information, their CV, 50-word biography, Letter of Motivation, Abstract of their own research, Letter of Support from their mentor, supervisor, etc., and a validation of their membership to one of the four societies (ASHI, EFI, APHIA, ARSHI).

- ii. Once the application deadline has ended, ASHI staff will send all submitted materials to the faculty chairs, via Google Drive, to review and approve or deny. This will also include a spreadsheet for the faculty chairs to place the abstracts at the same time.
  - iii. Once the chairs have made their decision, ASHI Staff will send Approve/Deny notifications to the applicants with a link to the registration page to collect payment.
- d. Registration Process
- i. Accepted applicants will use the provided registration link, Jotform, to complete the online registration form and provide the registration payment. This form will also request them to provide their basic contact information, and their hotel arrival and departure dates.
  - ii. Once all registrations have been completed, ASHI staff will provide all housing information, including faculty and ASHI staff traveling to the meeting, to the hotel in a master housing database. Once the confirmation numbers have been received back from the hotel, ASHI staff will send out a confirmation email to each attendee to include their hotel confirmation and location information, abstract presentation information, and any necessary travel information attendees will need to know.

## **PROFESSIONAL STANDARDS DIVISION**

### **Accreditation Review Board Program**

The ASHI Accreditation Program is established by the ASHI Bylaws and is administered by the Accreditation Review Board (ARB). The **mission** is to promote quality laboratory practice in Histocompatibility and Immunogenetics through the objective and consistent evaluation of compliance with ASHI Standards.

#### **Purpose**

The purpose of the Accreditation Program is to evaluate laboratory personnel, procedures and facilities to determine if they are in compliance with those published ASHI Standards and with Standards of organizations by which ASHI is deemed, and which apply to the activities of that laboratory. Laboratories will be evaluated for the technologies utilized and, if applicable, the clinical services provided.

#### **Goals**

The goals of the Accreditation Program are:

1. To perform the evaluation process in an ethical, objective and timely fashion.
2. To promote the educational aspects of the Accreditation process.
3. To provide to various committees of the Society, data obtained in the Accreditation process, which are useful to maintaining the Society's awareness of standard and novel procedures and methodologies.

The ASHI Accreditation Program is a voluntary program which accredits laboratories for:

1. Area(s) of Accreditation which are defined as the clinical service-specific activity supported by the laboratory (i.e. HSC/BM, Solid Organ, etc.); and,
2. Testing categories and systems used by the laboratory to support the area(s) of accreditation.

The ARB is comprised of the commissioners, Co-Chairs, the Program Director, Inspector Training Coordinator and the Accreditation Manager and meets after each inspection cycle. The Commissioners present the Summary Reports to the entire Board and Accreditation for the laboratory is granted or denied following a vote by the Board. This helps to ensure consistency in interpretation and application of the ASHI Standards.

The ARB has one document containing all of the policies & procedures of the program – the Operations Manual. Changes to the Operations Manual will be added as needed and approved by the full ARB. Any changes to the Operations Manual made during the year will be sent out for public comment. All comments received will be reviewed and responded to by ARB executive board. The final draft of the full Operations Manual will be sent to the ASHI Board for approval. Upon ASHI Board approval the final draft will be submitted to CMS for approval and posted on the ASHI website.

### **General Responsibilities**

- Performs duties and tasks as outlined in the ARB Operations Manual.
- Ensures that the highest standards for histocompatibility and immunogenetics testing are implemented.
- Maintains deemed status with CMS, The Joint Commission, UNOS and the NMDP.

### **Director Training, Review and Credentialing Committee (DTRC)**

The process of evaluating new directors or directors seeking to add areas of accreditation has been redefined by the Accreditation Review Board and the Director Training Review and Credentialing Committee (DTRC), in accordance with current laboratory Standards of the American Society for Histocompatibility and Immunogenetics.

### **Purpose**

The DTRC is a committee within the ASHI Professional Standards Division. The committee is charged by the ASHI Board of Directors to review the credentials of

- 1) All candidates training to be HLA Directors and Technical Supervisors of ASHI accredited laboratories.
- 2) HLA Directors of non-ASHI accredited USA laboratories, and
- 3) HLA Directors from foreign countries (including the vetting of their graduate and post-graduate education by a recognized credential evaluating service) to determine if they meet the ASHI Standards to direct and/or provide technical supervision for an ASHI accredited laboratory.

The DTRC will also review all submitted documentation including case portfolios, statements from the mentoring director, and letters of recommendation for all prospective candidate directors and candidate technical supervisors. The DTRC is charged with evaluating and approving the proposed

didactic, research, and clinical schedules for individual trainees or detailed plans for permanent director training fellowship programs.

### **General Responsibilities**

The DTRC approves doctoral level candidates as Director and Technical Supervisor to direct a laboratory in the U.S. Such candidates must be board certified by one of the appropriate Boards approved by HHS. M.D. candidates must be licensed to practice in the USA and be Board-certified in an appropriate specialty.

The DTRC is comprised of varying numbers of committee member volunteers each year. The ASHI bylaws do not limit the number of volunteers serving on the committee. The DTRC committee leaders are the chair and vice chair. The vice chair will make a commitment to serve four (4) years, two (2) as the vice chair and two (2) more as the committee chair; a written agreement must be filed in the ASHI office stating that the DTRC vice chair nominee is willing to make that commitment. All committee members must have a doctoral level degree and serve as a director of an ASHI accredited laboratory, either part time or full time.

### **Quality Assurance and Standards (QAS) Committee**

#### **Purpose**

The QAS Committee provides oversight for ASHI Standards in order to ensure continuity through the lengthy process of each cycle of revisions.

#### **Committee Members**

##### **Senior & Junior Co-Chairs**

- The co-chairs should include one (1) Director level and one (1) technologist level members, each of them expected to serve a two (2) year term. Either level may occupy the chair of co-chair position, as long as one (1) of each level is represented. Each co-chair must have recent service experience as a member of the committee. To ensure continuity of leadership, these individuals will rotate off the committee in alternating years. After rotating off, the senior co-chair will serve as a consultant for one (1) year. This will count as the senior co-chair's third year as per the ASHI Bylaws.

##### **Liaisons**

- Each liaison provides an external review of relevant Standards and/or facilitates the exchange of information between the external organization, committee, or board and the Co-Chairs of the QAS Committee.
  - Accreditation Review Board (ARB): This individual will be selected by the ARB and will coordinate between the ARB and QAS regarding Standards revisions and creation of new guidance.
  - National Marrow Donor Program (NMDP): This individual will be selected by the NMDP from its staff.
  - European Federation for Immunogenetics (EFI).
  - ASHI Board of Directors: This individual will be a member of the ASHI Board who is appointed to serve as Board Liaison.

##### **Members-at-large**

- To ensure consistency in experience and knowledge, an effort should be made to have no more than one-third of the members-at-large rotate off each year. To ensure that the perspectives of

both the laboratory Director and technologist are well represented in ASHI Standards, the committee should strive to have equal representation of laboratory directors and technologists. The term for each committee member is three (3) years, which may be renewed if mutually agreeable between the co-chairs and the member.

- New members serve their first year as an adjunct member and may step down at the end of this time if they wish. Inactive adjunct members will be thanked for their service and removed from the roster at the end of the year.

