



INTERNATIONAL SOCIETY FOR BIOLOGICAL
AND ENVIRONMENTAL REPOSITORIES

POLICIES AND PROCEDURES MANUAL

April 2018

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SECTION 1: GENERAL SOCIETY OPERATIONS

1.1 POLICY GUIDELINES

POLICY TITLE: POLICY GUIDELINES

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

To outline the guidelines associated with the ISBER Policy and Procedures Manual.

Guidelines

OVERVIEW

The International Society for Biological and Environmental Repositories, (“Society”) is organized and operated exclusively for the purposes set forth in the Society’s Articles of Incorporation (“Exempt Purpose”). This manual sets forth the Society’s policies and procedures (“Manual”). This Manual does not cover every situation that will arise. Individuals are expected to use common sense and act prudently and responsibly in all situations. Questions regarding the Manual should be directed to the Society’s Secretary. In the event of a conflict between this Manual and the Society’s Articles of Incorporation (“Articles”) or Bylaws, the Articles and Bylaws shall control. The Society may modify or discontinue any of the policies and procedures set forth in this Manual at any time, with or without notice, at its discretion. The Manual is not intended to and does not create any obligation, commitment, contract, or liability to any third party. The Society’s obligations to third parties shall in each instance be governed by a written contract.

ARTICLES OF INCORPORATION, BYLAWS, AND POLICY AND PROCEDURES REVIEW

At least every three (3) years, the Governance Committee shall initiate a review of the Society’s Articles of Incorporation, Bylaws, and Policies and Procedures. The purpose of this review is to ensure the Society’s Articles of Incorporation, Bylaws, and Policies and Procedures are: (i) consistent with applicable law; (ii) reflect exempt organization best practices; (iii) reflect the Society’s Exempt Purpose; and (iv) remain the best way to advance the Society’s Exempt Purpose. Each review shall be conducted by the Governance Committee in consultation with the Society’s outside legal counsel and accountant.

CHANGES TO MANUAL

The Board of Directors (BOD) may modify or discontinue any policy or procedure in this Manual at any time, with or without notice, at its discretion. The policies and procedures set forth in this Manual are not intended to and do not create any obligation, commitment, contract, or liability to any third party. The Society’s obligations to third parties shall, in each instance, be governed by a written contract. Changes shall be effective on dates determined by the BOD. However, no changes to the policies and procedures set forth in this Manual shall be effective until adopted and approved by the BOD.

1.2 SOCIETY RESOURCE USE FOR EXEMPT PURPOSES

POLICY TITLE: SOCIETY RESOURCE USE FOR EXEMPT PURPOSES

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

As an organization with exemption from federal income tax pursuant to 501(c)(3) of the Internal Revenue Code ("IRC"), in the country of the United States, the Society's resources must be used exclusively to advance its Exempt Purpose. All decisions regarding the use of Society resources including Society funds, volunteers, property, staff and facilities shall be guided by whether the particular use advances the Society's Exempt Purpose. If a person is unsure whether a particular use or expenditure advances the Society's Exempt Purpose, that person should consult with the President or Treasurer.

Guidelines

NO PRIVATE INUREMENT OR PRIVATE BENEFIT

As an organization with exemption from federal income tax pursuant to IRC 501(c)(3), no part of the Society's net earnings may inure to the benefit of, or be distributed to, the Society's founders, directors, officers, or other private persons except that the Society may pay reasonable compensation for services rendered and may make payments and distributions in furtherance of its Exempt Purpose. All expenditures inconsistent with the foregoing are strictly prohibited.

NO LOBBYING WITHOUT BOARD OF DIRECTORS APPROVAL

As an organization with exemption from federal income tax pursuant to IRC 501(c)(3), the Society is limited in the amount of lobbying in which it may engage. Accordingly, no one may engage in lobbying on behalf of the Society without prior approval of the Society's BOD in the form of a written resolution. Prior to approving any lobbying expenditure, a written legal opinion outlining whether the lobbying activity is: A) permissible and, B) within the applicable limits, shall be prepared and presented to the BOD.

CAMPAIGN ACTIVITY PROHIBITED

As an organization with exemption from federal income tax pursuant to IRC 501(c)(3), the Society is prohibited from participating, or intervening in (including the publishing or distribution of statements concerning) any political campaign on behalf of any candidate for public office. Failure to abide by this prohibition may result in the loss of tax exempt status. Accordingly, under no circumstances may the Society or anyone purporting to act on behalf of the Society, participate in any political campaign. Without limiting the foregoing:

- Endorsements or other statements of any kind directly or indirectly on behalf of or in opposition to any political candidate by or on behalf of the Society are prohibited;
- Engagement in political activities by the Society's volunteers while on Society time is prohibited;
- The use of Society supplies, assets, volunteers, and other resources in a political campaign or on behalf of or in opposition to a political candidate is prohibited; and
- No political materials may be posted or distributed at the Society's events or activities.

If there is any question about whether a particular activity violates this policy or the underlying legal prohibition on participating in a political campaign, the Society shall obtain a written legal opinion regarding the legality of the activity before engaging in it along with the prior approval of the BOD in the form of a written resolution.

COMPLIANCE WITH APPLICABLE LAW

The Society shall at all times comply with applicable local, state, and federal law, and comply with the applicable laws of any foreign jurisdiction in which it operates. The BOD shall be responsible for ensuring compliance with this policy.

1.3 CONFLICT OF INTEREST

POLICY TITLE: CONFLICT OF INTEREST

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The voting directors, officers, and committee chairs owe fiduciary duties to the Society including, without limitation, a duty of loyalty. One aspect of fulfilling these fiduciary duties is to avoid conflicts of interest in which an individual's allegiance to the Society may be in conflict or otherwise inconsistent with some other professional, business, or personal interest and/or position of responsibility. Conflicts of interest include evident conflicts as well as conflicts that may exist or may be perceived by others to exist, whether the individual believes them to exist or not, all of which are referred to herein as "Conflict(s)." The purpose of this Conflict of Interest Policy ("Conflict Policy") is to provide the Society's directors, officers, committee chairs, and advisory committee chairs with direction and guidance on how actual or potential Conflicts should be handled.

Guidelines

CONFLICT OF INTEREST

A potential Conflict exists when, but not only when, the interests or activities of a Society director, officer, committee chair, or advisory committee chair may be seen as competing and/or in conflict with the interests or activities of the Society, or when a Society director, officer, committee chair, or advisory committee chair directly or indirectly derives a financial or other material gain from the Society. A conflict of interest transaction ("Conflict Transaction") is a transaction with the Society in which a director, officer, committee chair, or advisory committee chair of the Society has a direct or indirect personal interest.

DISCLOSURE REQUIRED

Annually, each director, officer, committee and advisory committee chair shall disclose any interest which may give rise to a Conflict utilizing such form(s) as the BOD shall specify from time to time. *See Appendix 1.* In addition, any potential Conflict which actually arises for a director, officer, committee chair, or advisory committee chair shall be disclosed to the BOD, as appropriate.

PROCEDURES

Transactions with parties with whom a Conflict exists may be undertaken only if all of the following procedures are observed:

- The Conflict is fully disclosed;
- The person with the Conflict is excluded from the final discussion and approval of such transaction as described below;
- A competitive proposal or comparable valuation exists; and
- The disinterested members of the BOD determine that the transaction is in the best interest of the Society.

Disclosure should be made to the President, (or if s/he is the one with the Conflict, then to the Secretary or the Treasurer) who shall bring the matter to the BOD or a duly constituted committee thereof.

The BOD, or a duly constituted committee thereof, shall determine whether a Conflict exists and, in the case of an existing Conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the Society. The decision of the BOD, or a duly constituted committee thereof, on these matters will rest at its discretion. Its concern must be the welfare of the Society and the advancement of its Exempt Purpose.

ABSENCE FROM DISCUSSION

Unless required to remain present during the meeting, the person having the potential Conflict shall retire from the room in which the BOD or committee is meeting to discuss the Conflict Transaction (or shall leave the conference call) and shall not participate in the final deliberation regarding the matter under consideration. However, that person shall provide the BOD or committee with any and all requested information.

ABSTINENCE FROM VOTE

When a potential Conflict is relevant to a matter requiring action by the BOD or committee, the interested person shall call it to the attention of the BOD or its appropriate committee. Such person shall not vote on the matter; however, any director or committee chair disclosing a possible conflict may be counted in determining the presence of a quorum at a meeting of the BOD or a committee thereof.

MINUTES

The minutes of the meeting of the BOD or meeting summaries of any committee or advisory committee shall reflect that the Conflict was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is doubt as to whether a Conflict exists, the determination of whether a potential Conflict exists shall be made by a vote of the BOD, excluding the person subject to the potential Conflict.

