



## 2025 ASHI OPERATIONS MANUAL

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## Glossary of Terms

Co-chair	A person who is in charge jointly with someone else or others over a committee. Duties are shared equally among co-chairs.
Senior co-chair	A co-chair appointed with one-two years chair experience.
Middle co-chair	A co-chair appointed with at least one-year chair experience.
Junior co-chair	A co-chair appointed without prior chair experience.
Committee leadership	Refers to the current chair, co/vice chair(s), board liaison, and ASHI staff liaison.
Good standing	ASHI members are considered to be within good standing when their membership account is active, and they have paid their membership dues for the current year.
Vice chair	A person that stands in for the chair of a committee when the chair is unavailable and also assists the chair with various duties as desired by the chair.



## INTRODUCTION

### 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.

### Code of Ethics

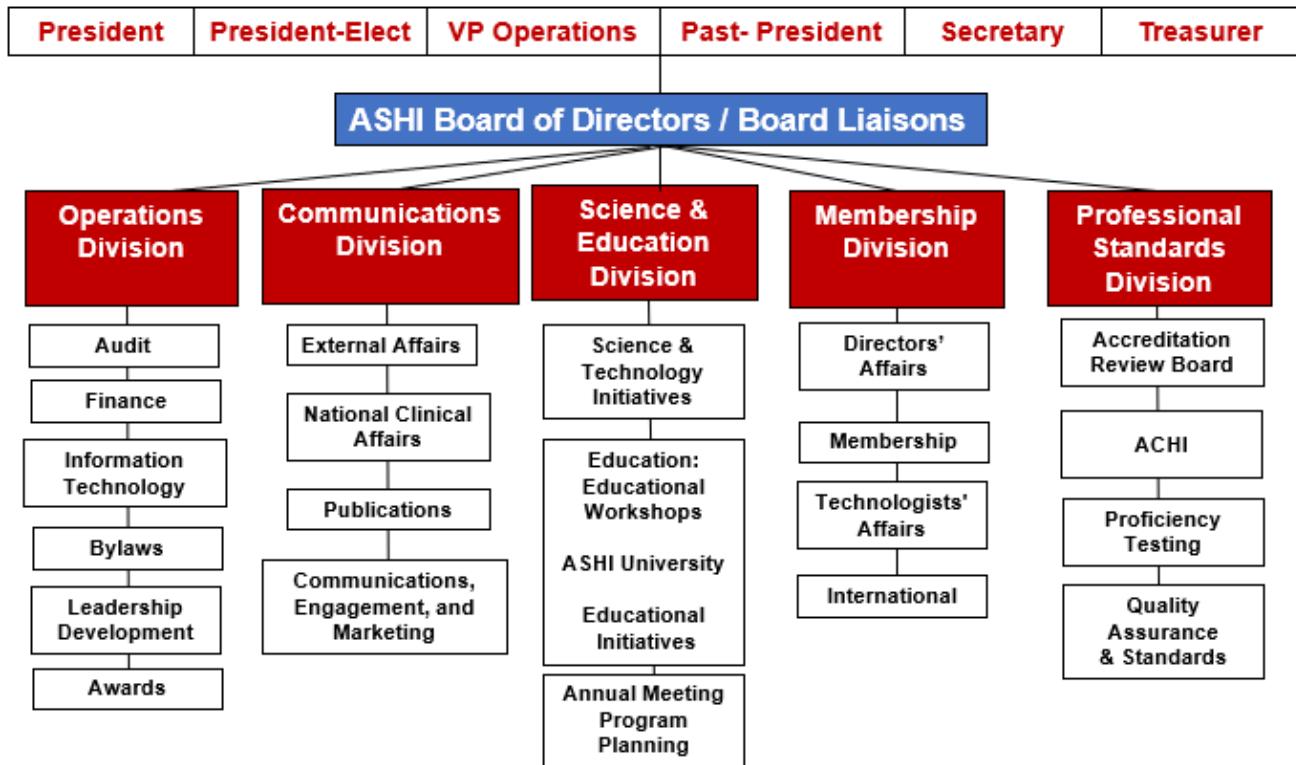
The American Society for Histocompatibility and Immunogenetics trusts members and credentialed practitioners (directors, supervisors/managers, technologists, and technicians) to maintain and uphold the highest ethical and professional principles for the benefit of patients, colleagues, and future generations. Such principles include, but not limited to, the following:

1. Utilizing and maintaining the best clinical histocompatibility practices according to local, national, and international medical and laboratory standards.
2. Adhering to universal principles of respect for autonomy, beneficence, and justice, causing no harm for all involved in organ, tissue, and stem cell transplantation.
3. Promoting the protection of human rights, human health, and human dignity as defined in various declarations in biomedical sciences, medicine, and transplantation. Engaging in activities that support the [Declaration of Istanbul](#) on organ trafficking and transplant tourism.
4. Reporting potential conflicts of interests, including financial, familial, and marketing, to the ASHI office.

### Organizational Structure

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## ASHI Board of Directors and Committees



### Membership Categories

#### Full Members

Doctoral or Non-doctoral individuals who have shown evidence of continuing active involvement or expertise in a clinical histocompatibility or research laboratory, or in a laboratory performing work related to this field, shall be eligible to apply to become Full Members of the Society. Full Members have voting privileges for the election of officers and are eligible to serve as officers or committee members.

#### Allied Health Professionals and Trainees

Members in the fields of histocompatibility and/or immunogenetics who are not formerly Full Members shall be eligible to apply to become Allied Health Professionals/Trainees. These members shall be eligible to apply for Full membership at any time the member satisfies the qualifications for Full membership. Allied members are not eligible to vote, hold office, or be a committee chair or co-chair, but may otherwise serve on committees.

This membership category encompasses the previous Technologist, Student/Fellow, International Associate, and Affiliate Members.

#### Community Partner

Patients, family members, caregivers, and others in the transplant community interested in becoming more involved in the fields of histocompatibility and/or immunogenetics shall be eligible to apply to become Community Partner members of the Society. This category is available at no cost upon receipt of a letter from a transplant physician verifying the individual's involvement in the

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transplant community as a patient, donor, family member or advocate. Community Partner members are not eligible to vote, hold office, or be a committee chair or co-chair.

#### **Friends of ASHI**

Prospective members who have not previously been members of the Society and are interested in learning about the fields of histocompatibility and/or immunogenetics shall be eligible to apply to become Friends of ASHI.

#### **Emeritus Members**

Individuals who have been active in the fields of histocompatibility and/or immunogenetics and have contributed to the Society shall be eligible to apply to become Emeritus Members of the Society. To qualify for Emeritus membership, the individual must be retired from all histocompatibility and/or immunogenetics employment in any capacity. The individual must also have been a Full Member of the Society for more than 15 years.

#### **Honorary Members**

Those individuals who are recognized because of their work as pioneers in the fields of histocompatibility and/or immunogenetics, or who have made significant contributions to the field or to the Society, may be considered for Honorary membership in the Society. Honorary membership may be extended to candidates only upon recommendation of the Membership Committee with the concurrence of the Board of Directors and followed by approval by a majority vote of the membership by ballot or at the Annual Meeting. Honorary Members shall enjoy for life all the rights and privileges of membership in the Society as established by the Membership Committee with the concurrence of a majority of the full Board of Directors.

#### **Volunteers**

Once a quarter, the Membership Coordinator will update the opportunities listed on the Volunteer Portal of the ASHI Website.

ASHI members in good standing are eligible to serve as volunteers. If a member is interested in becoming a volunteer, they should visit the Volunteer Portal of the ASHI Website and complete an electronic application. Once the application is submitted, the ASHI Headquarters Membership Coordinator will complete the following steps:

1. Ensure the volunteer applicant is in good standing by checking their record in the membership database.
  - a. If the applicant is not a member, the Membership Coordinator will contact the applicant to advise them of the eligibility guidelines and provide instructions on how to become a member.
2. Verify the committees the member is eligible to serve on:
  - a. Allied Health Professionals and Trainees
    - i. Individuals whose business, organization, or association provides products and services, including consulting and marketing services (former Affiliate members) are eligible to serve on the following committees:
      1. Membership
      2. Communications, Engagement, and Marketing
      3. Education
      4. IT
      5. Technologists' and Directors' Affairs
      6. ACHI Exam Committee
  - b. Community Partner

- i. Eligible to serve on the following committees:
  - 1. Membership
  - 2. Communications, Engagement, and Marketing
  - 3. Education
  - 4. IT
- c. Friends of ASHI
  - i. Ineligible to serve on committees

3. The Membership Coordinator will record the information from the volunteer application onto the volunteer tracking sheet in Smartsheets. The application will also be uploaded as an attachment on Smartsheets.

4. After reviewing which committee(s) the applicant noted as their top choices and the open committee seats, the Membership Coordinator will notify the respective Staff Liaison.

5. The Staff Liaison will forward the volunteer application and membership profile to the respective committee Chair and Vice Chair.

6. If the committee Chair and Vice Chair agree to accept the volunteer, the Staff Liaison will notify the volunteer of their acceptance and include any necessary correspondence, i.e., updated committee roster, most recent call or meeting minutes, and any other important documents. They will also include details for the next committee conference call or meeting.
 

- a. If the committee Chair and Vice Chair reject the applicant or if there are no open seats on the committee, the Staff Liaison will advise the Membership Coordinator to identify another opportunity for the applicant; or
- b. If there is not an open seat on the committee, the applicant can choose to be placed on a waitlist; or
- c. The applicant can choose to apply for a new committee seat.

## GENERAL COMMITTEE INFORMATION

### Committee Chair

#### Qualifications

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.

#### Selection

During the last year of a committee chair's term, the chair and the co-chair or vice chair should identify candidates for succession planning to fill the upcoming co/vice chair role. This process is outlined in the co-chair or vice chair selection section.