### **Qualifications**

Due to the substantial work load and expectations, members of the QAS Committee, taken as a whole, should comprise the following skills and expertise:

1. State-of-the-art scientific expertise and clinical knowledge in many of the specialties covered in the standards.
2. Familiarity with CMS regulations.
3. In-depth understanding of the current and historical ASHI regulations and inspector's guidelines.
4. Understanding of QAS policies and procedures.
5. Strong English language skills, including awareness of the subtleties in language and organization of standards that can affect their interpretation.
6. Ability to devote considerable time and effort to critical review and interpretation of standards as well as selecting the optimal language for each standard.

To ensure that these criteria are satisfied, it is recommended that members of the committee meet at least one of the following prerequisites:

1. Prior service on QAS
2. Prior service on the ASHI ARB
3. Service on another professional committee that requires the above skills (e.g., UNOS Histocompatibility Standards Committee)

In addition to the above, QAS Committee members must make every effort to attend ASHI sponsored and funded committee meetings at the annual ASHI meetings. The QAS Committee meeting takes place the day before the annual meeting starts, and ASHI will reimburse each committee member for one (1) night's hotel stay.

### **General Responsibilities**

- Update the ASHI Standards to include governmental regulations.
- Maintain the Standards as current when new state-of-the-art methodologies are incorporated into histocompatibility.
- Refine and update the ASHI Standards to encourage current best practices and ensure compliance with the ARB and governmental regulations.
- Place great emphasis on making the Standards clear and concise.
- Work is accomplished primarily through the review of emailed documents and discussion of these during conference calls.
- Members are expected to attend as many such calls as is feasible. There is usually one conference call per month, but sometimes more to meet certain deadlines.

## **Task Forces**

Task forces will be created as required to address any issues or new methods which require particular attention and discussion. These task forces will provide draft standards and guidance as needed for QAS Committee consideration and inclusion in the annual revisions.

## **Exchange with EFI at Annual Meetings Policy**

Beginning in 2013, the QAS Senior Chair will attend the EFI Standards Meeting, alternating years with ARB, with the schedule to be patterned as follows:

Odd numbered years - QAS goes to EFI; EFI accreditation person attends ASHI Annual Meeting  
Even numbered years - ARB goes to EFI; EFI standards person attends ASHI Annual Meeting

## **Revising ASHI Standards Procedure**

1. Beginning at the ASHI annual meeting, the QAS Committee discusses public comments that would have resulted in substantive changes to the Standards, public comments from the previous cycle that were tabled for further discussion, and suggestions made after the start of the public comment period.
2. The ARB submits requests for Standards revisions to the QAS Committee before the end of January.
3. The QAS Committee prepares a draft of proposed Standards revisions using the “track changes” feature to distinguish the revisions within the current document. At the same time, a rationale for the proposed change(s) is documented in the QAS historical record, and the ARB is requested to provide any new or revised guidance as needed.
4. The revised standards are compared with CMS regulations, NMDP requirements, and UNOS standards and policies to ensure consistency. Liaisons are consulted as needed regarding proposed changes. Inconsistencies must be justified and documented in the QAS historical record.
5. All external proposals and QAS Committee modifications are documented in the QAS historical record.
6. The committee performs a final review of the revisions to ensure that each revision is consistent with the entire document and these revised standards are approved by a quorum of the committee.
7. The revised standards are submitted to the ARB and ASHI Board of Directors for review and comment. The revised standards are either approved or returned to the QAS Committee for further revision. This process is repeated until the document is satisfactory to the ASHI Board of Directors, the ARB and the QAS Committee. This step should be completed by early July.
8. The approved document is distributed to ASHI members for a 30-day public comment period, which concludes by late August.
9. The QAS Committee reviews each public comment, performs one of the following actions, and documents the response in the QAS historical record:
  - a. Makes no change to the standard. The QAS Committee responds to each public comment and provides the rationale for committee actions, which may include educational information and insights into the intent of the standard.
  - b. Makes a change in the standard provided that the change is compliant with the CMS regulations and at least one of the following criteria is satisfied: (1) the modification is not substantial (e.g., language change, correction of a typographical error) or (2) the modification makes the standard less stringent. The rationale for the change is recorded in the QAS Committee’s response to public comments.

- c. Postpones implementing the response to a comment until the next cycle of revisions because the change would be substantial. Substantial changes require an opportunity for public comment before implementation. The rationale for the action is documented in the QAS Committee's response to public comments.
  - d. Makes a substantial change. The revised standard is distributed to all ASHI members for public comment. The period for public comment is 30 days.
  - e. Makes a substantial change to become compliant with the CMS regulations. No further public comment is needed in this case.
10. The final version of the revised standards and guidance, along with the associated QAS Committee response to public comments, are submitted to the ARB and the ASHI Board of Directors for approval and, if needed, for ARB modification of the inspectors' guidelines. Clarifications and/or modifications of the guidelines should be documented in the QAS historical record and, if appropriate, included in the QAS Committee response to public comments.
  11. The ASHI Board of Directors approves the revised standards, guidelines and QAS Committee response to public comments or returns the document(s) to the QAS Committee for further revision. This process is repeated until the document is satisfactory to the ASHI Board of Directors, the ARB and the QAS Committee. All communications are documented in the QAS historical record.
  12. When the documents are approved by the ASHI Board of Directors, they are sent to the ASHI CMS liaison, who submits the documents to CMS. Presently the ASHI Accreditation Manager handles this task.
    - a. The CMS requires the following, which are submitted by the ASHI CMS liaison:
      - i. A redline version of the entire Standards document, showing all changes.
      - ii. A clean version of the entire Standards document.
      - iii. A separate document containing only the redline version of the changed standards or guidance.
  13. Changes are submitted to CMS for final approval in December.
  14. CMS reviews the documents and may request specific revisions to achieve compliance with CMS regulations. Required revisions are made by the QAS Committee and reviewed by the Board of Directors and ARB.
  15. After satisfying the CMS review process and receiving notification from CMS that the revisions have been approved, the final document is published by posting it on the ASHI website.
  16. Changes required to achieve compliance with current CMS, UNOS and NMDP regulations are immediately effective. Changes that are less stringent than existing standards are effective immediately upon publication. Changes more stringent than existing standards become effective one (1) year after publication.

**Timeline for Standards Revisions**

Activity	Responsible Parties	Time frame
Address: 1) public comments that would have resulted in substantive changes to the Standards 2) public comments from previous cycle tabled for further discussion 3) suggestions made subsequent to the start of the Public Comment period.	<b>QAS</b>	Begin in September/October at the annual meeting.

Submit Standard suggestions to QAS	ARB	End of January
QAS Chairs meet face to face (Anaheim, CA)	QAS	January 18
Hold conference calls to review and discuss recommended revisions	ARB	February & March
Draft of new Standards presented to the ASHI Board of Directors & ARB	QAS	April 30
Review of draft Standards, return comments to QAS	ASHI Board of Directors, ARB	May 1 - 31
Finalize draft Standards	QAS, with BOD approving	June - July
Distribute Standards for Public Comment	Headquarters Staff	August 1
End of Public Comment period (30 days)	ASHI Membership	August 30
Collate comments and send to QAS	Headquarters Staff	August 31 – September 4
Respond to public comments	QAS	September 8 - 18
Revised Standards and comments distributed to BOD & ARB for review	Headquarters Staff, QAS	September 24
BOD & ARB submit further edits/questions	BOD, ARB	October 9
QAS Meeting at ASHI Annual Meeting (Anaheim, CA) Discuss responses to BOD & ARB comments	QAS	October 18
Send QAS response to BOD & ARB	Headquarters Staff	October 28
Review of Standards document	Publications Committee	November 9 - 20
Standards revisions are compiled and submitted to CMS (redline and clean versions plus separate document with changes only listed)	Headquarters Staff, ARB	December 1
Respond to any questions from CMS	ARB, QAS	As soon as received from CMS
New Standards become effective		In January
Post new Standards to ASHI website, notify BOD and members	Headquarters Staff	In January

## Proficiency Testing (PT) Program

### Purpose

To partner with histocompatibility and immunogenetics laboratories around the world to achieve the highest standards and continuous quality improvement in clinical testing and patient care.