POLICY DISTRIBUTION

A copy of this Conflict Policy shall be furnished to each director, officer, committee chair, and advisory committee chair who is presently serving the Society, or who hereafter becomes associated with the Society. Any new directors, officers, committee chairs, and advisory committee chairs shall be advised of this Conflict Policy upon undertaking the duties of such office or position.

1.4 WHISTLEBLOWER PROTECTION

POLICY TITLE: WHISTLEBLOWER PROTECTION

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The Society's directors, officers, committee members, advisory committee members, other volunteers and staff are expected to observe high standards of business and personal ethics in the conduct of their Society duties and responsibilities. This Whistleblower Protection Policy ("Whistleblower Policy") is intended to protect from retaliation, persons who report suspected illegal conduct, misuse or waste of Society resources, violation of Society policies, or conduct which might adversely impact the Society's Exempt Purpose or tax status (collectively, "Questionable Conduct").

Guidelines

QUESTIONABLE CONDUCT

This policy is designed to address situations in which a person has concerns that another person has engaged in Questionable Conduct with respect to the Society. The Society encourages the reporting of Questionable Conduct concerns. Some examples of Questionable Conduct include:

- Outright theft of property, funds, information or other resources;
- Unauthorized personal use of Society resources;
- Misstatements of any accounts to any officer, director, or to the Society's accountants;
- Failing to disclose a potential Conflict or abide by the Society's Conflict of Interest Policy;
- Using Society resources to support a candidate for public office;
- Violating Society policies;
- Paying more than the fair market value for goods or services provided by a Society Volunteer, substantial contributor, or a member of their respective families; or
- Using Society resources for any purpose which does not advance the Society's Exempt Purpose.

MAKING A REPORT

If a person has concerns that another person has engaged in Questionable Conduct with respect to the Society, s/he should report it (anonymously if the person wishes). A report can be made in person, by phone, by email, by regular mail, or by any other appropriate means of communication to the Society's president, any of its other officers, or outside legal counsel. Contact information for the Society's officers and outside legal counsel is available via the ISBER Head Office. When a report of Questionable Conduct is received by any of the foregoing individuals, they shall provide a copy of the report, as soon as possible, to those members of the Society's BOD who are not implicated in the report.

INVESTIGATING A REPORT OF QUESTIONABLE CONDUCT

In all instances of Questionable Conduct not implicating the Society's president, the Society's president and outside legal counsel will promptly conduct an investigation, keeping the informant's identity confidential to the extent possible, consistent with the Society's obligation to conduct a full and fair investigation. If the Society's president is implicated in the report of Questionable Conduct or otherwise unable to participate in

the investigation, the investigation shall be conducted by the Society's outside legal counsel in consultation with an alternate designated by the BOD. If the Society's outside legal counsel is implicated in the report or otherwise unable to participate in the investigation, the investigation shall be conducted by the un-implicated members of the Society's BOD in consultation with independent legal counsel.

Once the investigation is complete, the results of the investigation and recommendations on what actions, if any, should be taken shall in each instance be reported to the un-implicated members of the BOD. After reviewing the results of the investigation and recommended actions, the un-implicated members of the Society's BOD shall consider the report, and take such actions as they deem necessary and appropriate under the circumstances.

NO RETALIATION

In the case of a report of Questionable Conduct, the person who makes such a report and subsequently believes s/he has been subjected to retaliation of any kind by any person associated with the Society shall be directed to immediately report all instances of retaliation to the Society's president, outside legal counsel, or any Society officer. Reports of retaliation will be investigated promptly in a manner intended to protect the confidentiality of the person making the report to the extent practicable and consistent with a full and fair investigation of the report. The party conducting the investigation will notify the person who reported the Questionable Conduct of the results of the investigation.

The Society strongly disapproves of and will not tolerate any form of retaliation against persons who report concerns of Questionable Conduct, in good faith, involving the Society.

1.5 REGULATORY COMPLIANCE

POLICY TITLE: REGULATORY COMPLIANCE

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to outline the Society's regulatory obligations.

Guidelines

IDENTIFICATION OF REGULATORY OBLIGATIONS

The Treasurer, in consultation with the Society's outside legal counsel and accountant, shall develop and maintain a list of the Society's various regulatory obligations arising out of its not-for-profit and tax status. At a minimum, this list shall identify the obligations the Society must meet in order to maintain its corporate status, federal income tax exempt status, sales tax exempt status, and compliance with state charitable trust and charitable solicitation act registration and annual reporting requirements. Annually, the Treasurer shall review the Regulatory Compliance List to ensure it is complete and up-to-date. Following the completion of this review, the Society's Treasurer shall report on the results of the annual review.

COMPLIANCE WITH REGULATORY OBLIGATIONS

The President, Secretary, Treasurer, and BOD shall have joint responsibility for ensuring the Society complies with its regulatory obligations.

INFORMATION RETURNS AND OTHER GOVERNMENT FILINGS

It shall be the joint responsibility of each director and officer to ensure the Society's IRS Form 990, Form AG990-IL, Annual Report and similar government filings are properly prepared, executed, and timely filed with the correct government authorities.

IRS FORM 990, IRS FORM 990-T, AND FORM AG990-IL

IRS Form 990, IRS Form 990-T, Form AG990-IL, and any other similar information or tax return required by applicable law (collectively, "Information Returns") shall be prepared by the Society's accountant in consultation with the Society's President and Treasurer. The Society's Information Returns shall not be prepared until after the Society's annual audit is complete for the time period reflected in the Information Returns. The Society's President, Treasurer and Executive Director shall review the Information Returns with the accountant who prepared the Information Returns, as necessary. The Society's President shall sign the Information Returns and cause the Information Returns to be filed.

The Society shall maintain copies of all such regulatory filings in accordance with its Record Retention Policy (1.8). If a filing is made electronically, the Society shall maintain copies of all receipts evidencing the filing occurred. If a filing is made by postal mail, the Society shall cause the filing to be sent via certified or registered mail, return receipt requested. The Society shall retain all receipts evidencing the mailing and receipt of such filings.

PUBLIC DISCLOSURE OF APPLICATION FOR EXEMPTION AND INFORMATION RETURNS

The Society shall, to the extent required by applicable law, make its IRS Form 1023 and related correspondence, three (3) most recent IRS Form 990s and IRS Form 990-T (if any) available to the public for inspection. The President, Treasurer, Secretary, and BOD shall be jointly responsible for ensuring the Society complies with this policy.

1.6 CHARITABLE SOLICITATION AND CONTRIBUTION

POLICY TITLE: CHARITABLE SOLICITATION AND CONTRIBUTION

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to provide guidelines for charitable solicitation and contribution for the Society.

Guidelines

GENERAL PRACTICE

The Society shall comply with all applicable local, state, and federal laws regulating the solicitation, acceptance, and substantiation of charitable contributions. All charitable solicitations shall be made using the full legal name of the Society, state the Society's Exempt Purpose and provide that all contributions shall be used to advance the Society's Exempt Purpose at the discretion of and subject to the control of the BOD. All statements or representations made during solicitations for charitable contributions to the public shall clearly state the purposes for which the funds are being solicited and shall be true and correct.

GIFT REFUSAL

The BOD may refuse any gift at its discretion. The BOD shall refuse a gift if the gift, a restriction on the use of the gift, acceptance of the gift, or the use of the gift: (i) is inconsistent with the Society's Exempt Purpose; (ii) jeopardizes the Society's tax exempt status; or (iii) is inconsistent with applicable local, state or federal law.

ACKNOWLEDGEMENT OF CONTRIBUTIONS

The Society shall send an acknowledgement of all contributions regardless of the amount. The acknowledgements shall, at a minimum, include the following information:

- The name of donor;
- The amount of cash donated (if any);
- A description of goods donated (if any) (without valuation); and
- A statement of whether any goods or services were provided to the donor in exchange for the contribution, and if so, a good faith estimate of the value of such goods or services.

All contribution acknowledgements shall be distributed to the contributor by the ISBER Head Office on an annual basis.

DONOR RESTRICTED CONTRIBUTIONS

Restricted contributions are donations received in which the donor restricts the use to a particular purpose. The Society shall not solicit or accept donor restricted contributions without the prior approval of the BOD.

1.7 COMPENSATION

POLICY TITLE: COMPENSATION

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The Society shall not pay excessive compensation to anyone including, but not limited to, its “Key Employee(s),” if any, “Disqualified Person(s)” (as both terms are defined by the United States Internal Revenue Service Form 990 Instructions), or its Management Company, the ISBER Head Office.