#### 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.

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- 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 be 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 Chief Executive Officer.

## **Committee Co-Chair and Vice Chair**

### **Selection**

All committees are requested to elect a co-chair or vice chair to serve in the chair's absence, and to place this item on the June board meeting's agenda for approval. Co-chair or Vice chairs should be selected from the current committee roster. The committee chair will obtain interest from candidates via a general committee call to eligible committee members. Utilization of a committee specific metric for eligible candidates will aid committee leadership in determining an appropriate candidate for incoming chair. The committee chair will obtain the potential successor's willingness to serve as a co/vice chair, and then seek board approval through the committee's board liaison. If elected as a co-chair or vice chair, they should be able to serve as chair when the time comes. Terms vary for each committee and are outlined in each committee description. Several committees have co-chairs and the same process will be followed for selection as a vice chair. Each committee has delineated in the Operations Manual which type of co-chair or chair is selected for the committee.

### **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**

These individuals must be ASHI members in good standing. The term is 3 years unless stated otherwise in the committee description. The first year will be considered an adjunct year, at the end of which both the chair and the committee member decide whether the adjunct member will complete the remaining two years of the term. At the discretion of the chair, committee members may be asked to renew their committee term.

### **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 have 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.

#### 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 Agreement and Conflict of Interest 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

ASHI financial statements will be forwarded to committee chairs of revenue producing committees monthly by the Chief Executive Officer. These committee chairs (ARB, Publications, ASHI Educational Workshop, Program Planning, ACHI, ASHI University, and PT) will be involved in the preparation of the annual budget.

- The CEO will prepare and submit a proposed committee budget based on the past years' financial history and the projections for 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.

## **Committee Meetings**

Committees will determine how often their meetings should take place (i.e. monthly, quarterly, etc.) Staff liaisons will assist committees in setting up a conference call or virtual meeting.

With the exception of the International Committee, committee meetings are not to be recorded unless otherwise approved by the ASHI Executive Committee. Recorded committee meetings must follow the follow criteria:

- Committee members must agree to the Zoom notification when joining the committee meeting that states they are aware that the meetings will be recorded.
  - If only one or a few committee meetings will be recorded (not all committee meetings), committee members must sign the consent form prior to the start of the meeting.
  - Electronic signatures via Jotform, Smartsheets, or other virtual form platforms are accepted.
  - Staff liaisons must collect signatures and save them with the meeting notes in the ASHI administrative files.
- Advanced notice must be given to committee members for each recorded meeting via email correspondence or a written statement on the meeting agenda.
- Recordings should not be made available for download.
- Recordings should be stored on the ASHI Vimeo online platform or on the ASHI Zoom account and deleted after 6 months.
- Recordings should not be shared outside of the committee or made public. They should only be available to committee members, ASHI Headquarters staff, and the ASHI Board of Directors.

## **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 and six (6) other members]. The Treasurer and Secretary may be either doctoral or non-doctoral members.

#### **Qualifications**

- 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.

#### **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, typically 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.

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- 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.
- Must remain engaged in the HLA profession while serving their 3-year term on the board.

### **Executive Committee**

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

#### 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.
- Must remain engaged in the HLA profession while serving their 3-year term on the board.

### **President**

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.

#### Duties

- Serves as a member of the Executive Committee.
- Ensures general operations are managed by the Chief Executive Officer.
- In concert with the Vice President, 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.
- Serves 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**

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.

#### Duties

- Serves on Executive Committee.

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- Assists the President and Vice President 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 nominated as the Histocompatibility representative to the UNOS Board of Directors to be effective when the President-elect becomes President. CAP is also offered the opportunity to nominate for this position, so there is a chance the ASHI nominee may not be elected.
- Chairs the External Affairs Committee.
- Chairs the Leadership Development Task Force.

### **Immediate Past President**

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.

#### 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, when elected to serve in this role.
- May be designated by the President to act in their place in the event of their absence from a meeting.

### **Vice President**

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.

#### Duties

- Serves on the Executive Committee.
- With the Chief Executive Officer, 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.
- Serves on the Awards Task Force.
- Serves on the National Clinical Affairs Committee.
- Serves on the Annual Meeting Program Planning Committee.
- Receives and reviews monthly financial reports including expenditures and income.

### **Treasurer**

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.

#### Duties

- Serves on the Executive Committee.
- Serves on Finance Committee.
- Is responsible for ensuring that accurate accounts are kept of all financial transactions.

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- 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 Chief Executive Officer, 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**

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.

#### Duties

- Serves on the Executive Committee.
- Oversees the taking and preparation of all meeting minutes.
- With the Chief Operating Officer, responsible for overseeing election ballot results and reporting those results to the President.
- Responsible for following up on action items pertaining to board members.
- Manages the communication of board meeting summaries to members through the ASHI website.

### **Board Meeting Dates and Reports**

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 and will be held at the site of the current year's annual meeting. The June board meeting takes place during the second ASHI Educational Workshop; the fall board meeting takes place just before the Annual Meeting.

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:

- 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.
- Headquarters 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**

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 Chief Executive Officer 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**

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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. 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. A summary of each board meeting shall be posted on the website and a link to this summary will appear in the *ASHI Quarterly*.

The Chief Operating Officer and/or the Chief Executive Officer shall take notes at each board of directors meeting. Once drafts of the minutes and meeting action items have been completed, the Chief Operating Officer and/or the Chief Executive Officer will forward them to the Secretary for review and revisions. The Chief Operating Officer and/or the Chief Executive Officer 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. 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**

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 and staff 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 and staff will receive all Executive Committee call minutes. Appropriate consideration will be given to confidential information.

### **Conference Calls**

When a board member/board liaison wishes to discuss issues of concern with the Executive Committee or the full board, they should contact the President, Vice President or the Chief Executive Officer to discuss the issue and determine whether a conference call is required. If it is deemed that the issue requires board discussion, the Chief Executive Officer will add it to the next Executive Committee/Board conference call agenda. Minutes of the discussion and decisions made during the call should be kept in the ASHI Executive Committee files. In addition to the above, on each month's board agenda, time will be devoted for board liaisons to discuss any challenges or issues within their assigned committees. This is not a time for informational updates, but a time for true concerns or issues to be discussed at the board level in a confidential setting.

### **Critical Issues**

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.
- If a member(s) contacts a member of the Executive Committee or a board member with a critical issue, the President or Vice President 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

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

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.

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 Chief Executive Officer any complaints that it receives regarding financial statement disclosures, accounting, internal accounting controls or auditing matters. The Chief Executive Officer will inform the Finance Committee chair.

To facilitate disclosures, encourage proper individual conduct and alert the ASHI Finance Committee of 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

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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**

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The Chief Executive Officer or meeting manager is responsible for requesting, reviewing, and negotiating 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 Chief Executive Officer. 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 or a designee of the Society's Executive Committee confirming that decision.

If the contract is approved and will be signed by the Chief Executive Officer, client meeting manager, or a designee approved by the Chief Executive Officer 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 an authorized signer for the American Society for Histocompatibility & Immunogenetics."
- The staff person must use their ASHI title.

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 VP 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.

**Use of Data from ASHI**

ASHI is the sole owner of any data generated via its business activities, by its committees and affiliates. Individual ASHI members, committees, and clinical and scientific communities may request access to data from ASHI or its committees to identify trends and improvement opportunities that will

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help shape the future of the field of histocompatibility, immunogenetics and transplantation. Data includes, but is not limited to, proficiency testing, laboratory accreditation, professional certifications, membership, and scientific meetings. For any publications (e.g., scientific manuscripts, abstracts, reports, newsletters, etc.) and presentations relating to, or based on ASHI data, the committee, its members, and/or the ASHI staff members responsible for the generation, retrieval, collection, and/or analysis of such data are expected to be adequately acknowledged, and in certain circumstances depending on the individuals' involvement and contributions, included as co-authors. The use of ASHI data must not be intended for direct or indirect personal gain, financially or professionally.

### **Finance Committee**

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

Representatives from all income-generating programs and committees as well as the Treasurer (ad hoc position), Vice President, 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

- Controls and supervises ASHI's finances.
- Oversees preparation of the annual budget for board approval.
- Receives and reviews monthly financial report which includes expenditures and income.

### **Financial Statements**

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

Monthly statements are sent out following these procedures:

1. Staff accountant gives Chief Executive Officer (CEO) the raw financials and financial dashboard, from which a financial summary is prepared noting variances of \$1,000 or more over/under.
2. CEO sends raw financials, dashboard, and summary to the Treasurer, the Finance Committee Chair and the Vice President 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**

The Chief Executive Officer will send 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 CEO. The Finance Committee will approve a preliminary operating budget. Final budget approval will be made at the January board meeting after most of the income and expenses from the annual meeting have been determined.

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

Deadline	Budget Timeline
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 Chief Executive Officer 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

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

### Investments

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

- 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.

### Spending Policy

The distribution of Fund assets will be permitted to the extent that such distributions do not exceed a Board approved on March 6, 2025  
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level that would erode the Fund's real asset value and purchasing power over time. The Committee will review this amount periodically but will consider the maximum distribution (to supplement operating activities) to be no more than five percent annually. This will be calculated based off the previous year end balance of the account. From time to time, it is permissible to take out more than this amount if the proceeds are used for capital projects and/or special circumstances. The Committee will review its spending policy and asset allocation policy annually.

### **Special Investments**

The Chief Executive Officer, 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 Chief Executive Officer, 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 Chief Executive Officer 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**

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 for achieving this statement's objectives.

### **Evaluation and Review**

As necessary, the Finance Committee chair will evaluate ASHI's investment firm and recommend to the board to remain with the current investment firm or seek proposals from other investment firms.

### **Advertising**

Advertising is sold in *ASHI Insights* by a third-party vendor, Multiview, and in the *ASHI Quarterly* by E & M Creative.