### PT Committee Members

- The PT program consists of an Executive Committee (EC) and a PT Full Committee. The EC includes a Program Director, three Co-Chairs (Senior, Middle, and Junior), a Data Manager, an Assistant Data Manager, and advisory members consisting of the past Program Directors, an ASHI Board liaison and an ARB liaison.
- Full Committee members are volunteers assigned to review data for each survey. They assist the corresponding Co-Chairs with grading and generation of Performance and Summary Reports.

- Volunteers may join the PT Full Committee during the year as non-voting members if approved by the PT EC. Such members may subsequently join the PT committee as full voting members after the annual meeting. All members of the PT Committee are eligible to vote at the Annual Meeting, with the exception of the ASHI Board liaison and the ARB liaison. A majority of the PT Executive Committee shall constitute a quorum and the act of a majority of the voting members present at a meeting at which a quorum is present shall be the act of the committee.

### **Committee Members' Term of Service**

Effective 2012, PT committee members' terms changed to run on the calendar year instead of ending after the annual meeting to allow for the continuity of the review process.

The PT Program Director and Co-Chairs' terms of service are a minimum of one year with the possibility of extending into two years, depending on successor availability. At the end of the program director's term, he or she will serve as the Past Program Director on the PT Executive Committee (PT EC) as a voting advisory member.

The roles within the PT EC are structured such that at the end of a 1-year or potentially 2-year term, the Senior Co-Chair is expected to serve as the new Program Director, the Middle Co-Chair is expected to serve as the new Senior Co-Chair, and the Junior Co-Chair is expected to serve as the new Middle Co-Chair. A PT Full Committee member with outstanding service will be selected by an EC vote and will be added to the PT Executive Committee as the new Junior Co-Chair.

### **General Responsibilities**

- Perform the duties and tasks as outlined in the PT Operations Manual.
- Maintain the PT program as current when new state-of-the-art methodologies are incorporated into histocompatibility.
- Ensure compliance of the program with CLIA proficiency testing regulations.
- Members are encouraged to suggest changes to the ASHI PT program, and to critically evaluate proposed changes
- Update survey reports and evaluate criteria in accordance with changing methodologies and nomenclature and in response to ASHI member concerns and suggestions.
- Provide supplementary information to ASHI members to assist in improved laboratory performance and in response to specific requests.
- The PT Program Committee is divided into subcommittees that are specific for each of the ASHI PT surveys. Depending on their areas of interest and expertise, members may choose to be part of one or more subcommittees.
- Participate in discussions concerning the grading of unusual, unexpected or complicated proficiency testing results, and to review the PT reports for errors before they are released.
- Members are strongly encouraged to attend the PT Program meeting held annually at the ASHI annual meeting.
- Communicate with the ASHI Accreditation Review Board and other ASHI committees to identify accreditation issues related to proficiency testing and how these, and other issues, may impact the ASHI PT program and the ASHI community.

### **PT Program Operations Manual**

The PT Operations Manual posted on the ASHI website provides in-depth information pertaining to the PT program and PT committee roles and responsibilities as well as survey grading details.

### **ASHI ANNUAL MEETING**

The ASHI Annual Meeting is typically held in the fall (September/October) each year and should avoid any and all major religious holidays. All effort should be made to avoid conflicting with sister society meetings.

### **Liability Convention Cancellation Procedures**

Convention cancellation insurance shall be included annually as part of the Annual Meeting budget.

### **Commercial Sponsor Products**

Commercial sponsors' products will not be endorsed at any ASHI Meetings.

### **Registration Fee**

Together with the committee, the ASHI staff will set the registration fee for the Annual Meeting and staff will review the annual fee and adjust based on the expected revenue and expenses. No automatic increase shall be applied. Registration types are as follows:

- Pre-Meeting Member/International
- Pre-Meeting Non-Member
- Pre-Meeting Student/Fellow
- Member Full Early Bird
- Member Full Standard
- Member Single Day
- International Member Full Early Bird
- International Member Full Standard
- Student/Fellow Full Early Bird
- Student/Fellow Full Standard
- Non-Member Full Early Bird
- Non-Member Full Standard
- Non-Member Single Day
- Non-Member Student/Fellow Full Early Bird
- Non-Member Student/Fellow Full Standard

Single day registrations are only accepted on site at the meeting.

### **Registration Discounts**

- **Sister Societies**

There is an established reciprocal agreement among ASHI, APHIA and EFI for discounted meeting registration fees for their respective members. The ASHI member rate is extended to APHIA and EFI members when proof of membership is provided.

- **Speakers**

Per the Non-Member Speaker Agreement provided to the non-member speakers in their invitation, they will receive complimentary Annual Meeting registration. After they have completed the non-member speaker agreement, the speaker is presented with a promo code to enter into the online registration system that will provide them with complimentary registration for the Annual Meeting sessions. If the speaker is not speaking during the Pre-

Meeting, complimentary registration for Pre-Meeting is not included. If the speaker is only speaking for the Pre-Meeting, complimentary registration is only provided for the Pre-Meeting and not the remainder of the sessions. If the speaker is speaking at both the Pre-Meeting and the Meeting, the promo code will work for complimentary registrations for all Pre-Meeting and Annual Meeting sessions.

- **Award Winners**

Once the Award Winners (Rose Payne, Terasaki, Bernard Amos Distinguished Scientist, OTA, Distinguished Service, Rising Star and Travel) have been selected, they are provided a promo code to use online for their Annual Meeting registration. Pre-Meeting registration is not complimentary.

- **Emeritus Members**

ASHI Emeritus Members are provided with complimentary registration. Typically, there are not many that attend the Annual Meetings. When they would like to register, they will contact ASHI staff to receive a promo code, "EMERITUS".

- **Exhibitor Registrations**

Depending on which sponsorship/booth level a company purchases, they receive a set number of complimentary exhibit hall passes and full Annual Meeting registrations. Each company receives custom promo codes for the exhibit hall passes and a custom promo code for the full registrations – each has a limit set for the online registration. The parameters for what each company receives is based on the level that is laid out in the Exhibitor Prospectus each year. Additional exhibit hall-only passes are available for a discounted price to exhibitors only.

- **Board and Committee Members**

The only board and committee members to receive complimentary registration are the current ASHI President and Program Planning Chair of that year. They are provided a promo code to use for online registration.

### **Membership Dues at Annual Meeting**

New members may join ASHI during the open registration time of the Annual Meeting by paying membership dues prior to paying annual meeting registration fees.

### **Additional Dinners and Receptions Outside of the Program**

#### **First Time Attendees & New Members**

On Monday evening, there will be a First Time Attendees and New Members reception that will be invite-only to anyone who selected that they have not attended an ASHI Annual Meeting previously as well as any new ASHI members.