Guidelines

ASSESSING THE REASONABLENESS OF COMPENSATION

The Society shall measure the reasonableness of compensation based on what similar organizations pay for similar services under similar circumstances. The primary purpose of this process is to ensure that total compensation paid to the Society’s Key Employees, Disqualified Persons and Management Company is reasonable and to establish a presumption under the Internal Revenue Code that the total compensation in each instance is reasonable.

TOTAL COMPENSATION

The BOD shall consider the total compensation a Key Employee, Disqualified Person, or Management Company will be paid including, but not limited to, salary, fees, bonuses, severance payments, all forms of tax-deferred compensation that are earned, vested, and all benefits whether or not included as income for tax purposes (e.g., medical, dental, life insurance, disability benefits). If the compensation payable to the Key Employee, Disqualified Person or Management Company is not fixed at the time it is approved by the BOD (e.g., a discretionary bonus, revenue based fee), the compensation that could be paid to the Key Employee, Disqualified Person or Management Company shall be capped. The BOD shall assess the reasonableness of the compensation on the maximum amount of compensation that could be paid to the Key Employee, Disqualified Person or Management Company.

COMPARABILITY DATA

The BOD shall obtain and review data from which it can assess the reasonableness of the compensation for the services rendered to the Society. Such data may include, but is not limited to:

- Compensation levels paid by similarly situated organizations, both taxable and tax-exempt, for functionally comparable positions;
- The availability of similar services in the geographic area of the Society;
- Current compensation surveys compiled by independent firms; and
- Actual written offers from similar institutions competing for the services of the Key Employee, Disqualified Person, or Management Company.

EXPERT OPINIONS

The BOD may also rely upon reasoned written opinions of qualified legal counsel, certified public accountants, or accounting firms with expertise regarding the relevant tax law matters, and independent compensation experts who:

- Hold themselves out to the public as compensation consultants;
- Perform compensation valuations on a regular basis;
- Are qualified to make compensation valuations for the types of services involved in each instance;
and
- Provide the BOD with a written statement that the preceding requirements are met.

1.8 RECORDS RETENTION

POLICY TITLE: RECORDS RETENTION

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The Society's Record Retention Policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate the Society's operations by promoting efficiency and freeing up valuable storage space. Without limiting the foregoing, this policy is designed to ensure compliance with the Sarbanes-Oxley Act ("The American Competitiveness and Corporate Accountability Act of 2002"). This policy covers all records regardless of physical form and contains guidelines for how long certain records should be kept and how records should be destroyed.

Guidelines

RECORDS

A record is recorded information, regardless of medium or characteristic, which can be retrieved at any time. It includes all original documents, papers, letters, cards, books, photographs, sound or video recordings, magnetic tape, electronic media, and other information containing media that are generated and/or received in connection with transacting the Society's business. If not stipulated otherwise, these are the records to which the retention schedule applies.

NON-RECORDS

Non-records material includes duplicate copies of correspondence, duplicate copies of records used for short-term reference purposes, blank forms, and transitory messages used primarily for the informal communication of information. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Transitory messages may include, but are not limited to, e-mail messages with short-lived or no administrative value, voice mail, and telephone messages. Notes of unofficial meetings, telephone conversations or other personal notes, when generated should be routinely discarded when they are no longer useful. For example, when informal notes are transferred to a more formal record, the notes are no longer useful and should be discarded. Preliminary working papers and superseded drafts, particularly after subsequent versions are finalized, should be discarded. Non-records are maintained for as long as administratively needed, and the retention schedules do not apply. Non-records may be discarded when the business use has terminated.

RECORD RETENTION

The Society follows the document retention procedures outlined below which specify the minimum retention time by type of record. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

CORRESPONDENCE

Correspondence (general)

3 years

CORPORATE RECORDS

Annual Reports (Secretary of State)	Permanent
Articles of Incorporation and amendments	Permanent
Officers and BOD, committee, and advisory committee member records	Permanent
Minutes: BOD and committees with BOD authority	Permanent
Summaries: advisory committees and other bodies without BOD authority	7 years
Bylaws and amendments	Permanent
Election ballots	1 year
Election results	Permanent
Local, state, and federal permits and licenses	Permanent
Conflict of Interest Disclosure Statements	7 years
Whistleblower Investigation Records	7 years after resolution
Policies, procedures, and resolutions	Permanent

STATE AND FEDERAL TAX EXEMPTION RECORDS

IRS EIN records:	Permanent
IRS Application for Tax-Exempt Status (Form 1023):	Permanent
IRS Exemption Determination Letter:	Permanent
IRS Exemption records:	Permanent
State Charitable Registration(s):	Permanent
State Sales Tax Exemption records:	Permanent
IRS Form 990, Form 990-T and related records:	Permanent
State charitable annual reports (e.g., AG990IL):	Permanent

FINANCIAL RECORDS

Financial Statements (audited/year-end):	Permanent
Auditor reports and working papers:	Permanent
Auditor Management Letters:	Permanent
Financial statements (quarterly):	Permanent
Accounts receivable and payable:	7 years

Budgets and budget amendments:	3 years
Chart of Accounts:	7 years
Check Request Forms and related records:	7 years
Voided/Reversed/Cancelled Checks Log:	7 years
Nonsufficient Funds Check Log:	7 years
Depreciation Schedules:	Permanent
General ledger and journals:	Permanent
Business Expense Records:	7 years
Invoices:	7 years
Cash Receipts:	3 years
Credit Card Receipts:	3 years
Expense reports:	7 years
Fixed Asset Files:	Permanent
FINANCIAL ACCOUNT RECORDS¹	
Financial Account opening and closing records:	Permanent
Financial Account Statements and Reconciliations:	7 years
Check Registers:	Permanent
Checks (cancelled, voided, or reversed):	7 years
Bank Deposit Slips:	7 years
Financial Account signatory Cards:	7 years
Electronic Fund Transfer Documents:	7 years
INDEPENDENT CONTRACTORS	
Independent Contractor Records (general):	10 years after termination
Independent Contractor Agreements:	See <i>Contracts</i>
Invoices:	10 years after termination
Check records:	10 years after termination

¹ The term financial account includes bank, credit card, and investment accounts, and loans and lines of credit.

IRS Forms 1099:	7 years after termination
INVESTMENT RECORDS	
Investment Account Records (general):	Permanent
Investment Performance Reports/Statements:	7 years
Investment manager records:	7 years after termination
DONOR AND GRANT RECORDS	
Charitable solicitations:	7 years
Donor records and acknowledgment letters:	7 years
Restricted contribution records:	Permanent
Grant applications and contracts ² :	7 years after completion
INTELLECTUAL PROPERTY	
Copyright, patent, and trademark registrations and related documentation:	Permanent
Licenses:	Permanent
Assignments:	Permanent
Publications (e.g., website):	Permanent
LEGAL	
Claims and litigation files:	Permanent
Legal opinions and memoranda:	Permanent
INSURANCE RECORDS	
Insurance policies and related records:	Permanent
Insurance claims and related records:	3 years after claim resolution
CONTRACTS	
Requests for Proposals:	7 years after contract award
Proposals:	7 years after contract award
Contracts (general):	10 years after termination
Contracts (sales), UCC:	7 years after termination

² This item references grants applied for and received by the Society.

PROGRAM/ACTIVITY RECORDS

Program/activity Records (general):	7 years after program
Program/activity contracts:	See <i>Contracts</i>
Program/activity correspondence:	See <i>Correspondence</i>
Program/activity marketing:	See <i>Marketing</i>
Program/activity insurance:	See <i>Insurance</i>
Grant Records:	7 years after completion

REAL AND PERSONAL PROPERTY RECORDS

Tangible Personal Property Inventory List:	Permanent
Tangible Personal Property Records:	7 years after disposal
Office Equipment Removal Form:	2 years
Real Property Documents:	Permanent
Deeds, mortgages, and bills of sale:	Permanent

MARKETING

Press releases:	Permanent
Marketing materials:	Permanent
Media coverage (e.g., newspaper articles):	Permanent

ELECTRONIC RECORDS

Electronic records will be retained as if they were paper records. Therefore, any electronic files that fall into one of the record types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder.

EMERGENCY PLANNING

The Society’s records will be stored in a safe, secure, and accessible manner. Records that are required to be maintained permanently or are essential to keeping the Society operating in an emergency will be stored electronically and backed up at an off-site location.

RECORD DESTRUCTION

The Society shall retain records as required by law and in accordance with this policy. The Society’s Secretary is responsible for ensuring that the ISBER Head Office has an ongoing process of identifying records having met the required retention period, and documenting their destruction.

PENDING CLAIMS AND LITIGATION

In the event of threatened or pending legal investigation or action of any kind, or an internal investigation, no documents may be destroyed without the prior written approval of the BOD. In most instances, destruction will be reinstated only upon conclusion of the investigation, claim, or legal action.