### **Requests for Support**

The ASHI Executive Committee must approve all requests for support. To request financial or non-financial support, an application must be completed and turned in by September 1<sup>st</sup> 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. (See Appendix A, Request for Support Form)

### **Audit Task Force**

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**

The Audit chair oversees the Society's annual professional audit and makes a recommendation for its approval to the Board of Directors. The immediate past Treasurer serves as Audit chair. The Society's Chief Executive Officer coordinates the annual audit with the hired firm.

#### **Committee Members**

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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

- Reviews 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

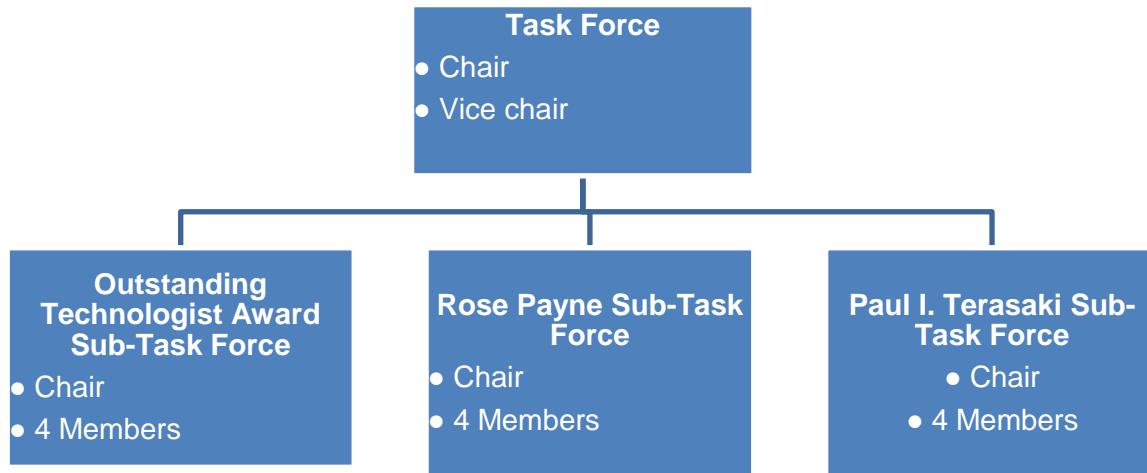
The Awards Task Force is responsible for the oversight and appropriate disposition of annual awards given by ASHI directly. Awards given by ASHI may be sponsored by an outside source. The Paul I. Terasaki Clinical Science Award is directly sponsored by a grant awarded to ASHI by the Terasaki Foundation.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

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 Bernard Amos 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 and sub-taskforce chairs for final review.
9. See individual awards for award specific nomination and selection processes.

### Awards Notification

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 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.

### 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
  - Cash award (\$1,000)
  - Lodging reimbursement for two (2) nights
  - Complimentary annual meeting registration
  - Economy coach airfare (\$700 domestic, \$1,200 international) to the annual meeting
  - Annual meeting lecture: The awardee will be invited to give a lecture on their work at the annual meeting.
  - Plaque
- Nomination & selection process
  - Any ASHI member, with the exception of the ASHI Task Force, may nominate for this award.
  - Nomination must include a nomination letter, two supporting letters, and the nominee's CV.

### 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) to the annual meeting
  - Annual meeting lecture: The awardee will be invited to give a on their work at the annual meeting.
- Nomination & selection process
  - Award nominations will come from the sub-task force.
  - 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-task

force 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.
- If no nominations are received or if only one nomination is received, the Rose Payne Sub-taskforce will hold a call to discuss additional nominees.
- The sub-taskforce will be charged to nominate and collect 3-5 letters supporting the nomination(s) within a short period of time (1-2 weeks).
- Only ASHI members of the sub-task force 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-task force chair.

### **Outstanding Technologist Award (OTA)**

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) to the annual meeting
- Nomination & selection process
  - Any ASHI member, with the exception of the OTA Sub-taskforce members, may nominate for this award.
  - Nomination must include a nomination letter, two supporting letters, and the nominee's CV.

### **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
  - Cash award (\$1,000)
  - Lodging reimbursement for two (2) nights

- Complimentary annual meeting registration
- Economy coach airfare (\$700 domestic, \$1,200 international) to the annual meeting
- Nomination & selection process
  - Any ASHI member, with the exception of the Awards Task Force, may nominate for this award.

### **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) to the annual meeting
  - The awardee, or a representative of the award-winning institution will be invited to give a lecture on their work at the annual meeting.
- Nomination & selection process
  - The sub-task force will identify candidates who align with the above vision.
  - The sub-task force will score each candidate using the Terasaki scoresheet.
  - The candidates with the top two scores will be presented to a Terasaki Foundation representative 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
  - Cash award (\$1,000)
  - 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 lowest scoring essay.
- The past-President will only vote if there is a tie.
- The votes will be sent to the ASHI office for tallying 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
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
Deadline for nominations received by ASHI headquarters	Membership submits nominations and supporting documentation to ASHI headquarters	May/June
Preparation of nominee information	ASHI staff assembles nominee documentation (letters, CV, score sheets, etc.) for individual sub-task forces and sends to committees for review	June 1 -7
Selection of individual awardees	Task forces and sub-task forces review the nominee documentation, complete score sheets & select awardee. Sub-task forces 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 at Annual Meeting	ASHI staff contacts each awardee to be sure they will attend the Annual Meeting to accept award	September 1 – 15

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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	TBD depending on meeting dates

### Travel Fund Awards

The ASHI Travel Fund was initially 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 their career in HLA
- Volunteer service to ASHI and/or ACHI
- Presentations at ASHI meetings
- Authorship in ASHI publications

Applicants must complete a travel fund application. ASHI Headquarters receives the completed application 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](#). After the application deadline, ASHI Headquarters staff sends both the completed application and verification of support form to the Awards Task Force for scoring. See Appendix for scoresheet.

### Educational Workshops Travel Awards

Winners will receive:

- One (1) complimentary registration to an ASHI Educational Workshop. This cannot be carried over to future years.
- Up to \$1,000 reimbursement for travel expenses to an ASHI Educational Workshop (must comply with the ASHI Financial Policies - Travel & Meetings). Considering the amount in the travel fund budget line and the number of applicants, the ASHI Board may increase or decrease reimbursement amounts for a particular year at their discretion.

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

### Annual Meeting Travel Awards

Winners will receive:

- One (1) complimentary registration to the ASHI Annual Meeting. This cannot be carried over to future years.
- Up to \$1,500 reimbursement for travel expenses to the annual meeting for winners in the US and \$2,000 for winners outside the US (must comply with the ASHI Financial Policies -

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Travel & Meetings). Considering the amount in the travel fund budget line and the number of applicants, the ASHI Board may increase or decrease reimbursement amounts for a particular year at their discretion.

\*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. If the winner has already registered, staff will work with accounting to have the full registration amount refunded back to the award winner. After the conclusion of the meeting, staff will send a reimbursement form for the winner to submit for their expenses incurred until the maximum reimbursable amount is met. These expenses may include hotel, meals, ground transportation, and travel expenses.

### **Bylaws Committee**

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 work together to select an incoming vice chair among the active members on the committee. At the completion of their term, the chair will rotate into the past chair position, 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.

#### **Committee Members**

The committee has no more than 12 members. The regular term for each committee member is three (3) years, which may be renewed for one additional 3-year term if mutually agreeable between the Chair, Vice Chair, and the member. Members will be removed from the roster after six (6) years of consecutive service, with exceptions being made so that Vice Chairs and Chairs can finish their 3 years of Chair or Vice Chair service.

#### **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 the 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.

<b>Task</b>	<b>Proposed Deadline</b>
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

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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) <ul style="list-style-type: none"> <li>a) Rationale clearly explaining the bylaws amendment(s)</li> <li>b) A copy of the section(s) of the bylaws being amended</li> <li>c) A copy of the proposed amendment(s)</li> <li>d) An explanation of where the amendment(s) originated</li> <li>e) The recommendations of the Bylaws Committee on the proposed amendment(s)</li> </ul>	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

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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 a Bylaws Committee conference call to discuss comments from the 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 Operations Manual on the ASHI website (staff)	December
16. Operations Manual effective date	January 1

### **Leadership Development Task Force**

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, and all out-going board members.

#### General Committee Responsibilities

- Notify membership of a call for nominations.
- Inform membership about the nominations process.
- Prepare a slate of candidates, including candidates nominated by the membership, to fill all

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positions vacant at the end of the term.

- Obtain a 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.

#### Candidate Guidelines

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 strategic plan 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.
- There should be 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.
- There needs to be a balance of doctoral and non-doctoral as committee chairs and members 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.

Task	Responsibility	Deadline
Schedule a conference call to discuss potential nominees	Task Force Staff Liaison	Early January
Send a 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 a 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 preliminary 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> </ul>	Task Force Staff Liaison	Mid-May

➤ Signatures from at least 10 full or honorary members in good standing (if it is not on the board slate)		
Verify how candidates want their names to appear on the ballot	Task Force Staff Liaison	Mid-May
Draft of election ballot given to Leadership Development Task Force Chair for approval	Task Force Staff Liaison	Late May
Board to approve teller to tally the ballots	Staff	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**

Newly elected board members are invited to attend, as non-voting observers, the board meeting that precedes the Annual Meeting. Board orientation will be scheduled for incoming board members before the Annual Meeting. Upon their request, all candidates shall be notified about the number of votes cast for each candidate.

### **STAFF INTERACTION WITH SOCIETY**

#### **Communication**

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 Chief Executive Officer, the Chief Operating Officer, 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**

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The executive office maintains a computerized membership list with the following data to be included:

- Preferred mailing address
- Academic designation
- Type of membership
- Telephone 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 & Exhibitor Requests**

#### **Request for Mailing Labels**

ASHI mailing labels are to be provided gratis only for official ASHI or ACHI-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**

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**

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.