### **ARB Inspectors & International Members**

On Tuesday evening, a reception shall be budgeted for and scheduled as a thank you to the inspectors. This reception shall include international attendees and shall be coordinated with the ARB and ASHI staff.

### **Networking Reception**

On Thursday evening, there will be a Networking Reception scheduled for later in the night (9:00-11:00pm) for attendees and features desserts and dancing.

### **ASHI Board Dinner**

On Sunday night, after the Board Meeting, there will be an ASHI Board dinner for the Board Members. This is to be held at a restaurant within walking distance from the Annual Meeting location. ASHI staff will also attend.

### OTA Dinner

A small dinner is held on Wednesday evening to honor the OTA recipient with the past OTA winners. If possible, this dinner is arranged to be held at the host hotel and applied to F&B.

### Speaker Dinner

A speaker dinner will be planned for all member and non-member ASHI Annual Meeting speakers on a night that is possible for the majority of all speakers. If possible, this dinner is arranged to be held at the host hotel and applied to F&B.

### **Speakers and Topics**

The Program Committee should involve the Scientific Technology Initiatives Committee (STIC) in providing oversight regarding speakers and topics for the Annual Meeting.

### **Conflict of Interest**

ASHI staff will coordinate to have all ASHI Staff, Board Members, Program Planning Committee Members, abstract authors and Annual Meeting speakers to complete an online Conflict of Interest Disclosure before planning continues. The disclosure will need to be complete for each role the committee members plays during the Annual Meeting. Example: If someone is a speaker and a committee member, they will need to complete the disclosure twice.

### **5K Run/1-Mile Walk**

ASHI staff will coordinate a sponsored 5K Run/1 Mile Walk during the Annual Meeting, typically held on Wednesday morning in a local park area. Staff will coordinate with a local run company to get a standard run/walk course, participant bibs with time trackers, music and transportation from hotel to location of the race. The 5K Run/1 Mile Walk proceeds will be donated to a local Organ Procurement Organization (OPO), and in turn we ask them to send a few volunteers the morning of the race to assist with check in, check points and cheerleaders. The sponsoring company will provide participant t-shirts and trophies.

### **Abstract Process**

1. The Program Committee Chair assigns Chairs for the clinical and basic science abstracts.
2. The Abstract Chairs select committee members to complete the committee.
3. Each committee member will volunteer to help review and assign oral presentations for 2 to 3 categories.
  - a. The committee member is only responsible for the categories they volunteer to work on.

4. The Abstract Committee and ASHI staff review the abstract process and finalize abstract categories.
5. The ASHI staff sets the submission deadline.
6. Staff posts Call for Abstracts on the ASHI website; they also send out eblasts.
7. Staff notifies authors in cases of incomplete abstracts to complete their abstracts before the deadline.
8. Staff sends out abstract review invitations to past reviewers, gets commitments and coordinates with the reviewers.
9. Abstract Committee should ensure that all abstracts selected have not been either published as an article or previously presented at a national or international meeting prior to the date of their presentation.
10. Abstract reviewers are assigned abstracts that are on topics they've indicated as an area of expertise.
11. Reviewers receive information regarding the review process and scale; rejection of lower score (rate 5% of abstracts). They read abstracts online (or download for printing and reviewing) and enter their scores online.
12. The abstract company prepares score reports for Abstract Committee chairs and provides rank report as an Excel file.
13. Chairs of the Abstract Committee, with input from the Program Committee Chair, will determine the oral sessions and assign the session moderators.
14. Staff contacts session moderators with a formal invitation.
15. All other abstracts accepted will be poster presentations.
16. Session moderators are listed in the program and, before the meeting, should receive copies of the abstracts to be presented in their session.
17. Staff sends acceptance notification letters to a) the four ASHI Scholars; b) first authors of oral presentations; c) first authors of poster presentations.
18. Staff sends rejection notification letters to the first author.

#### **Abstract Publication**

- Abstracts will be published in *Human Immunology* and made available to members at the Annual Meeting.
- Members who do not attend the meeting will receive the issue of *Human Immunology* after the Annual Meeting.
- Abstracts will be cross-indexed with the Annual Meeting program and indexed within the *Human Immunology* issue.
- The Program Committee is directed not to publish the "rejected abstracts" online.

#### **ASHI Scholar Awards**

- The abstracts are blinded at the time of scoring but not at the time the Abstract Chairs allocate the abstracts into sessions.
- The Abstract Chairs are responsible for selecting the top abstracts for oral or poster presentations.
- The Awards Committee staff liaison will order award plaques that are presented to the Abstract Award Winners at the Annual Meeting.

- Presenters of the top abstracts selected for the award will be recognized as “ASHI Scholars” unless the presenter is the head of the laboratory.

## **REGIONAL EDUCATION WORKSHOPS**

### **Purpose**

The Regional Education Workshop Sessions are designed to introduce emerging technologies and concepts at a basic level. The faculty and topics are selected to meet the growing educational needs of the ASHI community.

### **Planning Committee Responsibilities**

- Selecting faculty members for the program.
- Identify and invite one Keynote speaker per workshop, preferably within local driving distance
- Develop a scientific program targeted at technologists.
- Establish the meeting schedule and social event (mixer) in collaboration with faculty members.
- Provide ASHI Meeting Staff with direction on the program content.

### **Target Attendees**

Almost all attendees at the Regional Education Workshops will include Medical Technologists (MT), Certified Histocompatibility Technologists (CHT) and Certified Histocompatibility Specialists (CHS).

### **Composition & Selection of Regional Education Workshop Planning Committee**

- Regional Education Workshops Vice Chair leads the Planning Committee
- Interested Education Committee members including Vice Chairs of other two subcommittees and Education Committee Chair
- Four selected national faculty members including at least 1 senior technologist
- One representative each from STIC and Technologists’ Affairs Committee
- Faculty who accept invitations for the Regional Education Workshops are responsible for completing the Faculty Agreement Form online by the deadline set by the ASHI Meeting Staff.
  - The online form includes collection of their curriculum vitae, biography, headshot, letter of agreement, (permission to record, permission to reprint and publish handouts, permission to post handouts and presentation to website), and publication authorization release form.
  - Additional responsibilities include participating in calls, developing all content, present for entire meeting and help with a last-minute presentation change.
- The Regional Education Workshop program should be set by December or very early January, so marketing can be done. Registration opens by mid-January.
- Once the faculty is set, ASHI Meetings Staff will arrange for conference calls to develop program.
- After each Regional Education Workshop, ASHI Meetings Staff will send reimbursement form to faculty for costs incurred while traveling.
- A feedback call with faculty members is required after each workshop to make changes for the next workshop.
  - The Planning Committee reviews and discusses the evaluation feedback collected from attendees.

### **Regional Education Workshop Locations**

- To select cities for the Regional Education Workshops locations, ASHI Meeting Staff will review the membership and the geographic areas of the country to determine a high population of technologists.
- Location suggestions received from attendees in the previous evaluations is also considered.
- Two (2) cities will be proposed by the Meeting Staff and approved by Regional Education Workshop to the Planning Committee chairs and Board of Directors.
  - Regional Education Workshop 1 will be held on the West Coast in April.
  - Regional Education Workshop 2 will be held on the East Coast in June.
- Cities selected should offer inexpensive travel opportunities and easy air travel in and out of the area.