REVIEW

Periodically, the Secretary shall review the Record Retention Schedule with the Society's outside legal counsel and accountants and update the same as necessary. Changes to the Record Retention Schedule shall only become effective upon approval by the BOD.

1.9 INSURANCE

POLICY TITLE: INSURANCE

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to outline requirements for the Society's insurance coverage and review.

Guidelines

MINIMUM COVERAGE

The determination as to what constitutes an appropriate mix of coverage and limits shall be determined by the BOD at its discretion. At a minimum, the Society shall at all times maintain general liability insurance, directors and officers insurance, and any insurance required by law.

INSURANCE REVIEW

Insurance reviews will be performed at intervals determined by the BOD and agreed to by the Society's Management Company which uses a BOD approved insurance checklist. Any deviation from the insurance checklist will be reported to the BOD via the Finance Committee on an annual basis. Review results will be reported to the BOD in the same manner. If no recommendations for changes are made, insurance will be renewed per the previous years' coverage.

MINIMUM COVERAGE

At a minimum, the Society shall at all times maintain general liability insurance, directors and officers insurance, as well as any insurance required by law.

INSURANCE CLAIMS

It shall be the responsibility of the officers to ensure the appropriate insurer is notified of any actual or potential claim within the time periods and in the manner specified in each insurance policy. The Finance Committee shall ensure a file is maintained on each actual or potential insurance claim.

INSURANCE RECORDS

The Society shall retain all insurance policies as provided in the Society's Records Retention Policy. The Society shall also maintain records on all claims or potential claims in accordance with the Society's Records Retention Policy.

1.10 ANNUAL MEETING

POLICY TITLE: ANNUAL MEETING

FIRST APPROVAL: AUGUST 2016

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

The purpose of this policy is to guide the planning of the ISBER Annual Meeting and Exhibits.

Guidelines

OVERVIEW

The ISBER Annual Meeting and Exhibits is an integral activity for the strategic and financial success of the organization.

COMMITTEES

There are 2 Committees responsible for planning the ISBER Annual Meeting and Exhibits – the Organizing Advisory Committee and the Scientific Program Advisory Committee.

Per the ISBER Bylaws, “The Organizing Advisory Committee shall: (i) ensure the organizational structure of each Annual Meeting advances the Society’s Exempt Purpose; (ii) annually develop and transmit to the BOD recommendations regarding infrastructure (e.g., programming, abstract submission/review guidelines and organization, fundraising, awards, social events, promotion) and organization (e.g., development of planning timelines, program template, speaker invitation and budget policy, post-conference surveys, distribution of survey results) for the Annual Meeting; (iii) work with the Executive Director to identify potential venues for future Annual Meetings and provide recommendations to the BOD who shall give final approval; (iv) work with the Finance Committee regarding the budget for each Annual Meeting; (v) provide at least quarterly reports to the BOD regarding Annual Meeting infrastructure and organization; (vi) work directly with the Program Advisory Committee to provide support for their review activities, or onsite meeting tasks (e.g., Session Chairs) as needed; (vii) oversee the Society’s participation in any regional or ancillary meetings that require scientific contribution and/or program involvement (e.g., ISBER officers/members chairing or representing the Society at other meetings); and (viii) perform such other duties and responsibilities as may be assigned by the BOD.”

Per the ISBER Bylaws, “Each Scientific Program Advisory Committee shall: (i) ensure the educational and scientific programs for the Society’s Annual Meeting to advance the Society’s Exempt Purpose; (ii) annually develop and transmit to the BOD recommendations regarding the educational and scientific programs for the Annual Meeting by the date(s) set by the BOD; (iii) work with the Finance Committee to develop a budget for the Annual Meeting educational and scientific programs; (iv) provide periodic reports to the BOD regarding the Annual Meeting educational and scientific programs; and (v) perform such other duties and responsibilities as may be assigned by the BOD.” These activities will be conducted through an annual invited program and call for submission for abstracts.

LOCATION SELECTION

The ISBER BOD is responsible for strategically selecting the location of future ISBER Annual Meeting and Exhibits, with discussion with the Organizing Advisory Committee - by choosing 2 possible city locations, at

least 2 years in advance and using the ISBER Strategic Plan as a guide. The ISBER Head Office is responsible for investigating potential conference locations within these cities and presenting a comparison report to the Organizing Advisory Committee for review. The Organizing Advisory Committee will present the final recommended location to the BOD for approval. Site visits will be conducted for the final shortlist of locations. Final approval for all ISBER Annual Meeting and Exhibits contracts must be provided by the BOD. As a general rule, the ISBER Annual Meeting and Exhibits will occur in April or May of every year.

CORPORATE OPPORTUNITIES PROSPECTUS

A corporate opportunities prospectus will be drafted for all ISBER Annual Meeting and Exhibits by the ISBER Head Office, with input and approval from the Membership and Marketing Committee, with final approval by the ISBER BOD. The prospectus will include sponsorship, marketing, exhibition and symposia opportunities, as available.

INVITED SPEAKERS

The Scientific Program Advisory Committee is responsible for identifying speakers to be invited to the ISBER Annual Meeting and Exhibits. The Committee will informally invite speakers noting the proposed session title and date/time. If the invited speaker accepts, the ISBER Head Office will send a formal invitation letter outlining session details, materials for submission, submission due dates, and reimbursement details.

All speakers will be asked to provide the signed agreement, biosketch, photo, presentation summary and final presentation, as per the meeting timeline.

The Organizing Advisory Committee will propose a budget for speaker expenses to the Finance and Audit Committee on an annual basis, as a component of the ISBER Annual Meeting and Exhibits budget.

Complimentary conference registration will be provided to all invited (non-abstract, non-workshop) speakers. All invited speakers will be asked if travel expenses are required, and if so, will be provided with the following:

- Transportation to the conference location – flight and/or other transportation at the most economical option available, preferably booked with the ISBER-referred Travel Agent at least 30 days in advance
- Accommodation at the conference hotel – 2 nights of accommodation, booked with the ISBER Head Office at least 30 days in advance

Any exceptions to these reimbursements must be proposed by the Organizing Advisory Committee Chair and approved by the ISBER Treasurer.

As part of the approved budget for speaker expenses, the OAC will be allowed to spend, at their discretion for travel and accommodation, up to \$5000 in order to ensure that the program contains geographic and subject matter diversity, and to allow the committee to attract a variety of speakers. The OAC will report on the use of this fund to the ISBER BOD on an annual basis.

SESSION CHAIRS

Session Chairs will be appointed and will function separately from Invited Speakers. Session Chairs are not eligible to self-nominate as invited speakers.

SOCIETY MEETINGS

Per the ISBER Bylaws, “The Members shall conduct an annual meeting for the purposes of: (i) receiving an annual report from the BOD describing the Society’s year-end financials, past year’s accomplishments and

challenges, year-end membership census, and budget, goals and challenges for the upcoming year; and (ii) for the transaction of such other business as may come before the meeting ('Annual Meeting')." Further, the BOD slate of Officers and Directors will be presented at this meeting.

Per the ISBER Bylaws, "The BOD shall meet at least quarterly. One regular quarterly meeting shall be held in conjunction with the Annual Meeting."

WORKSHOPS

The Workshop program will be planned by the Education and Training Advisory Committee on an annual basis.

AWARDS AND RECOGNITIONS

The following awards will be distributed at the ISBER Annual Meeting and Exhibits:

- ISBER Award for Outstanding Achievement in Biobanking (winner advertised prior)
- ISBER Distinguished Leadership and Service Award (winner advertised prior)
- ISBER Founder's Award
- ISBER Special Service Award
- ISBER Outstanding New Product Award
- ISBER Poster Awards
- ISBER Travel Award (Recognized at the Annual Meeting and Exhibits but funding provided prior)
- Other Awards, Per External Support Available

1.11 CORPORATE SALES OF MEMBERSHIP

POLICY TITLE: CORPORATE SALES OF MEMBERSHIP

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

The purpose of this policy is to provide direction for corporate requests in regards to the ISBER membership.

Guidelines

OVERVIEW

ISBER is committed to controlling the collection, use and disclosure of the personal information provided by its members. ISBER will make every effort to comply with privacy and anti-spam legislation that exists in the country of incorporation (US) and the country hosting the ISBER head office (Canada).

MAILING LISTS

Various parties may request mailing lists, per the following guidelines:

- Mailing lists will exclude members who have indicated that they do not wish to have their names included.
- Mailing lists will be released only for mailings that are related to the mission and vision of ISBER.
- These mailing lists may be used for ONE MAILING only. The list may not be duplicated or reproduced in any manner. The list will include print mailing addresses only and not emails.
- Mailing lists will have an associated fee, as approved by the Membership and Marketing Committee.
- Orders for Mailing lists will be fulfilled by the ISBER Head Office.