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 and 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 and schedules, accounts receivable ledgers and schedules, cancelled checks, invoices (to customer, from vendors), and expense reimbursement requests filed with check stub</li> </ol>
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

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 with the vice chair rotating into the chair position. The chair and vice chair will select an incoming vice chair among the active members on the committee and submit their selection for board approval.

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## Committee Members

- The committee will have no more than 20 members, excluding adjunct members.
- New members serve their first year as an adjunct member, which counts as their first year of service for a regular term. At the end of this first-year members may leave the committee if they wish. Inactive adjunct members will be thanked for their service and removed from the roster at the end of the year.
- The regular term for each committee member is three (3) years, which may be renewed for one additional 3-year term if mutually agreeable between the chairs and the member.
- Inactive members may be removed from the roster after their regular term, with exceptions being made so that co-chairs can finish their service.
- To ensure consistency in experience and knowledge, an effort should be made to have no more than one-third of the members rotate off each year.

## General Responsibilities

- Reviews 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
- Periodically review audited membership applications provided by ASHI Executive Office
- Works with the following committees:
  - Communications, Engagement and Marketing Committee (CEMC) to increase membership
  - Technologists' Affairs and Education Committees to enhance accessibility of ASHI educational materials
  - International Committee to 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 Renewal Notices

The ASHI Executive Office handles yearly membership renewals.

## International Committee

Promote ASHI internationally and stimulate active engagement with non-North American international members as part of ASHI's vision and mission.

### Chairs

The Committee Chair, Vice Chair, Past Chair will serve a 1-year term in each role. The Chair and Vice Chair will select an incoming Vice Chair among the active members on the committee and submit their recommendation for board approval.

### Committee members

The committee has no more than 20 members. The regular term for each committee member is three (3) years, which may be renewed for one additional 3-year term if mutually agreeable between the Chair, Vice Chair, and the member. Members will be removed from the roster after six (6) years

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of consecutive service, with exceptions being made so that Vice Chairs and Chairs can finish their 3 years of Chair or Vice Chair service.

#### General Responsibilities

- Education related responsibilities
  - Promote ASHI-U to international members.
  - Organize virtual meetings/webinars for international members.
  - Work with ACHI to facilitate the international pathway for ACHI certification.
  - Create an international pathway for ACHI certification.
  - Hold joint events in collaboration with other international societies at non-North American meetings to promote ASHI international membership.
  - Work with the Communications, Engagement & Marketing Committee to offer interactive content through social media and to promote ASHI international travel stipends.
- Accreditation related responsibilities
  - In collaboration with the ARB, aid international members in enrolling in the ASHI accreditation program.
  - With the help of ASHI's PT Committee, organize and promote ASHI's PT program or an inter-laboratory exchange program and assist with customs and regulatory problems, if needed.
- Outreach related responsibilities
  - Periodically survey international members to increase engagement and access their needs and suggestions.
  - Prepare a survey for the International Summer School to be managed by an ASHI speaker.
  - Propose schemes for free applications for international members on a regular basis when possible and plan the process of retaining those members.
  - Propose strategies for reducing the membership fee for international members in low HDI countries.
  - Organize and plan an International Reception at the ASHI Annual Meeting with the help of the ARB and Program Planning Committees.

#### Technologists' Affairs Committee

To provide non-doctoral histocompatibility laboratory professionals 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 chairperson 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.

#### Committee Members

- The committee will have no more than 25 members, excluding adjunct members.
- New members serve their first year as an adjunct member, which counts as their first year of service for a regular term. At the end of this first-year members may leave the committee if they wish. Inactive adjunct members will be thanked for their service and removed from the roster at the end of the year.
- The regular term for each committee member is three (3) years, which may be renewed for two additional 3-year term if mutually agreeable between the chairs and the member.
- Inactive members may be removed from the roster after their regular term, with exceptions being made so that co-chairs can finish their service.

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

#### General Responsibilities

- Proactively identifies and explains new technologies in the field.
- Addresses issues with current methodologies.
- Plans topics and coordinates speakers/activities for the Annual Meeting Laboratory's Professionals Forum (formerly Technologists' Forum)
- In conjunction with the Membership Committee, recruits national and international laboratory professionals as committee members to ensure diverse representation of professionals in the field.
- Informs laboratory professionals of the American College of Histocompatibility & Immunogenetics (ACHI) updates and provides study materials for ACHI 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 laboratory professionals are met.
- Works with the Membership Committee to:
  - Promote the Allied Health Professionals & Trainees membership category as a means of increasing and diversifying participation within the organization.
  - Organize events and social gatherings to increase participation and networking among laboratory professionals at the ASHI Educational Workshops, Annual Meeting, and virtual social events.
- Utilizes social media outlets such as the Technologists' Affairs Forum on Facebook to engage laboratory professionals in HLA topics of interest.
- Participates in scheduled conference calls to assess and fulfill annual committee goals.
- Oversees the Technologist Mentor Program
- Promotes the importance of Local HLA Meetings and available funding and supports the meetings as a laboratory professionals driven event
- Oversees the Laboratory Professionals Recruitment Initiative Taskforce

#### Directors' Affairs Committee

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 chairperson 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, and collaboration among committees and subcommittees as specific needs arise.
- Coordinates education initiatives with the Education and Science and Technology Initiatives Committee.
- Collaborates with DTRC to guide newly trained Directors transitioning to full Director roles.

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- Attends the annual committee meeting held in conjunction with the ASHI Annual Meeting whenever possible.
- Promotes growth and mentorship of Director members through educational and advisory programs.
- Organizes and presents an annual overview of the previous year's accomplishments and upcoming year's goals during the Directors' Affairs forum at the ASHI Annual Meeting.
- Conduct, analyze, and present annual surveys that have a direct impact on Directors and ASHI laboratories.
- Completes other projects and initiatives as approved by the board.

#### Committee members

The committee consists of the Chair, Vice Chair, and Past Chair, along with a maximum of 10 active Director Members, up to two (2) DITs, and one Board Liaison. Each committee member serves a regular term of three (3) years, renewable for an additional 3-year term subject to mutual agreement between the Chair, Vice Chair, and the member. After six (6) consecutive years of service, members are removed from the roster, except for Vice Chairs and Chairs who are allowed to complete their 3-year service term.

### **COMMUNICATIONS DIVISION**

#### **External Affairs Committee**

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 follow 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
- Advisory Council on Blood Stem Cell Transplantation (ACBSCT)
- American Foundation for Donation and Transplantation (AFDT)
- Association for Molecular Pathology (AMP)
- American Society for Transplantation and Cellular Therapy (ASTCT)
- American Society for Transplantation (AST)
- 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
  - The ASHI President shall serve on the OPTN/UNOS executive board,
  - The President-elect shall serve on the 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**

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.

#### **Chairs**

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

#### **Committee Members**

A first group of committee members will be from the following committees:

- The Accreditation Review Board
- The Portfolio Review Committee
- The Proficiency Testing Committee
- The Directors' Affairs Committee
- The Technologists' Affairs Committee
- Two Public Policy Scholars
- Representatives of ASHI's government relations firm

Additionally, committee members will consist of:

- 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**

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.)

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- 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**

To coordinate with ASHI staff and ASHI committees to ensure consistency, accuracy, and integrity in all printed and electronic releases representing the Society. All publications disseminated by ASHI regardless of format, structure or type will be reviewed and approved by the Publications Committee before their release, except for the Society's social media posts that fall under the purview of the Communications, Engagement and Marketing Committee (CEMC).

#### **Chairs**

Chair, vice chair, and past 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.

#### **Committee members**

The committee has no more than 30 members. The regular term for each committee member is three (3) years, which may be renewed for one additional 3-year term if mutually agreeable between the Chair, Vice Chair, and the member. Members will be removed from the roster after six (6) years of consecutive service, with exceptions being made so that Vice Chairs and Chairs can finish their 3 years of Chair or Vice Chair service.

#### **Committee assignments**

Each Publications Committee member chooses one or more teams. Whenever a document is submitted for review, a vice chair will assign it to the appropriate team based on content. Teams are as follows:

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

Each year, members can choose to rotate onto a new team or remain on the same team.

#### **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.

#### **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

- Reviews formal responses to solicited public comments from relevant organizations such as UNOS, FDA, etc.
- Coordinates with ASHI staff and ASHI committees to ensure consistency in all printed and electronic releases representing the Society.
- Reviews 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. After completing the first term, the EIC may renew on a year-to-year basis.
  - Shall convene a meeting of the Editorial Board at the ASHI Annual Meeting or, if virtual, at a time closer to the ASHI meeting.
- The publisher shall have the following responsibilities:
  - Provide quarterly 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 whether held virtually or 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.
  - 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 associate editors.
  - Shall be responsible for inviting authors to write articles, coordinating all official Society news and announcements, ensuring timely delivery of all copy matter to the 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 executive office.
- 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 of ASHI meeting updates, advertising, and scientific articles gleaned from Human Immunology and other scientific publications/websites. Content and advertising are gathered and laid out by a professional organization called Multiview. The Publications Committee proofreads any written content supplied by ASHI in advance. The committee is not responsible for proofreading the scientific articles.

### ***ASHI News***

ASHI News is a monthly electronic newsletter comprising ASHI committee updates and other societal news. The Publications Committee proofreads the newsletter before it is distributed to ASHI members.

### **Communications, Engagement, and Marketing Committee (CEMC)**

The overarching goal of this committee is to promote ASHI and the science of Histocompatibility and Immunogenetics to the ASHI community through the provision of information regarding ASHI benefits such as meetings, publications, and education opportunities. This committee will increase engagement with:

1. Current and prospective ASHI members and ASHI committees.
2. Other health care, biotechnology, and laboratory professionals and organizations in fields including but not limited to solid organ and hematopoietic stem cell transplant, immunotherapy, immunogenetics, bioinformatics, immunology, cancer, and autoimmunity.
3. Patients and caregivers, living donors, and families of deceased donors.
4. The general public.