### **Hotels and Meeting Dates**

- The selection of hotels and exact meeting dates within the selected cities should be based on the best contracts available (most economical).
- Hotels should be full-service hotels.
- Hotels and meeting dates should be confirmed a year ahead, if not earlier than the preceding calendar year.
- The meetings should avoid all major religious holidays.
- All efforts should be made to avoid conflicting with sister society meetings.
- ASHI Meetings Staff will work with the hotel to prepare faculty, staff, award winner and attendee room reservations and manage the room block.
- ASHI Meetings Staff will work with the hotel to assign meeting rooms and set up for general session and vendor areas, select food and beverage for all functions, and arrange for necessary AV needs.
  - Vendor area will include space for vendor table tops, breakfast and coffee breaks.

### **Theme**

- Once the meeting location, hotel, and date are set, ASHI Meetings Staff will submit a creative request form to AH's Marcom Department to have the meeting theme created. Meetings Staff should receive 2-3 options to choose and revise from.
- When options are returned to staff, they will update, change and merge ideas, etc. until they approve the final design.

### **Meeting Topics/Program**

- The Regional Education Workshop faculty, together with other Planning Committee members, should determine the Regional Education Workshop topics and content. The meeting topics selected should provide ABHI credit in all areas of accreditation, with a larger focus on solid organ transplantation, bone marrow and hematopoietic stem cell transplantation, accreditation and quality assurance.
- Program will also include The Donor and Recipient Experience Session, Vendor Presentations and Case Studies.

### **Keynote Speaker**

- There is one (1) Keynote Speaker at each Regional Education Workshop.
- The Keynote Speaker presents at the Welcome Reception unless there is a scheduling conflict that requires changes to the schedule.
- Keynote Speakers who accept invitations for the Regional Education Workshops are responsible for completing the Speaker Agreement Form online by the deadline set by the ASHI Meeting Staff. The online form includes collection of curriculum vitae, biography, headshot, letter of

agreement, permission to record, permission to reprint and publish handouts, permission to post handouts and presentation to website, and publication authorization release form.

- Keynote Speaker discusses the topic of presentation with the Planning Committee and makes sure there is no overlap with any of the faculty talks.

### **The Donor and Recipient Experience Session**

- ASHI Meeting Staff reaches out to local OPOs to request two (2) speakers, one is a donor or a family member of a donor and the other is an organ donation recipient.
- Once the speakers are identified, the Meetings Staff provides information about the ASHI Regional Education Workshop group and collects presentation slides/photos to display on the screen.
- This experience is scheduled for a 1-hour Saturday session and to be followed by a break or lunch. It can be eye opening to the attendees who forget the big picture of their work.
- Staff will arrange to have a table in the back of the room for the speakers to set up OPO giveaway/information items or personal items to set out.
- Speakers are required to provide a bio and slides before the meeting and are reimbursed for travel expenses, tolls, and parking.

### **Registration**

- ASHI Meetings Staff will build a registration system for each Regional Education Workshop individually, along with a paper registration form to be used only when contacted by institutions registering more than one person or sending in check payment on behalf of attendee(s). Wire transfers are not accepted.
- Registration site will include the following registration types:
  - Member Full Registration Early Bird
  - Member Single Day Early Bird
  - Member Full Registration Standard
  - Member Single Day Standard
  - Non-Member Full Registration Early Bird
  - Non-Member Single Day Early Bird
  - Non-Member Full Registration Standard
  - Non-Member Single Day Standard
- Once registration opens, weekly Weeks Out Reports (WOR) will be sent each Monday to the ASHI staff, including AH's MarCom coordinator. WOR will include current year registration numbers and registration reports from previous 2 years. The WOR second tab will include a housing pickup report.
- ASHI Meetings Staff are responsible for registering faculty and keynote speakers for each Regional Education Workshop.

### **Case Studies**

- The program will include one Case Study Session on each day (Friday and Saturday). Each session will include three (3), twenty (20) minute presentations for a total of six (6) presentations.
- Case studies will be submitted by attendees online via JotForm. Once the cases are received, they will be sent to the faculty and Chairs for reviewing and will be approved or denied. Case

study presentations will be scheduled for one of the two sessions. ASHI Meetings Staff will notify the submitter of decision.

- Case studies that are approved, will receive a \$25 VISA gift card and certificate after conclusion of their presentation.

### **Marketing/Website**

- ASHI Meetings Staff will update and maintain the ASHI Regional Education Workshops website, Weebly, with program, faculty, hotel room reservation, registration and all key information about the meetings.
- ASHI Meetings Staff will create and implement a marketing plan detailing the weekly blast emails to all members, previous meeting attendees, etc.
- ASHI Meetings Staff will work with AH's MarCom coordinator to implement social media posts.

### **Session Recordings**

- ASHI Meetings Staff will work with the AV company to coordinate recordings at the second Regional Education Workshop, not including the Keynote Address, vendor presentations, case studies and The Donor and Recipient Experience.
- Recordings will be posted to ASHI University for members to view complimentary and non-members to purchase for viewing.

### **Vice Chair**

- The vice chair for the Regional Education Workshops will attend at least one of the Regional Education Workshops.
- The vice chair may designate one of the other two vice chairs overseeing ASHI-U and Educational Initiatives to attend in their place if need be.
- The vice chair will review the registered attendee list and selects two co-coordinators for each Regional Education Workshop.
- The vice chair or their designee will assist with the Regional Education Workshop, stepping in to cover any unexpected speaker absences.
- The vice chair will introduce the Keynote Speaker, Faculty members, vendors, and close the Regional Education Workshops.
- The vice chair works closely with the two co-coordinators.

### **Moderators**

- Two (2) moderators are selected by the Planning Committee from a list provided of the already registered attendees for each Regional Education Workshop.
- The vice chair will reach out to selected potential moderators via email, copying ASHI Meetings Staff, and confirm their participation.
- ASHI Meeting Staff generates moderator packets and sends to selected moderators, after they have confirmed.
- Moderator Packets include (provided via email and on-site)
  - Housekeeping Announcements for morning and afternoon of each day
  - Moderator Instructions
  - Speaker Introductions (Short bios provided by faculty in online agreement form)

- It is required that moderator's check-in on-site before sessions begin to run through AV (switching presentations on the laptop, slide advancer, timing) and to be notified of changes to announce.

### **Continuing Education**

- Once the program is set from the faculty, ASHI Meetings Staff will reach out to ABHI for the most current application of credits and complete application with all necessary information.
- Once the final approved credits are made, the following is done: a) the ABHI confirmation is saved, b) a spreadsheet with the breakdown of credits is created, c) the ABHI approved credits statement is added to the workshop website, d) and email blast with all information is created.

### **Travel Awards**

- ASHI Meetings Staff will work with ASHI Executive Director to determine the deadline for Travel Award applications and to confirm that the requirements for the application have not changed since the previous year.
- Travel award information and link to online application will be provided on the ASHI Regionals Education Workshop webpage and in all workshop email blast until the deadline.
- Applications will be reviewed by ASHI Executive Director and sent to Education Chair to approve or deny. ASHI Executive Director will send email to those who are approved for the Travel Award and copy ASHI Meetings Staff.
- ASHI Meetings Staff will coordinate hotel reservations and make sure that the Travel Award winners are registered, in accordance with what the travel award covers. Awardees are reimbursed up to \$800 for their expenses (hotel and travel). Workshop registration is covered by the Travel Award.

### **Program Book**

- ASHI Meetings Staff will create a program book, which will be made available to attendees before their arrival onsite, linked in the "Know Before You Go" email. This program book is only available to attendees.
- The program book will include final program schedule, hotel floor plan, table of contents, Keynote Speaker photo and bio, faculty photo and bio page, sponsorship listing and presentations from faculty. The program is not printed.