In addition to the abovementioned, mailing lists of ISBER Annual Meeting delegates will be provided to Annual Meeting supporters, as per the corporate opportunities prospectus.

EMAIL DISTRIBUTION

ISBER will never distribute the email addresses of its members, to any party.

An e-blast may be ordered by ISBER supporters, per an associated fee, as approved by the Membership and Marketing Committee. The e-blast design will be provided by the supporter and distributed to members by the ISBER Head Office. All e-blasts must include 'Corporate Announcement' in the subject line and a paid advertisement disclaimer at the footer.

EXCLUSIVE DISCOUNTS

ISBER organizational members can offer exclusive discounts to ISBER members through posting of the applicable discount on the ISBER Marketplace. Only current members will be eligible to post on the ISBER Marketplace. ISBER Head Office will have the right to remove any offers or materials deemed inappropriate to the membership.

1.12 COLLABORATION AND PARTNERSHIP

POLICY TITLE: COLLABORATION AND PARTNERSHIP

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

The purpose of this policy is to outline the ways in which ISBER collaborates and partners with other organizations.

Guidelines

OVERVIEW

A component of the success of the ISBER organization is its ability to collaborate and partner with other organizations working in strategically relevant fields. ISBER conducts these collaborations through various agreements, including affiliate agreements and associate agreements. Potential partners and agreements will be approved by the ISBER BOD.

DEFINITIONS

ISBER will enter into the following types of agreements:

- i. “Affiliate Agreements” are used when ISBER wishes to define a formal relationship between itself and another organization.
- ii. “Associate Agreements” are used when ISBER wishes to define that it and another organization have shared purposes, functions and values.
- iii. “Co-Promotional Agreements” are used to define a time-limited agreement for ISBER to promote another organization and vice versa.
- iv. “Memorandum of Understanding” is a more formal agreement that officially outlines and describes the partnership between ISBER and another organization. Memorandum of understandings will typically outline the legal and financial implications of the partnership.

AFFILIATE AGREEMENTS

The ISBER Affiliate Agreements will include the following components:

1. One complimentary ISBER Annual Meeting registration and/or Regional Meeting registration to a representative of [Affiliate Organization].
2. A representative of [Affiliate Organization] may attend one ISBER BOD meeting annually to provide an update about [Affiliate Organization] activities as determined by the ISBER President.
3. [Affiliate Organization] will provide reciprocal agreed upon promotional materials for display at ISBER Meetings.

4. ISBER will list [Affiliate Organization] on the ISBER website and include a link to [Affiliate Organization]'s website.

The ISBER BOD can alter or edit these components as it deems necessary.

ASSOCIATE AGREEMENTS

The ISBER Associate Agreements will include the following components:

1. One complimentary ISBER Annual Meeting registration to a representative of [Associate Organization].
2. [Associate Organization] will provide reciprocal agreed upon promotional materials for display at ISBER Meetings.
3. ISBER will list [Associate Organization] on the ISBER website and include a link to [Associate Organization]'s website.

The ISBER BOD can alter or edit these components as it deems necessary.

CO-PROMOTIONAL AGREEMENTS

The ISBER Associate Agreements will include the following components:

1. [Co-Promotion Organization] will provide reciprocal agreed upon promotional materials for distribution to members of both organizations, as agreed.

OTHER AGREEMENTS

The ISBER BOD can create and define other agreements, including but not limited to memorandums of understanding (MOU), as it deems necessary.

1.13 TRANSLATION OF ISBER DOCUMENTS

POLICY TITLE: TRANSLATION OF ISBER DOCUMENTS

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to outline a consistent approach to the translation of ISBER materials.

Guidelines

OVERVIEW

The translation of ISBER documents is a potentially important component of organizational success in non-English speaking countries.

GUIDELINES

Translators, either professional or volunteer, must have the following qualifications:

- Fluent in English and the relevant language
- Background in repositories, as relevant or appropriate
- Approval by the ISBER President

The process includes an independent translator working on the document and engaging two independent translators to review and confirm the final translation. The process will be managed by the ISBER Head Office.

All translated ISBER materials will be managed and distributed by the ISBER Head Office. Web pages will be translated and available as appropriate.

ISBER will maintain the copyright of all translated materials, irrelevant of process or language.

WATERMARK

Each translated text shall bear the watermark “Official Translation of ISBER” to certify the text as an official translation. The text bearing the watermark shall be deemed authoritative. The watermark shall not be removed from translations.

ISBER shall only recognize versions bearing the watermark as official translations. Translations shall bear the watermark “Draft Translation” until they have been reviewed, revised and approved as official translations by the Communications Committee. The watermark shall not be removed from un-reviewed/unrevised translations.

1.14 WORKING GROUPS AND SPECIAL INTEREST GROUPS

POLICY TITLE: WORKING GROUPS AND SPECIAL INTEREST GROUPS

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

To outline the guidelines associated with the ISBER Working Groups and Special Interest Groups.

Guidelines

WORKING GROUPS

The purpose of ISBER Working Groups is to identify and address important, unresolved biobanking issues that could benefit from broader discussion. The ultimate goal is to develop position papers, journal publications, or tools that address the issues and provide strategies for addressing them.

1. Working Group membership is limited in participants/volunteers to ISBER members in good standing that have the appropriate expertise.
2. Working Groups meet on a regular basis.
3. Working Group focus should be concise and documented.

SPECIAL INTEREST GROUPS

The purpose of an ISBER Special Interest Group (SIG) is to encourage discussions and presentations on the chosen area of technical, legal, ethical, or managerial issues relevant to repositories of biological and environmental specimens. ISBER SIGs identify and tackle important, unresolved issues that could benefit from broader discussion through networking and meetings where member presentations and experiences may be shared. The SIGs also provide an avenue for members to share their problems, goals, and more importantly, describe their experiences and solutions. Differences from ISBER Working Groups (WG):

1. A SIG is open to all ISBER members, with unlimited membership, whereas WG membership may be limited as the main emphasis of a WG is work output.
2. SIG membership status can be fluid to capture diverse views.
3. SIG focus is on discussion and networking via forum-based presentation and Q&A for sharing of experiences.
4. A SIG may serve as a test bed for a WG. It is recommended that groups intending to form an ISBER WG start off as an ISBER SIG to determine level of interest over a period of time.
5. A SIG can accommodate new topics of interest in an existing WG or topics beyond the scope of the documented WG focus.

STRUCTURE

LEADERSHIP

New Working Groups and Special Interest Groups must be approved by the ISBER BOD. Further, status change of Working Groups and Special Interest Groups (e.g. change from one type to another type) must be approved by the ISBER BOD.

ISBER groups should be chaired by an ISBER member in good standing. It is suggested that each Working Group have a designated Vice-Chair who is also an ISBER member in good standing. Working Group Chairs must be approved by the ISBER BOD.

COMPOSITION

ISBER groups should be composed of ISBER members who have appropriate expertise and experience in the subject area who are committed to advancing a dialogue and producing outcomes that can contribute to the field of biobanking. While there is no maximum to the number of members that may participate, it is recommended that the size of the Working Groups be kept manageable to optimize effectiveness.

NEW MEMBERS

New members will be confirmed per the following:

1. ISBER members will indicate interest in participating in a group via submission of an online form and CV on the ISBER website and this information will be forwarded to the Chair.
2. The ISBER Head Office will confirm volunteer's membership status to the Chair.
3. The Chair will communicate with the volunteer to secure any details/information about the volunteer that will be useful for the Chair's consideration for membership.
4. The ISBER Head Office will communicate with Working Group or SIG Chairs, providing them with details/information/CV as required about ISBER volunteers as interest is expressed in participating with their particular group.
5. The ISBER Head Office will provide an acknowledgement to the person that expressed an interest in volunteering with ISBER within 14 working days of the time the person submitted interest.
6. Group Chairs are to provide follow-up/acknowledgement to the volunteer within 3 weeks of receipt of their information and copy the ISBER Head Office.
7. ISBER Head Office will keep records of the volunteer forms submitted and the result of follow-up.

OPERATIONS

MEETINGS

Meetings will be convened as deemed appropriate by the Chair, although groups are strongly encouraged to meet face to face at the ISBER annual meetings. There is an expectation that groups will continue to meet by teleconference and/or e-mail communications between ISBER Annual Meetings. Head Office staff can establish online forums and provide teleconferencing details for groups, although will not provide administrative support. Non-ISBER members are welcome to participate in the face to face meetings held during the annual meetings, but only ISBER members are allowed to continue participation with the Working Groups between ISBER Annual Meetings.