#### **Chair**

The chair is a past member of the CEM committee, preferably having served as Vice Chair. Attempts will be made to rotate between a doctoral and non-doctoral chair. They are responsible for reviewing social media posts to ensure accuracy and integrity in all released content.

#### **Vice Chair**

An active member of the CEM committee with an interest in serving as chair. They are responsible for reviewing social media posts to ensure accuracy and integrity in all released content.

#### **Past-Chair**

This will be the previous Chair who will remain on the committee for one year following their position as an advisory position.

#### **Committee Members**

Given the goals of this committee, there is a benefit to including liaisons from other ASHI committees and beyond. The committee membership should be no less than 10 members and no more than 20 members, except when determined to be in the best interest of the committee by the Chair and Vice Chair. An ASHI Board liaison and representative from ASHI's Marketing Firm will be included in this group as well as the following members, whenever possible:

- Two early career ASHI members (< 5 years of ASHI membership)
  - One to include the MacQueen Rising Star recipient if they are agreeable/able to serve
- One or more patients, donors, donor families, or caregiver partner member(s)
- A member of the ASHI Science and Technology Initiatives Committee (STIC)
- Membership from other related societies as decided by the Committee
  - Broad representation with inclusion of liaisons from as many ASHI committees as possible should be attempted
- One or more international ASHI member(s)
- Program Planning Committee Chair

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### Length of Service

The Chair and Vice Chair will serve for one year in each position. All other members will serve for two years with the possibility for re-appointment. Re-appointment and/or extension of service on the committee will be based on:

1. Interest of the member to renew service for another two years.
2. The need to bring in new members or members from other committees.
3. In the event several members roll off the committee at the same time.

Service on the committee will not extend beyond nine consecutive years, with exceptions of completing Vice Chair or Chair service, extension of membership to stagger when members roll-off the committee, or when continuing membership on the committee is approved by the Chair, Vice Chair and ASHI Staff Liaison.

### General Responsibilities

With staff assistance, the CEM Committee will:

- Promotes the science of histocompatibility and immunogenetics.
- Develops strategies to engage societies and organizations that promote and/or play roles in clinical or diagnostic aspects of solid organ and hematopoietic stem cell transplant, immunotherapy, immunogenetics, bioinformatics, biotechnology and immunology, cancer, and autoimmunity.
- Coordinates ASHI's social media presence and share links to ASHI updates such as those from the ASHI Quarterly, ASHI Insights, Human Immunology, etc.
- Works with the Membership Committee to market ASHI to current and prospective members by increasing awareness of ASHI's benefits to assist in increasing the number of ASHI members and membership revenue.
- Assists in making ASHI's website as user-friendly and informative as possible, in conjunction with the IT committee.
- Markets ASHI-U as a premier learning destination for people in the field of histocompatibility and immunogenetics, in conjunction with the STIC and Education committees.
- Works with the Education Committee to promote ASHI educational opportunities to ASHI members and beyond.
- Develops strategies to engage the public (including patients, caregivers, living donors, and families of deceased donors).
- Assists in the promotion of annual and regional meetings.
- Creates and maintains an annual campaign calendar to track past, current, and future campaigns.
- Creates and maintains content for posting to ASHI social media accounts and/or for sharing with community members and collaborators.
- Creates content for other ASHI committees as needed.
- Maintains active presence on, and creates new, as needed, ASHI social media accounts.
- Promotes ASHI initiatives and campaigns with content posting to ASHI social media accounts.
- Post content for other ASHI committees to ASHI social media accounts as needed, with regular outreach to other ASHI committees for content queries.
- Maintains records of and regularly examines and posts engagement statistics from ASHI social media sites and posts.
- Utilizes CEMC campaign calendar information to guide the timing of regular campaign posts to ASHI social media accounts.
- Coordinates new initiatives with relevant committees.

## **SCIENCE & EDUCATION DIVISION**

### **ASHI University Committee**

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

#### **Chair, Vice Chair, and Past Chair Terms**

The Chair, Vice Chair, and Past chair will serve a 3-year term, one year in each role. Vice Chair will rotate into the Chair position and the Chair will rotate into the Past Chair position at the conclusion of the ASHI Annual Meeting. Chairs will follow the general ASHI guidelines to select incoming Vice Chair candidates each year.

#### **Senior Editor Terms**

The Board will designate one or two editors to serve 5-year terms. These individuals must have extensive experience in education and a broad understanding of the areas of histocompatibility and immunogenetics.

#### **Committee Member Terms**

The committee will have no more than 20 members. The regular term for each committee member will be 3 years, which may be renewed for one additional 3-year term if mutually agreeable among the Chair, Vice Chair, and the member. Members will be removed from the roster after 6 years of consecutive service, with exceptions being made so that Chair, Vice Chair, and Past Chair can finish their 3 years of service.

#### **Chair Responsibilities**

- Coordinates meetings, with the assistance of the staff liaison, to develop ASHI-U content, review module evaluations, and address any program-related concerns or issues.
- Ensures that all components of ASHI-U are reviewed and updated as needed and that new modules are added as needed.
- Assists committee members in identifying module authors and reviewers.
- Identifies short- and long- term strategic goals, obtain board approval when necessary, and work towards accomplishing the goals.
- Participates in recruiting volunteers and assigning tasks.
- Works with staff to request CEs from ACHI for ASHI-U modules
- Provides updates to the Board as requested.
- Review and assist the staff with monitoring and improving the financial support of the ASHI-U platform.

#### **Vice Chair Responsibilities**

- Assists the Chair with their tasks.
- Leads committee meetings when the chair is not available.

#### **Past Chair Responsibilities**

- Provides advice and assistance to the Chair as needed.

#### **Volume Editor / Committee Member Responsibilities**

- Two members will serve as volume editors for each ASHI-U volume, ensuring that modules are updated as needed and new modules are added to address educational needs.
- Track the status of modules within their volume to maintain a timely workflow.
- Identify authors and reviewers as needed.

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- Communicate with staff to ensure that finalized modules and quizzes are correctly posted on the ASHI-U platform.
- Ensure that educational modules and quizzes comply with copyright .
- Draft at least one new module or update one module during their 3-year term.
- Attend and participate in committee meetings.

#### Liaison / Committee Member Responsibilities

- Provide an interface between ASHI-U and the communities of learners with a focus on education for those seeking ACHI certification.

#### Senior Editor Responsibilities

- Serves as resource to evaluate and improve educational content and clarity of modules and quizzes.
- Works with the Chair to ensure modules are reviewed and, if necessary, updated on a regular basis.
- Serves as a ghostwriter for poorly written modules and perform the same for first drafts if necessary to initiate an author's participation.

#### Archiving Educational Material Posted on the ASHI-U Platform

At the end of each year, the committee staff liaison will send a list of all the educational material on ASHI-U that has been on the platform for 2 or more years. The distribution of educational material will be directed to the specific committees that developed the educational material or activity. The ASHI-U committee will review the list of online learning modules and determine if the content should be archived. All archived material will be removed from the ASHI-U website and placed on a Vimeo channel. ASHI members will be notified via eblast when educational content is archived.

#### **ASHI Educational Workshop (AEW) Committee**

Develop an annual scientific program targeted to technologist members. This includes both the educational workshop(s) and local meetings.

#### Chair, Vice Chair, and Past Chair Terms

The Chair, vice chair and past chair will serve a 1-year term in each role. The vice chair will rotate into the Chair position and the Chair will rotate into the Past Chair position at the conclusion of the ASHI Annual Meeting. Chairs will follow the general ASHI guidelines to select incoming vice chair candidates each year.

#### Composition & Selection of ASHI Educational Workshop (AEW) Committee

- ASHI Educational Workshop vice chair
- Interested committee members
- Four selected national faculty members, with at least one (1) senior technologist.

#### Chair Responsibilities

- Coordinates meetings for the ASHI Educational Workshop to determine the content, faculty, keynote speaker, and format of the AEW with the consensus of the committee.
- Reviews workshop volunteer applications.
- Works with staff to address all logistical issues of the workshops including a request to ACHI for the continuing education credits.
- Coordinates and chair AEW conference calls with the committee.
- Serves as the meeting host for the two AEW, or as needed. Host responsibilities may be delegated, preferably to the vice chair.
- Participates in other committee conference calls when feasible.

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- Reviews survey results from the previous AEW and discuss it with the AEW committee.
- Prepares updates and goals for the AEW and present them to the Board when scheduled.
- Reviews and approves submitted case studies for presentation at the AEW.
- Reviews list of registrants and selects attendees to approach about moderating at the AEW.
- Aids and advises for the search for a local OPO to coordinate speakers for the donor/recipient experience session.

### **Educational Initiatives Committee**

To develop and coordinate educational opportunities not included under the purview of the ASHI-U or ASHI Educational Workshop committees.

#### Educational Initiatives Committee Members

- Must be ASHI members who have either proposed a project or expressed an interest in working on a current subcommittee project.
- Member terms will be determined by the completion of the project and may be renewed for a new project.
- Will be vetted to ensure that there will not be a conflict of interest with any aspect of their project.
- Individuals from other ASHI committees or programs may serve as advisors for specific projects.
  - Takes leadership responsibility for their project.
  - Plans the project and with the committee sets goals, objectives, and time frames.
  - Prepares progress reports for the committee and keeps the vice-chair apprised of any issues.
  - Completes the project on time or close to the specified date.