### **Vendors/Sponsors/Table Tops**

- ASHI Meetings Staff updates the prospectus, terms and conditions, online form, website and requests floor plans from each hotel.
- ASHI Meetings Staff will work to secure table tops with corporate sponsors (starting at the top sponsorship level). Each ASHI Corporate Sponsor receives certain benefits based on their sponsorship level. ASHI also provides table top opportunities to companies that are not corporate sponsors.
- ASHI Meetings Staff receives and reviews the applications, payments from sponsors, and confirms table top location. Depending on sponsorship level, ASHI staff will also help secure their presentation time. The presentations are required before the workshops so that they can be pre-loaded to the presenting laptop. Registration and housing information will also be provided to the exhibitor. Allotted registration badges are determined by the sponsorship level.

- Presentation and shipping information reminders are sent to exhibitors as each meeting approaches.

### **Budget**

- ASHI Meetings Staff will review the potential costs for the food and beverage, AV, and travel (staff and speakers) to determine the expenses and projected income.
- The budget is reviewed by the Regional Education Workshop Vice-Chair and then proposed to the Board of Directors for approval.

### **Post-Workshop Attendee Evaluation**

- ASHI Meetings Staff will create a final attendee evaluation to include questions about all the sessions, vendors, vendor presentations, hotel, faculty, etc., through SurveyMonkey®.
- ASHI Meetings Staff will send out the evaluation email blast on the last day of the workshop. Attendees must complete an evaluation to obtain a certificate with ABHI credits.
- Attendees will be given one month to complete the evaluation and reminders will be sent to attendees to complete before the deadline.
- Once the evaluation has closed, ASHI Meetings Staff will enter the results into an excel format and follow these instructions:
  - In the excel spreadsheet, add two (2) columns after each session, one (1) for Hour and one (1) for CE. In these columns, they will enter in the Hour and CE earned if the person attended and evaluated the session. These numbers will typically be one (1) for the Hour and 0.15 for the CE – these are not definite for every year so check these numbers in accordance with the ABHI approved credits breakdown.
  - At the end of the spreadsheet, add another two (2) columns for Total Hours and Total CE's. In the Total Hours column, add up all the hours earned for each person and the sessions they attended/evaluated; and do the same for the Total CE's column.
  - Next, update the certificate template with current information and credit statement.
  - Merge the spreadsheet with the updated certificate template into one document and PDF.
  - Save each certificate individually in the folder by Last Name, First Name format.
- Once all certificates have been saved individually in PDF format, ASHI Meetings Staff will send certificate to each attendee via email.

### **Wrap-Up for ASHI Meetings Staff**

- Ensure boxes have returned from Regional Education Workshop location.
- Schedule call with Planning Committee and Faculty members for feedback. This call should be scheduled for after the evaluation deadline, so Planning Committee and Faculty can review the attendee feedback and comment on it.
- Prepare final meeting report for Education Committee and Board of Directors. The report should include:
  - Final registration numbers and breakdown
  - Final budget numbers in comparison to approved board budget
  - Brief overview of meeting site.
- Complete all final meeting bills (hotel, AV, faculty reimbursements, travel award reimbursements, etc.)

## **ACCREDITATION REVIEW BOARD MEETINGS**

### **Policies**

#### **1. Overview**

- a. There are four (4) Accreditation Review Board Meetings (ARB) throughout the year. Three (3) meetings are across the country held from Thursday – Sunday. On Thursday evening, a working dinner at the hotel for the ARB Executive Committee (typically 5 people) begins, followed by a full meeting day on Friday and half day on Saturday.
- b. The fourth meeting is at the ASHI Annual Meeting which is typically held on Sunday night or Monday morning.

#### **2. Locations**

- a. ASHI Meetings Staff will coordinate 3 hotel locations across the country (West Coast, Midwest, and East Coast) for April, August and November-December for ARB meetings.
- b. Locations are to be determined by the ARB Chairs for that year, the outgoing Chair will select the first two locations and the incoming Chair will select the November/December location.
- c. Chairs and roster will be provided by request from the Accreditation Manager. Staff to confirm roster before preparation for each meeting to check that there are no new members, employment, or contact information changes.

#### **3. Planning**

- a. ASHI Meetings Staff is to confirm hotel locations by October of the preceding year.
- b. ASHI Meetings Staff will confirm the roster with Accreditation Manager before sending any information out.
- c. ASHI Meetings Staff will then send a Meeting Information email to the ARB roster and include a link to online attendee form for receive travel information from attendee and information to contact travel company for air travel.
- d. Staff contacts the hotel to coordinate room reservations, food and beverage and AV needs.
- e. Staff will also coordinate offsite dinner at a restaurant for the full group within walking distance from the hotel.
- f. Staff will then send out a meeting confirmation email to attendees two weeks before the meeting with the agenda, dinner location, and hotel confirmation information.

## APPENDIX A – REQUEST FOR SUPPORT

### Request for Support

All requests for support must be approved by the American Society for Histocompatibility and Immunogenetics (ASHI) Executive Committee. To request financial or non-financial support from ASHI, please complete the following application by September 1<sup>st</sup> in order for your request to be thoroughly reviewed and considered for budget approval. Requests received after the September 1<sup>st</sup> deadline will be considered on a case-by-case basis if funding is still available.

Today's Date: \_\_\_\_\_

Name of Meeting/Activity/Initiative: \_\_\_\_\_

Dates: \_\_\_\_\_

Location: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City, State/Country/Mail Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Will ASHI be the only sponsor? Yes  No

If no, please list all other supporters: \_\_\_\_\_

How will ASHI be recognized for this support? \_\_\_\_\_

\_\_\_\_\_

How will ASHI benefit from this sponsorship/endorsement?

\_\_\_\_\_

\_\_\_\_\_

Please check all that apply:

Are you requesting financial support? Yes  No

If yes, how much is requested from ASHI? \_\_\_\_\_

Requesting non-financial support? (endorsement only, using ASHI logo)	Yes↑ No↑
Will CE/CME be offered?	Yes↑ No↑
Will this be an ABHI-approved program?	Yes↑ No↑
Is the program open to all?	Yes↑ No↑ N/A ↑
Is the program by invitation only?	Yes↑ No↑ N/A ↑
Will a registration fee be charged?	Yes↑ No↑ N/A ↑
Is ASHI responsible for other administrative support?	Yes↑ No↑ N/A ↑

If Yes, please list Administrative support being requested:

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**For new initiatives\* please submit:**

*\*Funding for initiatives not previously approved by ASHI*

1. Names of proposed committee members and lead contact
2. Timeline for completion of initiative
3. Type of ASHI product- meeting, book, etc.
4. Authorship statement- corporate authorship, individual authorship
5. Budget

**For co-sponsorship and endorsement requests, please submit:**

1. Completed application
2. Copy of the educational program (if applicable)
3. Budget

Send all material to [info@ashi-hla.org](mailto:info@ashi-hla.org)

## **APPENDIX B - Award Scoresheets**

The following pages contain award scoresheets.