PUBLICATION OF MEETING SUMMARIES

Chairs of Working Groups and SIGS will review and approve their meeting summaries so that they can be shared with all other ISBER Chairs of Working Groups, SIGs and Committee Chairs.

The Chair should ensure that summaries that are posted are free of confidential or sensitive content. The summaries will be posted in the timeliest manner possible, when the Chair determines that the information is ready to be public.

ACCESS TO OTHER COMMITTEE, SIG AND WORKING GROUP MEETING SUMMARIES

Chairs of SIGs, Working Groups and Committees will have the opportunity to access the summaries of other Committees, SIGs and Working Groups after the summaries have been approved for publication.

These summaries will not be distributed further without prior discussion with the relevant Chair.

REPORTING

The ISBER Working Groups and Special Interest Groups are required to report biannually on their progress to the ISBER BOD. Reports will be provided by the Working Group Chair(s) for the 2 in-person BOD meetings.

PUBLICATIONS

Documents, position papers, publications or other tools developed by ISBER Working Groups are expected to follow ISBER's guidelines for publication and contain appropriate acknowledgement of ISBER, including reference to ISBER in the title if appropriate. Approval by the ISBER Publications Committee is required prior to submission to a journal, posting to the ISBER website or other public release of the publication/tool. ISBER should be considered as the "owner" of documents, position papers, publications or other tools developed by ISBER groups. If copyright privileges are signed over to a journal, the ISBER Head Office should sign on behalf of ISBER. ISBER will grant to each author a copyright release for future use of the material for their own purposes. If the materials are reproduced intact for other purposes, the author must agree to include an acknowledgement to ISBER and/or "© copyright ISBER." As the owner of the document, ISBER will cover the page charges for the publication of any group manuscripts in journals and purchase reprint copies for the ISBER office and authors and contributors to the document, provided that approval from BOD has been obtained prior to submission of the manuscript. The person designated by the group to be the contributing author of the document must keep the ISBER Head Office informed of the progress of the document toward publication and shall forward invoices and requests for orders and payments to the ISBER Head Office.

1.15 ENDORSEMENT

POLICY TITLE: ENDORSEMENT

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to guide the Society in evaluating/assessing requests from outside agencies, groups and/ or individuals for endorsement of educational programs, materials and surveys related to biological and environmental repositories.

Guidelines

OVERVIEW

The following items are examples of educational programs and materials eligible for ISBER endorsement:

- Educational seminars, workshops, webinars
- Educational videotapes or audio tapes
- Electronic media, such as CDs, DVDs, podcasts, and educational web sites
- Repository assessment tools
- Repository guidelines

EXEMPTIONS

Programs, materials and surveys developed by ISBER Committees and Working Groups, in keeping with the mission of the Society under the guidance of the BOD, are endorsed as a BOD decision and are exempt from this policy. Further, conference endorsements will be conducted by the ISBER BOD and are exempt from this policy.

Letters of support for research proposals being made by ISBER members to funding bodies will be considered where proposed studies have direct relevance to the advancement of international repository guidelines in keeping with the strategic directions set by the ISBER BOD. Decisions regarding such letters will be made by the BOD.

POLICY

1. An ISBER endorsement means that the endorsed item is consistent with ISBER's mission, vision and standards.
2. Educational or laboratory programs, materials and surveys related to biological and environmental repositories provided in the English language are eligible for ISBER endorsement.
3. ISBER shall provide the following forms of endorsement:
 - a. A link to the course, presentation, program, and/or survey on the ISBER website indicating ISBER's endorsement.
 - b. A single message promoting the endorsed course, presentation, program and/or survey will be distributed electronically to ISBER members.
4. A disclaimer must appear on all written material protecting the organization from legal liability in the misinterpretation of content included in written materials.

The following statement shall appear on all materials for which ISBER is providing endorsement, in both English and the language in which the course, presentation, program and/or survey is being offered:

“ISBER makes no guarantees, nor can it assume any legal liability for the accuracy, completeness, or usefulness of information provided or obtained, or for any damage incurred directly or indirectly from information provided or obtained. Reference to a specific product does not imply its endorsement, recommendation or preference by ISBER.”

5. No alterations can be made to the ISBER logo, supporting statements or disclaimer. The ISBER name and logo may be used on any panel of the packaging, but must not incorporate any other message or mislead the reader to believe that ISBER developed the material.
6. A written contractual agreement between ISBER’s Head Office and the agency, group or individual seeking endorsement is required.
7. The endorsement application, fees, and related procedures are determined by ISBER’s Education and Training Committee.
8. Payment of any associated fees to ISBER does not guarantee endorsement.
9. Endorsement is valid for one year.
10. Survey endorsements are valid for a single distribution via the ISBER website.
11. ISBER must be advised of significant alterations made at any time to an endorsed course, program and/or survey.

PROGRAM MATERIAL

1. Programs and/or materials should be available in both English and the official language of the originating organization promoting the program, course, and/or survey. A certified English language translation must be provided with the programs and/or materials provided to ISBER.2.
Programs and/or materials and surveys must note the date of production/publication.

APPROVAL OF COURSE ENDORSEMENTS

1. The Education and Training Committee will provide a written recommendation for course endorsement application approval to the BOD. The BOD will provide final approval or rejection of the course endorsement application.
2. Upon application approval, the ISBER Head Office will ensure that a contractual (legal) agreement with the agency, group or individual seeking endorsement is signed and reviewed annually for the length of the Contract. The contractual agreement shall include the following requirements:
 - a. ISBER will have final approval of all statements attributed to ISBER or using the name or logo “ISBER” and/or “International Society for Biological and Environmental Repositories”.
 - b. ISBER will be adequately assured of protection against legal liability utilizing legal advice of ISBER lawyers.
 - c. The parties will agree on the beginning and ending date of the annual endorsement.
 - d. A termination provision will be outlined as specified and agreeable to ISBER.
 - e. ISBER will have assurances that the ISBER endorsement will not be used to make degrading comparisons to other materials or programs.
 - f. All final drafts of materials, layouts for packaging, and promotional pieces must be submitted by the applicant to the ISBER Head Office for approval prior to publication and/ or presentation.

APPROVAL OF SURVEY ENDORSEMENTS

1. Survey endorsement requests will be reviewed by the Communications Committee. BOD approval is not required.
2. The ISBER Head Office will act as liaison by contacting the endorsement requestor and making them aware of the endorsement decision. Additional information will be provided if applicable. In the case of approval, both parties agreement to the following will be confirmed:
 - a. The survey endorsement requestor is responsible for creating and tracking the survey.
 - b. Survey results will be relayed to ISBER.
 - c. ISBER will be acknowledged in all presentations and/or publications related to the endorsed survey.

OTHER TYPES OF ENDORSEMENT

The ISBER BOD may determine, on a case-by-case basis that additional types of endorsement are in keeping with the mission of the Society but beyond the scope of the policy's purpose.

1.16 AWARDS

POLICY TITLE: AWARDS

FIRST APPROVAL: MAY 2018

NEXT SCHEDULED REVIEW: MAY 2021

Purpose

The purpose of this policy is to provide guidelines for the ISBER Awards.

Guidelines

OVERVIEW

ISBER Awards include:

- ISBER Travel Award
- ISBER Award for Outstanding Achievement in Biobanking
- ISBER Distinguished Leadership and Service Award
- ISBER Founder's Award
- ISBER Special Service Award
- ISBER Poster Awards
- New Product Award
- Other Awards, Per External Support Available

All recipients will receive a special recognition award. All awards may not be issued on an annual basis.

Processes for award selection can be found in Appendix 5.

ISBER TRAVEL AWARD

The ISBER Travel Award includes financial support for ISBER Annual Meeting attendance provided to individuals from low and middle income countries that are planning or managing a repository. Current employees of organizations that manage biorepositories or have biospecimen research efforts that are located in low and middle income countries (LMICs) as defined by the World Health Organization and World Bank are eligible to apply. In addition, the biorepository-related organization headquarters must originate from an LMIC. This procedure applies to all award applications received from individuals in low and middle income countries, as defined by the World Bank.

ISBER AWARD FOR OUTSTANDING ACHIEVEMENT IN BIOBANKING

The ISBER Award for Outstanding Achievement in Biobanking is designed to recognize individuals who have made outstanding contributions to the field of biobanking. The award can be given for a single outstanding achievement or a life-time body of outstanding work in the field.

ISBER DISTINGUISHED LEADERSHIP AND SERVICE AWARD

This award is designed to honor ISBER members who have demonstrated exceptional leadership to further the mission and goals of the society and/or significant, long-standing contributions to the society.