#### Chair Responsibilities

- Develops committee goals and objectives aligned with ASHI goals.
- Recruit committee members.
- Evaluates suggestions for educational activities from the ASHI Board, ASHI membership, surveys, and perceived needs stemming from current events.
- Designates a project leader for each project that is accepted (this may be the individual who proposed it).
- Determines feasibility of initiatives.
- Develops a proposal, a budget, and a plan with ASHI staff.
- Explores possible partnerships with other ASHI committees or other organizations to accomplish the objectives of the proposal.
- Assists in determining where and by whom the program should be maintained (e.g. ASHI-U) and updated.
- Plans and conducts bimonthly teleconferences with members and at least one face to face meeting per year. Ensures that minutes are kept and follow up is done.
- Prepares progress reports for the ASHI Board of Directors.

#### Committee members

The committee has no more than 20 members. The regular term for each committee member is three (3) years, which may be renewed for one additional 3-year term if mutually agreeable between the Chair, Vice Chair, and the member. Members will be removed from the roster after six (6) years of consecutive service, with exceptions being made so that Vice Chairs and Chairs can finish their 3 years of Chair or Vice Chair service.

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### Project Leader Responsibilities

- Plans the project and, with the committee, set goals, objectives, and time frames.
- Develops a proposal, a budget, and a plan with ASHI administration.
- Assists in determining where and by whom the program should be maintained (e.g. ASHI-U) and updated.
- Prepares progress reports for the committee and keeps the vice-chair apprised of any issues.
- Completes the project on time or closes to the specified date.

### Science and Technology Initiatives Committee (STIC)

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 Committee (PPC). 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 8-10 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 the Program Planning Committee 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 facilitates 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 Program Planning Committee 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.

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- Promotes ASHI's scientific expertise by facilitating the publication of consensus recommendations (or alternative major viewpoints) that impact the application of histocompatibility and immunogenetics to diagnosis and clinical care.
- Attends conference calls as scheduled.

#### Responsibilities of Program Planning 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 the project).

### **Annual Meeting Program Planning Committee (PPC)**

#### 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

#### 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.

#### **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 of 5-6 members who are not members of the Planning Committee. The Abstract committee composition should be an odd number to ensure that there are no "tied" scores. 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 the selection of new members annually.

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

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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 Process**

1. One month after the current year's Annual Meeting, there will be a call to general membership for program proposals. Suggestions should be received no later than 30 days from the opening of the call for proposals. This will allow time to review the proposals and have items ready for the in-person 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 after the evaluations are closed, to review feedback from the past meeting with the new committee.
  - b. Conference call with the previous year's Program Planning Committee for feedback on the past meeting and the planning process for the next committee.
  - c. Conference call for the introduction of the new Program Planning Committee members and to go over the process and expectations. See notes in the folder from the past years conference calls.
  - d. Conference call to review all submitted proposals and select which are approved for further development.
3. In January, the full Program Planning Committee will meet in person. At this time, they will review the program submissions for acceptance or rejection 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 session together. The goal of this meeting is to:
  - a. Review the goals and purpose of the Annual Meeting.
  - b. Review potential speaker invitees, session topics, and the timing of the program.
  - c. At the conclusion of this meeting, a preliminary program will be in place. See folder from the previous years for reference materials.
  - d. Tour of the meeting venue while onsite.
4. Once the in-person planning meeting is over, arrange any necessary calls to finalize the program agenda, speakers, session titles, moderators and session descriptions.
  - a. The Program Planning Chair will follow up with those who submitted proposals to thank them for taking the time to submit and send accept or decline notifications.
5. Any sessions created by the committee member(s) will need to be approved by the full committee.

Once sessions are approved, the invitation process begins. The assigned committee member should invite speakers and get a soft or verbal agreement prior to the Meeting Manager sending official communications. Staff will ensure invitees are addressed using the correct salutation (e.g. Dr., Mr., Ms.).

### **International Summer School**

1. Organization Fees
  - a. The International Summer School (ISS) is produced by ASHI, APHIA, ARSHI, and EFI every year. When ASHI is the host organization, ASHI pays all costs, but the other three societies contribute financially to ASHI. When ASHI isn't hosting, ASHI contributes financially to the host society. The contribution amount varies and is determined each year depending on the host organization's meeting expenses.
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, they cannot re-apply for the award.
- b. ASHI covers the travel for ASHI faculty members including the hotel.
- c. Host organization covers hotel rooms for all faculty.

3. Faculty

- a. The faculty is made up of 2 members from each society and the host organizations' members are the Chairs for that year.
  - i. The ASHI faculty is made up of 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. The faculty organizes programs and sessions.
- c. The faculty chairs will review and approve all attendee applications.
- d. The faculty chairs will place the abstracts into the respective abstract sessions.
- e. The faculty chairs will review and approve 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 3 general sessions of 1 faculty speaker 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 (when ASHI is the host)

- 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, and 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. The registration fee is determined each year. When ASHI is the host and ASHI 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 using Jotform for prospective applicants 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 via 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**

*\*Please note that information for the ASHI Accreditation Review Board (ARB), Proficiency Testing (PT) Committee, and the American College of Histocompatibility & Immunogenetics (ACHI) can be found in their respective Operations Manuals.*

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

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

#### Senior, Middle & Junior Co-Chairs

- Incoming co-chairs must have recent service experience as a member of the committee, and will serve a three (3) year term; as the junior co-chair in their first year, as the middle co-chair in the second year, and as the senior co-chair in their third year.
- The co-chairs should include at least one (1) director level and one (1) technologist or manager level members. Either level may occupy any of the co-chair positions, as long as one (1) of each level is represented.
- At the end of the three (3) year term, these individuals will either move back to member-at-large status if they have served less than six (6) years on the committee, or rotate off the committee if they have served 6 or more years.

#### Committee Members-at-large

- To ensure that the committee has a broad perspective, the committee should strive to have equal representation of director level and technologist or manager level members.
- New members serve their first year as an adjunct member, which counts as their first year of service for a regular term. At the end of this first-year members may leave the committee if they wish. Inactive adjunct members will be thanked for their service and removed from the roster at the end of the year.
- The regular term for each committee member is three (3) years, which may be renewed for one additional 3-year term if mutually agreeable between the co-chairs and the member. Members will be removed from the roster after six (6) years of consecutive service, with exceptions being made so that co-chairs can finish their 3 years of junior/middle/senior co-chair service.
- 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.

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## 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 the 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.

## Committee Member Qualifications

Due to the substantial workload 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. At minimum, meet the requirements of a general supervisor as defined in the ASHI Standards section E.5.
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 committee meetings.

## General Responsibilities

- Updates the ASHI Standards to include governmental regulations.
- Maintains the Standards as current when new state-of-the-art methodologies are incorporated into histocompatibility.
- Refines and updates the ASHI Standards to encourage current best practices and ensure compliance with the ARB and governmental regulations.
- Places great emphasis on making the Standards clear and concise.
- Works 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.

### Revision Process for ASHI Standards

1. Prior to 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, State regulations, 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 documents, 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 the previous cycle tabled for further discussion 3) suggestions made after the start of the Public Comment period.	QAS	Begin in September/October at the annual meeting.
Submit Standard suggestions to QAS	ARB	End of January
QAS Chairs meet (in person or virtually)	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 approval	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 Discuss responses to BOD & ARB comments	QAS	October 18
Send QAS response to BOD & ARB	Headquarters Staff	October 28
Review of the 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

### **ASHI ANNUAL MEETING**

The gathering of clinical and research professionals at the ASHI Annual Meeting provides an interactive forum to advance the science and application of histocompatibility and immunogenetics in clinical settings. The sharing of information also directly supports the professional development of ASHI membership. The diversity of meeting content provides novice and tenured attendees the opportunity to learn and share research within the contexts of HLA linked diseases, infection, cancer, autoimmunity, allergy, and transplantation.

The ASHI Annual Meeting is typically held in the Fall each year and should avoid any and all major religious holidays. All effort should be made to avoid conflicts with sister society meetings.

### **Liability Convention Cancellation**

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 review the annual meeting registration fee and adjust based on expected revenue and expenses. Proposed registration fees will be submitted to the board for approval. No automatic increase shall be applied. In-person and virtual registration types are as follows:

### Live Registrants

- Member Full Early Bird
- Member Full Standard
- Member Single Day
- Student/Fellow
- Non-Member Full Early Bird
- Non-Member Full Standard
- Non-Member Single Day
- Guest of registered attendee
- Additional Exhibitor

### Virtual Registrants

- Member
- Non-Member
- Student/Fellow

## Registration Discounts

### Sister Societies

There is an established reciprocal agreement among ASHI, APHIA, ARSHI, and EFI for discounted meeting registration fees for their respective members. The ASHI member rate is extended to ABH, BSHI, HKSHI, ISHI, JSIH and TSHI members. Sister Society members will receive the discounted meeting registration when proof of current membership is provided.

### Speakers

#### Non-Member

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 registered by ASHI Meeting staff with complimentary registration to the Annual Meeting.

#### Member

Member speakers will receive complimentary registration. After they have completed the member speaker agreement, the speaker is registered by ASHI Meetings Staff for complimentary registration to the Annual Meeting.

### Award Winners

Once the Award Winners (Rose Payne, Terasaki, Bernard Amos Distinguished Scientist, Outstanding Technologist Award (OTA), Distinguished Service, J. Marilyn MacQueen Rising Star, Travel, Innovation, and Early Career Investigator award winners) have been selected, they are provided a promo code to use online for their Annual Meeting registration.

### Emeritus Members

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Updated March 11, 2025

ASHI Emeritus Members are provided with complimentary registration. When they would like to register, they will contact ASHI staff to receive a promo code.

#### 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 registration.. The parameters for what each company receives is based on the level of sponsorship 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 and a complimentary 1-night hotel stay are the current ASHI President, Program Planning Chair, and the Vice President. They are registered by ASHI Staff. The ASHI President and Program Planning Chair will also receive complimentary airfare in their term of service.

#### Laboratory Professionals Day – Single Day

Students considering a career in laboratory science who are interested in transplant histocompatibility testing as a career option receive a single-day complimentary registration on the same day as the Laboratory Professionals Forum.