20** Bernard Amos Distinguished Scientist Award - Score Sheet	Name of Nominee:
<p>In recognition of the scientific contributions to the field of immunogenetics and transplantation immunology made by Dr. Bernard Amos, the "Distinguished Scientist Award" is being renamed the "Bernard Amos Distinguished Scientist Award". This award was established in 2001 to honor a distinguished ASHI scientist, who like Dr. Amos, has made significant contributions to our field. Please rate each candidate on a separate score sheet. Since all pertinent areas may not have been included, please use the "comments" section to add additional information about the nominee.</p>	
<p><b>Contributions to advancement of technology and science of HLA/Immunogenetics</b> Each line should be scored on a scale of 0-5 (where 0 is not applicable, 1 is lowest and 5 is highest)</p>	<b>Score</b>
1. Developed/implemented new methods or improved existing methods.	
2. Contribution to understanding, effective dissemination of knowledge; invited oral presentations/lectures.	
3. Authored original publications in refereed journals and/or books.	
4. Creativity: includes theoretical creativity/ innovative ideas/technical creativity.	
5. Translation of research to clinical application.	
<b>Column Subtotals:</b>	<b>0</b>
<p><b>Service to ASHI or ABHI as a committee member, councilor/board member, officer, or some other significant way.</b> (Each line should be scored as 0 for no and 1 for yes.)</p>	<b>Score</b>
6. Service as an Executive Officer of ABHI, ASHI, Program Director or co-chair of ARB	
7. Service on an ASHI or ABHI committee	
8. Service as an ASHI, ABHI Committee Chair	
9. Service as an ARB Commissioner and/or inspector	
10. Service as an ABHI or ASHI Board (Council) member	
11. Service to outside organizations on behalf of ASHI/HLA/Immunogenetics	
12. Other extraordinary ASHI service.	
13. Educational contributions on behalf of ASHI at a regional or national level.	
<b>Column Subtotals:</b>	<b>0</b>
<p>The following line should be scored as 0 for no and 5 for yes. <b>NOTE: This score to be pre-populated by headquarters staff.</b></p>	<b>Score</b>
14. ABHI Certified Histocompatibility Technologist or Certified Histocompatibility Specialist or ABHI Diplomat	
<b>Column Subtotals:</b>	<b>0</b>
<p>The following line should be scored on a scale of 0 - 5 (where 0 is the shortest time and 5 is the longest)</p>	<b>Score</b>
15. ASHI Membership past or present is a requirement, although not at the time of nomination (consider longevity of ASHI membership)	
<b>Column Subtotals:</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>0</b>
<b>Comments</b>	
16. Other pertinent information about this nominee:	

**20\*\* Rose Payne Award Scoresheet**

The Rose Payne Distinguished Scientist Award was established in 1984 to honor a great scientist and to recognize her long-standing contributions to the field of immunogenetics and her support in the development of the Society. Over the years, Rose developed a well-deserved reputation for demanding from peers and students concise examination of all results and clear presentation of all data. Other than her scientific rigor, Rose was equally appreciated for nurturing the HLA field through generous sharing of her broad knowledge and rare, precious, HLA typing reagents. These qualities, along with the fact that she was the only woman among the handful of HLA pioneers, led her many colleagues and friends to commonly refer to her as "The Mother of HLA". Please consider Rose's legacy as you rate each candidate. Rate each candidate on a separate score sheet. Because all pertinent areas may not have been included, please use the "comments" section to add additional information about the nominee.

**Contributions to advancement of the science of Histocompatibility/Immunogenetics**

Each line should be scored on a scale of 0-5 (where 0 is not applicable, 1 is lowest and 5 is highest)

1. *Contribution to understanding and effective dissemination of knowledge*

2. *Creativity: includes theoretical creativity/ innovative ideas/technical creativity.*

3. *Invited oral presentations at a national and international meetings.*

4. *Authored original publications in refereed journals and/or books.*

5. *Translation of research to clinical application.*

6. *Developed/implemented new methods or improved existing methods.*

**Column Subtotals:**

**Educational activities.**

Each line should be scored as 0 for no and 1 for yes.

7. *Educational contributions on behalf of ASHI at national and international level.*

8. *Mentoring of graduate and post graduate students*

9. *Mentoring HLA-Lab Directors in Training*

**Column Subtotals:**

**GRAND TOTAL**

**Comments**

10. *Other pertinent information about this nominee:*

20** Outstanding Technologist Award - Score Sheet	Name of Nominee:
To honor outstanding technologists, past and present, the Outstanding Technologist Award is presented annually to a technologist who has provided outstanding contributions to the field of histocompatibility and immunogenetics. Please rate each candidate on a separate score sheet. Because all pertinent areas may not have been included, please use the "comments" section to add additional information about the nominee.	
<b>Contributions to advancement of technology and science of HLA/Immunogenetics</b> Each line should be scored on a scale of 0-5 (where 0 is not applicable, 1 is lowest and 5 is highest)	<b>Score</b>
1. Developed/implemented new methods.	
2. Improved existing methods.	
3. Authored original publications in refereed journals and/or books.	
4. Developed/implemented new programs.	
5. Service to outside organizations on behalf of HLA/Immunogenetics	
<b>Column Subtotals:</b>	<b>0</b>
<b>Service to ASHI or ABHI or ARB as a committee member, board member, commissioner, officer, or some other significant way.</b> Each line should be scored on a scale of 0-5 (where 0 is not applicable, 1 is lowest and 5 is highest)	<b>Score</b>
6. Service on an ASHI or ABHI committee	
7. Service as an ASHI or ABHI Committee Chair	
8. Service as an ARB Commissioner and/or inspector	
9. Service as an ABHI or ASHI board (council) member	
10. Service as an Executive Officer of ABHI, ASHI, Program Director or co-chair of ARB	
11. Other extraordinary service	
<b>Column Subtotals:</b>	<b>0</b>
<b>Educational contributions on behalf of ASHI at a regional or national level.</b> Each line should be scored on a scale of 0-5 (where 0 is not applicable, 1 is lowest and 5 is highest)	<b>Score</b>
12. Presented at regional workshops.	
13. Coordinated regional/national workshops	
14. Taught at educational sessions/national meeting.	
15. Developed new educational program.	
16. Taught students, post-doctorates, fellows, etc.	
<b>Column Subtotals:</b>	<b>0</b>
<b>Certification in Histocompatibility.</b>	<b>Score</b>
17. Certified Histocompatibility Technologist (2 points) <b>OR</b> Certified Histocompatibility Specialists (5 points)	
<b>Column Subtotals:</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>0</b>
<b>Comments</b>	
18. Other pertinent information about this nominee:	

<b>20** Distinguished Service Award - Score Sheet</b>	<b>Name of Nominee:</b>
The ASHI Distinguished Service Award was established in 1999 to honor ASHI members who have contributed significantly to ASHI's heritage, by their service to ASHI. Please rate each candidate on a separate score sheet. Since all pertinent areas may not have been included, please use the "comments" section to add additional information about the nominee.	