ISBER FOUNDER'S AWARD

The ISBER Founder's Award recognizes individuals who have provided outstanding leadership to the founding, support, and incorporation of ISBER as an international biobanking society.

ISBER SPECIAL SERVICE AWARD

The ISBER Special Service Awards recognize individuals who have made exceptional contributions towards the goals of the Society through the performance of a special service or act on behalf of the organization. Awardees are recognized at the ISBER Annual Meetings.

NEW PRODUCT AWARD

To acknowledge the developments and innovation in biobanking, a team of experts from diverse fields select as many as two products to receive the ISBER Outstanding New Product Award at the Annual Meeting.

ISBER POSTER AWARDS – BIOBANKING AND BIOSPECIMEN POSTER AWARDS

If the ISBER BOD wishes to present poster awards in future years a policy an SOP will be developed.

CAMPAIGNING

A fair environment is critical. As such, all ISBER members and award nominees are responsible for compliance..

Campaigning including negative campaigning, is not permitted. Campaigning is defined as, but is not limited to:

1. Active solicitation of votes by nominees or nominators, including but not limited to posting flyers, asking for votes, distribution of buttons, pens, direct mailings, electronic and social media campaigning such as emailing, texting, forum posts, Facebook, Twitter, etc. The use of company or institution logos or slogans will not be permitted in any material.
2. Solicitation or acceptance of funds for the purposes of campaigning from individuals, sponsors, nominators, organizations or institutions.
3. Campaigning by other individuals on behalf of the nominee with the nominee's knowledge. Votes may not be solicited by any one nominee or nominator.

Awards campaigning guidelines will be publicized..

The ISBER BOD shall have the authority to void a nomination if campaigning is confirmed to have occurred.

1.17 VOLUNTEER RECOGNITION

POLICY TITLE: VOLUNTEER RECOGNITION

FIRST APPROVAL: MARCH 2016

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

The purpose of this policy is to acknowledge volunteers through informal and formal recognition.

Guidelines

OVERVIEW

The International Society for Biological and Environmental Repositories, (“Society”) is a thriving organization because of the level of volunteerism that exists within the organization. ISBER should recognize its volunteers.

POLICY:

1. Volunteers must be ISBER members in good standing
2. Volunteers will be recognized once per year.
3. Volunteers will be recognized at the end of their volunteer terms.
4. If a BOD member vacates their position before the end of the term, recognition will be at the discretion of the remaining BOD members.
5. Volunteer recognition levels will be categorized as follows:
 - Level A: Officers and director BOD members
 - Level B: Committee chairs
 - Level C: Working groups chairs, subcommittee chairs
 - Level D: Volunteers who may have contributed significant time to a project or task force i.e. 12 hours or more
6. Volunteer recognition will be:
 - Level A: Plaque + gift totaling up to \$100
 - Level B: Certificate, gift totaling up to \$25
 - Level C: Certificate
 - Level D: Thank-you letter

1.18 ISBER REPRESENTATION AT EXTERNAL MEETINGS

POLICY TITLE: ISBER REPRESENTATION AT EXTERNAL MEETINGS

FIRST APPROVAL: JULY 2016

NEXT SCHEDULED REVIEW: MARCH 2018

Purpose

ISBER will consider financial reimbursement for ISBER representatives who attend meetings presented by external organizations that help advance the ISBER mission and vision. The goal is to have ISBER representation present to build relationships in an effort to advance the profession and the organization.

ISBER also makes society marketing materials available to individuals who attend external organization meetings.

This policy will guide the selection of individuals to serve as ISBER representatives at external meetings, and determine when related materials are provided to those individuals.

Guidelines

OVERVIEW

ISBER identifies a list of key strategic partners on an annual basis. Priority for reimbursement of meeting-related expenses will be given to those who attend meetings presented by key strategic partners. Pre-attendance applications for reimbursement will be accepted from BOD members and committee chairs or their delegates for full or partial registration, travel and accommodation costs. Annual expenses should not exceed the budget for external meeting representation as determined by the ISBER BOD.

PROCESS FOR REQUESTING MARKETING MATERIALS TO BE DISTRIBUTED AT EXTERNAL MEETINGS

Distribution of ISBER marketing materials is encouraged but not required. These are available upon request via email directed to the ISBER Office, with a minimum of 6 weeks prior notice. The total number of marketing pieces needed and delivery deadline should be included in the email request.

REPRESENTATION AT EXTERNAL MEETINGS

Representation at external meetings will be determined per the following process:

- i. Applications should be submitted to the ISBER Office for consideration by the Finance Committee from September 1 to October 15 of each year. Ad hoc applications may be accepted on a quarterly basis, each January, April, July and October.
- ii. The Finance Committee will review all applications and will make recommendations to the BOD. Recommendations provided to the BOD will include the total reimbursement amount requested and the total amount recommended by the Finance Committee. The BOD will have final approval. BOD approval will be determined by December 15 of each year or quarterly if ad hoc applications are received.
- iii. No commitment of attendance should be made before BOD approval is communicated to the applicant.

- iv. ISBER will normally support a maximum of two representative attendees per meeting. If multiple requests are received to attend a single meeting, priority will be given to society officers, then BOD members, then committee chairs.
- v. The BOD and committee chairs are asked to complete an online reimbursement request form. The form requests the following information:
 - Description of the meeting, including dates, location, and early bird registration deadline
 - Estimated costs broken out by registration, economy class travel, accommodation, and daily food expenses (excluding alcoholic beverages)
 - Amount requested to be funded by ISBER - the estimated costs minus funding available from other sources
 - Whether or not funding is available from other sources
 - Total number of marketing pieces needed
 - Description of how ISBER will benefit from formal representation at the meeting
 - Description of how ISBER will be highlighted on external meeting marketing materials
 - A description of why the specific applicant is most suitable to represent the organization at this event
- vi. A final report with recommendations will be presented post meeting by the attendee. The final report will detail how ISBER benefited from meeting attendance, list any key contacts made, and recommend or discourage future ISBER participation.
- vii. ISBER will not cover costs that exceed the approved budget.

CRITERIA

The finance committee will use the following points system to score the applications:

- i. Association is identified as a key strategic partner—20 points
- ii. ISBER logo will be displayed on the external partners' pre-meeting marketing material—15 points
- iii. ISBER will present a poster or an oral abstract at the meeting—10 points
- iv. The scientific content of this meeting is relevant to ISBER—10 points
- v. The ISBER representative will be scheduling a meeting with the leadership of the external organization—10 points
- vi. ISBER has traditionally attended this meeting—5 points
- vii. There is crossover membership between organizations—5 points
- viii. An opportunity exists to promote the ISBER mission and vision—5 points

REIMBURSEMENT PROCESS

In order to be reimbursed the following process will be followed:

- i. Scanned or original itemized receipts and a report will be provided 14 days post event.
- ii. ISBER will not cover costs that exceed an approved reimbursement request. If costs are less than the approved amount, ISBER will reimburse the lower amount.

Application

Name of applicant: _____

Date of application: _____

MEETING DETAILS

Name of Meeting: _____

Name of External Organization: _____

Dates of Meeting: _____

Early bird registration deadline: _____

Will ISBER’s logo be displayed on the external partner’s pre-meeting marketing materials?

Please provide a synopsis of the scientific focus of this meeting (maximum 100 words):

Will you be presenting on behalf of ISBER?

If yes, please describe presentation _____

When attending the meeting, will you meet with the leadership of the organization?

Do you know if other ISBER members will attend this meeting?

How will ISBER benefit from formal representation at the meeting?

Describe how ISBER will be highlighted on the meeting or organization’s marketing materials:

Why are you the most suitable representative of ISBER?

Number of meeting brochures and marketing pieces needed: _____

Deadline for marketing pieces to be provided: _____

Mailing address for delivery of marketing pieces: _____

Are you eligible to receive funding from other organization(s) to attend this event?

Please list the other organization(s) supporting your travel, if relevant.

PROJECTED EXPENSES FROM ISBER

	Actual projected cost for meeting attendance	Funds requested from ISBER for meeting attendance
Meeting Registration:		
Travel Costs to attend the meeting:		
Accommodation costs for the meeting:		
Daily expenses ___ X ___ Number of days:		
Total:		

I have read the external meetings policy. I understand that ISBER will not cover any costs that exceed the approved budget. I will submit a final report post meeting.

Signature: _____

Name (Please print or type): _____

Date: _____

SECTION 2: FINANCIALS

2.1 ACCOUNTING

POLICY TITLE: ACCOUNTING

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to outline the Society accounting procedures.

Guidelines

FISCAL YEAR

Pursuant to the Society's Bylaws, the Society's fiscal year is January 1 – December 31.