#### Membership Dues at Annual Meeting

New members must 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

##### a. 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. New members are members who joined the Society After September 1 of the previous year.

##### b. ARB Inspectors Reception

A reception shall be budgeted for and scheduled as a thank you to the inspectors. This reception shall be coordinated by the ARB and ASHI staff.

##### c. International Members Reception

A reception shall be budgeted for and scheduled as a thank you to ASHI's international attendees. This reception shall be coordinated by ASHI staff.

##### d. Networking Reception

On Thursday evening, there will be a Networking Reception scheduled for later in the evening for attendees and features a DJ, desserts, and dancing.

##### e. Directors in Training Reception

Established in 2023, there will be a Networking Reception scheduled and budgeted for Directors in Training. This reception shall be coordinated by ASHI staff.

##### f. ASHI Board Dinner

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On Sunday night, after the Board Meeting, there will be an ASHI Board dinner for the Board Members and Staff. The dinner is held at a restaurant within walking distance from the Annual Meeting location.

g. Outstanding Technologist Award (OTA) Dinner

A 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. If the dinner is not hosted at the hotel, it should be held at a restaurant within walking distance from the Annual Meeting location.

h. Speaker Dinner

A speaker dinner will be planned for all member and non-member ASHI Annual Meeting speakers on Tuesday evening. If possible, this dinner is arranged to be held at the host hotel and applied to the F&B minimum. If the dinner is not hosted at the hotel, it should be held at a restaurant within walking distance from the Annual Meeting location.

### **Speakers and Topics**

The Program Planning 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, abstract reviewers, moderators, and Annual Meeting speakers to complete an online Conflict of Interest Disclosure before planning continues. The disclosure will need to be completed for each role the speaker and/or committee members plays during the Annual Meeting.

### **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 or hotel grounds. Staff will coordinate with a local run company to get a standard run/walk course, participant bibs (optional) with time trackers (optional), music, and transportation from hotel to location of the race. The 5K Run/1 Mile Walk proceeds will be donated to the local Organ Procurement Organization (OPO) where the Annual Meeting is taking place. In turn we ask the OPO to send a few volunteers the morning of the race to assist with check in, check points and cheering the participants. The sponsoring company will provide participant t-shirts, trophies, water, and snacks at the finish line (unless provided by the race company).

### **Abstract Process**

1. The Program Planning Committee Chair assigns the Chairs for the clinical and basic science abstracts.
2. The Abstract Chairs select three to five committee members; there is a maximum of 5 total committee members.
3. Each committee member will volunteer to help review submitted abstracts and assign oral presentations, posters, and case studies.
4. The Abstract Committee and ASHI meetings staff review abstract submissions and finalize abstract categories.
5. The ASHI meetings staff works with the abstract submission company and sets the submission deadlines.

6. Meeting staff posts Call for Abstracts on the Annual Meeting website, ASHI social media platforms, as well as eblasts to membership.
7. Meeting 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 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. Scoring is based on a 1 – 5 scale with (1) being poor and (5) being exceptional. This rubric is subject to change based on the chairs' preference.
13. Meeting staff prepares score reports for the Abstract Committee chairs and provides a ranking report as an Excel file.
14. The Abstract Committee and meetings staff determine the oral sessions and assign the session moderators.
15. Meetings staff contacts session moderators with a formal invitation.
16. All other abstracts accepted will be poster presentations.
17. Session moderators should receive copies of the abstracts to be presented in their session.
18. Meetings staff sends acceptance notification letters to a) the five ASHI Scholars; b) first authors of oral presentations; c) first authors of poster presentations.
19. Meeting staff sends rejection notification letters to the first author.

### **Plain Language Summaries**

Plain Language (lay) summaries are mandatory during the abstract submission process. They will be scored manually by the abstract committee. After all abstracts have been scored, the top 50% of abstracts will have their plain language summaries reviewed by the abstract committee. The best written lay summary will receive an award of \$250 at the Annual Meeting.

### **Abstract Publication**

- Accepted abstracts will be published in *Human Immunology* and made available to members at the Annual Meeting.
- Abstracts will be cross-indexed with the Annual Meeting program and indexed within the *Human Immunology* issue.
- The Program Planning 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 and abstract committee 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.

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Updated March 11, 2025

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

### **ASHI EDUCATIONAL WORKSHOP (AEW)**

The ASHI Educational Workshop is 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**

- Select faculty members for the program by early December.
- Identify and invite one Keynote speaker, preferably within local driving distance.
- Develop a scientific program targeted for Technologists.
- Establish the meeting schedule and social event (Opening Reception) in collaboration with faculty members.
- Provide ASHI Meeting staff with direction on the program content.

#### **Target Attendees**

Attendees at the ASHI Educational Workshop are Technologists that are trainees, certified Medical Technologists (MT), Certified Histocompatibility Technologists (CHT), Certified Histocompatibility Specialists (CHS) or MLT/MLS students.

#### **Composition & Selection of ASHI Educational Workshop Planning Committee**

- ASHI Educational Workshop Chair and Vice Chair lead the Planning Committee.
- An ASHI Board liaison and those selected from volunteer applications.
- Interested Education Committee members including Vice Chairs of other two subcommittees and Education Committee Chair.
- Four selected national faculty members including at least one non-doctoral faculty member.
- Faculty who accept invitations for the ASHI Educational Workshop 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 post handouts and presentation to website), and publication authorization release form.
  - Additional responsibilities include participating in calls, developing all content, being present for the entire meeting, and helping with last-minute presentation changes.
- The ASHI Educational Workshop program should be complete by December for marketing purposes.
- Once the faculty is approved by the board (no later than mid-December), ASHI Meetings staff will arrange for monthly conference calls to develop the program.
- After the ASHI Educational Workshop, ASHI Meetings staff will send reimbursement forms to faculty for costs incurred while traveling in accordance with ASHI travel policies.
- A meeting with faculty members is required after workshop to review and discuss the evaluation feedback collected from attendees.

#### **ASHI Educational Workshop Location**

- To select a city for the ASHI Educational Workshop, 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.
- Meetings staff will propose 2-3 cities and seek final location approval from the ASHI Educational Workshop Planning Committee Chairs and the ASHI Board of Directors.

- The ASHI Educational Workshop will be held preferably in a location where ASHI holds tax exemption or the state does not have sales tax (Delaware, Alaska, Montana, Oregon, New Hampshire).
- When a virtual AEW is needed due to circumstances like a national pandemic or by consumer demand, the ASHI Educational Workshop will be recorded and held virtually approximately one month following the in-person meeting. The virtual workshop will be held in two consecutive weeks on the same day determined based on feedback from attendees, the ASHI Educational Workshop Planning Committee and, if necessary, the Board of Directors.
- The city selected should offer inexpensive travel opportunities and easy airlift.
- Alternatively, the virtual ASHI Educational Workshop can also be arranged at a date of convenience avoiding conflicts with sister society meetings, holidays, etc. For the virtual ASHI Educational Workshop, a virtual audio and video streaming provider offering services within the budget will be used.
- Depending on the need, the ASHI Educational Workshop committee may propose one physical meeting for the year with or without the one virtual meeting.

### **Hotel and Meeting Dates**

- The hotel selection and exact meeting dates within the selected cities should be based on the best contracts available (most economical).
- The hotel should be full service.
- The hotel and meeting dates should be confirmed a year ahead, if not earlier than the preceding calendar year. (Selection of the next year's AEW location should be discussed and approved by the Board at the June Board Meeting)
- The meetings should avoid all major religious holidays.
- All efforts should be made to avoid conflict with sister society meetings.
- ASHI Meetings Staff will work with the hotel to prepare faculty, staff, Board members, travel award winners, and ASHI contracted vendors 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 exhibitor areas, select food and beverage for all functions, and arrange for necessary AV needs.
  - Exhibitor area will include space for exhibitor tabletops, breakfast, and coffee breaks.

### **Theme**

- Once the meeting location, hotel, and date are set, ASHI Meetings Staff will submit a creative request form to the marketing firm to have the meeting theme created. Meetings staff will finalize a theme and share with the faculty for preparation of presentations.

### **Meeting Topics/Program**

- The ASHI Educational Workshop faculty, together with other Planning Committee members, should determine the ASHI Educational Workshop topics and content. The meeting topics selected should provide ACHI 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.
- The program will also include The Donor and Recipient Experience session, exhibitor presentations and case studies.

### **Keynote Speaker**

- There is one Keynote Speaker at the ASHI Educational Workshop.
- Ideally the Keynote presents at the in-person Workshop 1 and is recorded and re-played for the virtual Workshop.

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- The Keynote Speaker presents at the Welcome Reception unless there is a scheduling conflict requiring schedule changes.
- Keynote Speakers who accept invitations for the ASHI Educational Workshop 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 post handouts and presentation to website, and publication authorization release form.
- The 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 Meetings staff reaches out to local OPOs to request two speakers, one is a donor or a family member of a donor and the other is an organ donation recipient. This experience is scheduled for a one-hour Saturday session on the third day of the program and is preferably to be followed by a break or lunch.
- Once the speakers are identified, the Meetings Staff provides information about the ASHI Educational Workshop attendees and collects presentation slides/photos to display their presentation.
- Meetings staff will also collect ASHI permission to record, share the recordings, and use their name, likeness, photograph, and/or biographical data in connection with the promotion of the conference and their presentation.
- Meetings staff will arrange to have a table in the back of the room or in the tabletop area for the speakers to set up OPO giveaway/information items or personal items to set out when requested.
- Typically, lunch is provided to all attendees and speakers on Saturday, therefore the donor and recipient will be invited to attend lunch. Speakers are required to provide a bio and slides before the meeting. They will each be reimbursed for reasonable travel expenses, tolls, and parking in accordance with ASHI travel policies.