<b>Contributions to advancement of technology and science of HLA/Immunogenetics</b>	<b>Score</b>
Each line should be scored as 0 for no and 1 for yes.	
1. <i>Developed/implemented new methods or improved existing methods.</i>	
2. <i>Contribution to understanding, effective dissemination of knowledge; invited oral presentations/lectures.</i>	
3. <i>Authored original publications in refereed journals and/or books.</i>	
4. <i>Creativity: includes theoretical creativity/ innovative ideas/technical creativity.</i>	
5. <i>Translation of research to clinical application.</i>	
<b>Column Subtotals:</b>	<b>0</b>

<b>Service to ASHI or ABHI as a committee member, councilor/board member, officer, or some other significant way.</b>	<b>Score</b>
Each line should be scored on a scale of 0 - 5 (where 0 is not applicable, 1 is lowest and 5 is highest).	
6. <i>Service as an Executive Officer of ABHI, ASHI, Program Director or co-chair of ARB</i>	
7. <i>Service on an ASHI or ABHI committee</i>	
8. <i>Service as an ASHI, ABHI Committee Chair</i>	
9. <i>Service as an ARB Commissioner and/or inspector</i>	
10. <i>Service as an ABHI or ASHI Board (Council) member</i>	
11. <i>Service to outside organizations on behalf of ASHI/HLA/ Immunogenetics</i>	
12. <i>Other extraordinary ASHI service.</i>	
13. <i>Educational contributions on behalf of ASHI at a regional or national level.</i>	
<b>Column Subtotals:</b>	<b>0</b>

<b>The following line should be scored as 0 for no and 5 for yes. This score will be pre-populated by headquarters staff.</b>	<b>Score</b>
14. <i>ABHI Certified Histocompatibility Technologist or Certified Histocompatibility Specialist or ABHI Diplomat</i>	
<b>Column Subtotals:</b>	<b>0</b>

<b>The following line should be scored on a scale of 0 - 5 (where 0 is the shortest time and 5 is the longest)</b>	<b>Score</b>
15. <i>ASHI Membership past or present is a requirement, although not at the time of nomination (consider longevity of ASHI membership)</i>	
<b>Column Subtotals:</b>	<b>0</b>

<b>GRAND TOTAL</b>	<b>0</b>
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<b>Comments</b>	
16. Other pertinent information about this nominee:	

<b>20** Paul Terasaki Clinical Science Award Scoresheet</b>	
<p>The Paul I. Terasaki Clinical Science Award was established in 2003 to honor an individual, group, or institution in recognition of significant accomplishments and/or contributions to the fields of clinical transplantation, histocompatibility, and immunogenetics. This award was made possible by a grant from the Paul I. Terasaki Foundation. Please consider Dr. Terasaki's legacy as you rate each candidate on a separate score sheet. Because all pertinent areas may not have been included, please use the "comments" section to add additional information about the nominee.</p>	
<b>Each line should be scored on a scale of 0-5 (where 0 is not applicable, 1 is lowest and 5 is highest)</b>	
1. Contribution to understanding and effective dissemination of knowledge	
2. Creativity: includes theoretical and technical creativity as well as innovative ideas.	
3. Developed/implemented new methods or improved existing methods.	
4. Translation of research to clinical application.	
5. Dedicated career to promote The Fields among other societies.	
6. Authored original publications in refereed journals and/or books.	
7. Invited oral presentations at national and international meetings.	
<b>GRAND TOTAL:</b>	<b>0</b>
<b>Comments</b>	
8. Other pertinent information about this nominee:	



ASHI Travel Fund Award - Scoresheet		Year:
<b>Applicant's Name:</b>		
Because all pertinent areas may not have been included, please use the "comments" section to add additional information about the applicant.		
<b>Service to ASHI, ABHI or ARB as a committee member, inspector, or some other significant way. Award points as indicated.</b>		<b>Score</b>
1. Service on an ASHI or ABHI committee (1 pt per committee per year - 5 points max)		
2. Service as an ASHI or ABHI Committee Chair (2 pt per year)		
3. Service as an ASHI inspector (1 pt per year)		
4. Micro-volunteering projects (0.25 - 0.5 pt per project, reviewer discretion)		
How many years have you been an ASHI member 1-5 (5 pt) /6-10 (3 pt) /greater than 10 (1 pt)		
<b>Column Subtotal:</b>		<b>0</b>
<b>Educational contributions on behalf of ASHI at a regional or national level. Award points as indicated.</b>		<b>Score</b>
4. ASHI Quarterly article author (1 pt per article)		
5. Human Immunology article author (2 pts per article)		
6. ASHI Annual Meeting Poster presenter (1 pt per poster)		
7. ASHI Oral Abstract presenter (2 pts per oral abstract)		
8. ASHI regional case study presenter (1 pt per case study)		
9. Other histocompatibility/immunogenetics peer-reviewed publications (reviewer discretion)		
10. Other histocompatibility/immunogenetics presentations at professional society conferences (reviewer discretion)		
<b>Column Subtotal:</b>		<b>0</b>
<b>Career development statement. Assign a score from 0-5 (with 5 having clear plans to remain employed in the field)</b>		<b>Score</b>
<b>Have you attended an ASHI Annual Meeting? If so, which year?</b>		
<b>Have you attended an ASHI Annual Meeting? If so, which year?</b>		
11. Describe how this support to attend an ASHI meeting would further your career development:		
<b>Column Subtotal:</b>		<b>0</b>
<b>Goals for contributing to the field. Assign a score from 0-5 (with 5 having clear goals on how they will contribute to the field)</b>		<b>Score</b>
12. Goals for contributing to the fields of histocompatibility and immunogenetics (reviewer discretion)		
<b>Column Subtotal:</b>		<b>0</b>
<b>GRAND TOTAL</b>		<b>0</b>
<b>Comments</b>		
13. Other pertinent information about this nominee:		

## APPENDIX C – ABBREVIATIONS

Abbreviations found in this document include the following:

AABB	American Association of Blood Banks
ABHI	American Board of Histocompatibility & Immunogenetics
AED	Assistant Executive Director
APHIA	Asia-Pacific Histocompatibility & Immunogenetics Association
ARB	Accreditation Review Board
ASBMT	American Society for Blood & Marrow Transplantation
ASHI	American Society for Histocompatibility & Immunogenetics
ASHI-U	ASHI University
AST	American Society of Transplantation
BMT	Bone Marrow Transplant
CC	Committee Chair
CEC	Continuing Education Credit
CEO	Chief Executive Officer
CHA	Certified Histocompatibility Associate
CHS	Certified Histocompatibility Specialist
CHT	Certified Histocompatibility Technologist
CLIA	Clinical Laboratory Improvement Amendments
CMS	Centers for Medicare & Medicaid Services
COI	Conflict of Interest
CPT	Current Procedural Terminology
CV	<i>Curriculum Vitae</i>
D(ABHI)	Diplomate of the American Board of Histocompatibility & Immunogenetics
DTRC	Directors' Training Review & Credentialing
EC	Executive Committee
ED	Executive Director
EFI	European Federation for Immunogenetics
FDA	Food and Drug Administration
FOCIS	Federation of Clinical Immunology Societies
HCST	Hematopoietic Cell Signal Transducer
HI	<i>Human Immunology</i>
HKSHI	Hong Kong Society for Histocompatibility & Immunogenetics
HLA	Human Leukocyte Antigen
HQ	Headquarters
IDAWG	Immunogenomics Data-Analysis Working Group
ISS	International Summer School
IT	Information Technology
MT	Medical Technologist
NCAC	National Clinical Affairs Committee
NMDP	National Marrow Donor Program
OTA	Outstanding Technologist Award
PT	Proficiency Testing
PTAC	Professional & Technical Advisory Committee (of The Joint Commission)
QAS	Quality Assurance & Standards
RP	Rose Payne

STIC	Science and Technology Initiatives Committee
SPPM	Standard Policies & Procedures Manual
TJC	The Joint Commission
UNOS	United Network for Organ Sharing
UNOS/OPTN	United Network for Organ Sharing/Organ Procurement and Transplantation Network
VPO	Vice President of Operations