### **Registration**

- ASHI Meetings staff will build a separate registration system for each ASHI Educational Workshop, 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).
- 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
- Years when a virtual AEW is required, the following registration types will also be included:
  - Virtual Member Full Registration
  - Virtual Member Single Day Registration
  - Virtual Non-Member Full Registration
  - Virtual Non-Member Single Day Registration
  - Virtual meeting will include group discounts on registration for groups of six (6) or more
- ASHI Meetings staff will register staff, board members, faculty, committee chairs, patient, donor, and caregiver partners (who are active ASHI members) with complimentary registration to the AEW.

- Once registration is open, the meetings team will start sending weekly Board Reports to the ASHI CEO. Board reports include bulleted registration detail, exhibiting companies, lunch sponsors, important updates, a grid of registration totals for the current year and previous year, a pick up report for the current year and previous year and information regarding corporate support.

### **Case Studies**

- The program will include one case study session on each day (day 2 and day 3). Each session will include two, 15-minute presentations for a total of four presentations.
- Case studies will be submitted by attendees online via JotForm. Once the cases are received, they will be sent to the committee chairs for reviewing and will be approved or denied. ASHI Meetings staff will notify the submitters of the decision.
- Case studies that are approved will receive a \$50 award and a certificate after the conclusion of their presentation.
- ASHI Meetings staff will communicate requirements to case study winners who wish to be highlighted in ASHI Quarterly 3.

### **Marketing/Website**

- ASHI Meetings staff will update and maintain the ASHI Educational Workshop website on the Weebly platform 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 weekly blast emails to all members, previous meeting attendees, etc.
- Targeted emails will also be sent to the following groups who live and work in the vicinity of the workshop location: ASHI members, previous meeting attendees and local laboratories.
- Potentially, a brief info session to promote the ASHI Educational Workshop will be 4 – 6 weeks ahead of the AEW.
- ASHI Meetings staff will work with the marketing firm and the CEMC to implement social media posts.

### **Session Recordings**

- When virtual AEW is hosted, ASHI Meetings Staff will work with the AV company to coordinate all recordings for the virtual ASHI Educational Workshop.
- Recordings will be posted to the ASHI meeting recordings page for registrants to view complimentary and non-registrants to purchase for viewing.

### **Vice Chair**

- The vice chair will review the registered attendee list and select two moderators (one for each day at the ASHI Educational Workshop).
- The vice chair will assist with the ASHI Educational Workshop, stepping in to cover any unexpected speaker absences.
- The vice chair will introduce the Keynote Speaker, faculty members, and exhibitors, as well as close the ASHI Educational Workshop.
- The vice chair works closely with the two moderators.

### **Moderators**

- Two moderators are selected by the Chairs from a list provided of the registered attendees.
- The vice chair will reach out to selected potential moderators via email, copying ASHI Meetings staff, and confirm their participation.

- Moderators for the virtual workshop may need to use Slido or another Q&A function to answer audience questions. For the virtual workshop, committee members may serve as back-up moderators.
- Moderators are required to check-in on-site before sessions begin to run through any AV requirements (switching presentations on the laptop, slide advancer, timing) and to be notified of changes to announce.

### **Continuing Education**

- Once the program is confirmed and all faculty and Vice Chair information is collected via JotForm, ASHI Meetings staff will reach out to ACHI for the most current application for completion.
- Once the application is approved, the following is done:
  - a) the ACHI confirmation is saved,
  - b) a spreadsheet with the breakdown of credits is created,
  - c) the ACHI approved credits statement is added to the workshop website,
  - d) an email blast with all information is created.

### **Travel Awards**

- ASHI Meetings staff will work with the ASHI CEO to determine the deadline for travel award applications and confirm that the requirements for the application have not changed since the previous year.
- Travel award information and a link to the online application will be provided on the ASHI Educational Workshop webpage and included in workshop email blasts as appropriate.
- Applications will be reviewed by the CEO and sent to ASHI Educational Workshop Chair to approve or deny. The CEO will send an email to those who are approved for the Travel Award and copy ASHI Meetings staff.
- Travel award winners are provided complimentary registration as well as up to \$1,000 in reimbursement for domestic registrants and \$1,500 for international registrants.

### **Program Book**

- ASHI Meetings staff will create a digital program book in the “Know Before You Go” email. This program book is only available to attendees.
- The program book will include the final program schedule, hotel floor plan, table of contents, Keynote Speaker photo and bio, chairs and faculty photo and bio page, sponsorship listing, downloadable schedule with ACHI credits, lunch symposium information (when applicable) donor/recipient information (when applicable), and promotions for the current year’s Annual Meeting.

### **Exhibitors/Sponsors/Tabletops**

- ASHI Meetings staff designs and updates the prospectus, terms and conditions, online form, website, and requests floor plans from the hotel.
- ASHI Meetings staff will work to secure tabletops based on priority points and applicant preferences when able. Tabletop selection and application are done through Jotform which the ASHI Meetings staff will send to corporate supporters and exhibitors with a designated deadline for completion.
- ASHI Meetings staff receives and reviews the applications, payments from non-sponsors, and confirms tabletop location. Depending on sponsorship level, ASHI Meetings staff will secure their presentation times for innovative technology talks. It is preferred that innovation technology talks are provided to ASHI before the workshop so that they can be pre-loaded. Registration and housing information will also be provided to the exhibitor. Allotted number of registration badges are determined by sponsorship level.

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- Vendors will have the option to sponsor a lunch symposium with presentations focused on innovative technology. Previous vendors who hosted lunch symposiums will have first right of refusal.

### **Budget**

- ASHI Meetings staff will work with the CEO in the prior year to determine the budget for the current year.
- The budget is reviewed, proposed, and confirmed by the Board of Directors for approval.

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

- ASHI Meetings staff will create a final attendee evaluation through Survey Monkey® to include questions about all sessions, exhibitors, exhibitor presentations, hotel, faculty, etc.
- ASHI Meetings staff will send out the evaluation in an email blast on the last day of the workshop. Attendees must complete an evaluation to obtain a certificate with ACHI credits.
- Attendees will be given one month to complete the evaluation.
- Once the evaluation has closed, ASHI Meetings staff will enter the results into an excel sheet and use the information to merge certificates.
- 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**

- Schedule call with Planning Committee and faculty members for feedback. In order to review all feedback, this call should be scheduled for after the evaluation deadline.
- Prepare final meeting report for the Board of Directors.
- Reconcile all final meeting bills.

## **ACCREDITATION REVIEW BOARD MEETINGS**

There are four (4) Accreditation Review Board Meetings (ARB) throughout the year. Three (3) meetings are across the country typically held from Thursday – Saturday. On Thursday evening, a working dinner at the hotel for the ARB Executive Committee (typically 6 people) begins, followed by a full meeting day on Friday and half day on Saturday.

- a. The fourth meeting is at the ASHI Annual Meeting which is typically held on Sunday night or Monday morning.

### **Locations**

1. ASHI Meetings Staff will coordinate the April, August, and December ARB meetings at 3 host venues in the following ASHI tax exempt locations across the country: CO, TX, FL, NJ, AK, DE, MT, NH, and OR.
2. Locations are to be determined by ASHI Meetings staff.
3. The city selected should offer inexpensive travel opportunities and good airlift.

### **Planning**

1. ASHI Meetings staff will confirm locations as early as possible.
2. ASHI Meetings staff will confirm the roster with Accreditation Manager before sending any information out.
3. ASHI Meetings staff will then send meeting information email to the ARB members and include a link to an online attendee form to receive travel information from attendees and information to contact ASHI's travel company for air travel.
4. Meetings staff works with the hotel to coordinate room reservations, food and beverage, and AV needs.

5. Meetings staff will coordinate offsite dinner within walking distance from the hotel. Staff sends 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 new 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? (circle or check)      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? (circle or check)      Yes    No

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

Requesting non-financial support? (circle or check)  
(endorsement only, using ASHI logo)      Yes    No

Will CE/CME be offered? (circle or check)	Yes	No
Will this be an ACHI-approved program? (circle or check)	Yes	No
Is the program open to all? (circle or check)	Yes	No N/A
Is the program by invitation only? (circle or check)	Yes	No N/A
Will a registration fee be charged? (circle or check)	Yes	No N/A
Is ASHI responsible for other administrative support? (circle or check)	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 - Abbreviations**

## Abbreviations

Abbreviations found in this document include the following:

AABB	American Association of Blood Banks
ACHI	American College of Histocompatibility & Immunogenetics
APHIA	Asia-Pacific Histocompatibility & Immunogenetics Association
ARB	Accreditation Review Board
ARSHI	Arabic Society for Histocompatibility and Immunogenomics
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
CBU	Cord Blood Unit
CC	Committee Chair
CEC	Continuing Education Credit
CEMC	Communications, Engagement, and Marketing Committee
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
COO	Chief Operating Officer
CPT	Current Procedural Terminology
CV	<i>Curriculum Vitae</i>
DTRC	Directors' Training Review & Credentialing
EC	Executive Committee
EFI	European Federation for Immunogenetics
F(ACHI)	Fellow of the American College of Histocompatibility & 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
HSCT	Hematopoietic Stem Cell Transplant
IDAWG	Immunogenomics Data-Analysis Working Group
ISS	International Summer School
IT	Information Technology
MT	Medical Technologist
MUD	Matched Unrelated Donor
NCAC	National Clinical Affairs Committee
NMDP	National Marrow Donor Program
OTA	Outstanding Technologist Award
PBSC	Peripheral Blood Stem Cells
PT	Proficiency Testing
PTAC	Professional & Technical Advisory Committee (of The Joint Commission)
QAS	Quality Assurance & Standards

Board approved on March 6, 2025

Updated March 11, 2025

RP	Rose Payne
STIC	Science and Technology Initiatives Committee
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

# **APPENDIX C – Awards scoring templates**