ACCOUNTING METHOD

The Society shall use an accrual method of accounting. This method records revenues and related assets when earned, and records expenses and related liabilities when the obligations are incurred.

INTERNAL FINANCIAL STATEMENTS PREPARATION, DISTRIBUTION, AND REVIEW

The Finance Committee shall oversee the preparation of quarterly and year-end internal financial statements. The Society's internal financial statements shall include:

- Financial Position;
- Unrestricted Activities;
- Unrestricted Activities by Function;
- Temporarily Restricted Activities; and
- Permanently Restricted Activities.

The quarterly and year-end internal financial statements shall include: (i) a comparison of the Society's actual financials for the relevant time period versus the budget for the relevant time period; and (ii) a comparison between the Society's actual financials for the previous year and the Society's actual financials year-to-date for the current year. Within sixty (60) calendar days of the close of the relevant time period: (i) the Society's Executive Director shall cause the completion of, and provide the Finance Committee with, the internal financial statements and a written explanation for any variance between the Society's actual financials and the budget; (ii) the Finance Committee shall review the internal financial statements with the Executive Director; (iii) the Executive Director and Treasurer shall provide the BOD with the internal financial statements and any written budget variance explanation; and (iv) the Executive Director and Treasurer shall review the internal financial statements and any written budget variance explanation with the BOD.

CHART OF ACCOUNTS

The Society shall at all times maintain a Chart of Accounts. All receipts, expenditures, assets, and liabilities shall be recorded on the Society's books and records utilizing the Chart of Accounts as revised from time to time. Each account shall be included within one (1) of the foregoing major account groupings. Prior to each

fiscal year, in connection with the development of the budget, the Finance Committee shall oversee the development of the Chart of Accounts for the upcoming year. The Chart of Accounts shall be developed in consultation with the Society's accountant and approved by the BOD. The Chart of Accounts shall include the following information for each account:

- A reference to the major account grouping to which the account is assigned;
- A reference to the appropriate Financial Statement account;
- An appropriate account number; and
- A brief description of the account.

The Finance Committee shall ensure that the Chart of Accounts is constructed in such a manner that it allows a trained accountant to immediately understand the logic of the accounting coding system and account groupings. The Treasurer shall distribute the Chart of Accounts to all volunteers and Head Office staff with accounting coding responsibilities or budgetary responsibilities. The Chart of Accounts for each fiscal year shall be dated, filed with the Society's financial records for the year, and retained in accordance with the Society's Record Retention Policy.

ACCOUNTING RULES

The Society shall comply with Generally Accepted Accounting Principles ("GAAP") in general, and with those principles applicable to not-for-profit and tax exempt organizations in particular. The Society shall also comply with all accounting requirements of the United States Internal Revenue Code.

2.2 BUDGET

POLICY TITLE: BUDGET

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to outline the Society budgetary requirements.

Guidelines

ANNUAL BUDGET

Prior to the start of each fiscal year, the Finance Committee shall develop, and the BOD shall approve, a budget for the upcoming fiscal year. The Society shall not operate without a budget. However, if the BOD has been unable to adopt a budget prior to the beginning of the fiscal year, the BOD may adopt a resolution allowing the Society to operate for thirty (30) calendar days with a temporary budget.

ANNUAL BUDGET PREPARATION PROCESS

The Society's budget development process requires a zero-based approach, which means a starting point of zero on every budget being developed, and every dollar requested requires detailed justification. The Society's BOD shall establish goals and objectives for the upcoming fiscal year designed to advance the Society's Exempt Purpose as articulated in its Strategic Plan. The Society's Finance Committee shall develop a draft budget based on the goals and objectives established by the BOD. The draft budget shall be presented to the BOD for its review, consideration and adoption. It is the responsibility of the Treasurer to forward the draft budget to the BOD at least fifteen (15) calendar days before the BOD meeting at which the draft budget will be considered. The BOD has the authority to approve, modify, or reject the draft budget. Once adopted by the BOD, the draft budget shall be the budget for the Society.

BUDGET AMENDMENTS

The BOD must approve expenditures or financial obligations over an approved budget line item in advance through a budget amendment.

2.3 AUDITS

POLICY TITLE: AUDITS

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to provide guidelines to ensure compliance with the Society's bylaws which state: Annually, the Society shall have its financial books and records audited by an independent certified public accountant firm.

Guidelines

INDEPENDENT AUDIT PROCEDURES

The Society's independent audit of its financial records shall be conducted by an independent certified public accountant ("CPA") firm. The annual audit shall be completed as soon as practicable following the close of the fiscal year and sufficiently in advance of the Society's IRS Form 990, Form AG990-IL, and any other legally required filing deadlines (or extensions thereof) to allow for the preparation, review, execution, and filing of such Information Returns as contemplated in these Policies and Procedures, and as required by applicable law. The IRS Form 990 is required to be filed with the IRS within five and one-half (5 1/2) months after the end of an exempt organization's fiscal year. The Form AG990-IL is required to be filed with the Illinois, USA Attorney General within six (6) months after the end of an exempt organization's fiscal year.

AUDITOR QUALIFICATIONS

The independent audit shall be performed by a CPA determined to be acceptable to the BOD, with experience auditing not-for-profit and tax exempt organizations.

PROHIBITED NON-AUDIT SERVICES

The CPA and the CPA firm selected to perform the independent audit may not provide any of the following services to the Society:

- Bookkeeping;
- Financial system design and implementation;
- Appraisal/valuation services, fairness opinions, and contributions-in-kind reports;
- Actuarial services;
- Internal audit outsourcing services;
- Management functions or human resources services;
- Compensation opinion services;
- Broker/dealer, investment adviser, or investment banking services; or
- Legal services, other professional services, or expert services unrelated to the audit.

In addition, the independent auditor may not perform the audit if the Society's President, Secretary, Treasurer, a member of the BOD, the Executive Director, or Head Office is or was employed by the independent auditor during the preceding three (3) years.

APPROVAL OF OTHER NON-AUDIT SERVICES BY THE BOARD OF DIRECTORS

The CPA firm performing the audit may perform other non-audit services, other than those prohibited above, if such services are approved in advance by the BOD.

AUDITOR SELECTION, TERM, AND TERMINATION

Primary responsibility for selecting the CPA firm shall rest with the Finance Committee. The contract for auditing services shall provide that the Society may cancel the contract at any time, with or without notice, with or without cause, and without penalty or liability.

ANNUAL AUDIT PROCEDURE

The Finance Committee shall have primary responsibility for overseeing the annual audit of the Society's financial statements. Annually, the Treasurer shall review a draft of the CPA firm engagement letter to ensure it sufficiently outlines the scope of the audit and the tasks to be performed by the CPA firm as part of the audit.

Once the audit is complete, the CPA firm shall prepare the audited financial statements and an appropriate management letter. The audited financial statements and management letter shall be distributed to the BOD. The Finance Committee shall meet separately with the CPA firm and the Executive Director to discuss the audited financial statements, the management letter, and what actions could or should be taken to address issues identified in the management letter, as necessary. The Finance Committee, in consultation with the CPA firm, shall prepare a report to the BOD outlining the results of the audit, issues raised by the management letter, and the recommended actions to be taken to address issues raised by the audit in the management letter.

As soon as practicable after the completion of the audit, the BOD shall meet to review the results of the audit including the audited financial statements, the management letter, the report of the Finance Committee, and the actions recommended by the Finance Committee, if any. The Finance Committee shall present its written report regarding the audit and recommended actions to be taken to address issues raised by the audit. After discussing the results of the audit and the recommendations of the Finance Committee, the BOD shall take such actions as it deems necessary. The Finance Committee shall have primary responsibility for overseeing implementation of the actions approved by the BOD to address issues identified by the audit. The Finance Committee shall provide a written report to the BOD regarding the implementation of all approved actions prior to the commencement of the next annual independent audit.

DISTRIBUTION OF AUDITED FINANCIAL STATEMENTS

The Society's audited financial statements shall be available upon request. The management letter shall not be made publically available. The President and Treasurer may disclose the management letter to a third party as necessary to address issues raised in the management letter or otherwise advance the Society's Exempt Purpose. The President and Treasurer shall maintain a written log of the individuals and organizations receiving a copy of the management letter.

2.4 INVESTMENT

POLICY TITLE: INVESTMENT

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to provide guidelines for investment assets of the Society.

Guidelines

If the Society develops a reserve, endowment or other investment fund (“Investment Fund”), it shall be managed in accordance with the requirements of Uniform Prudent Management of Institutional Funds Act (“UPMIFA”) as embodied in 760 ILCS 51/1 *et. seq.* It shall be the objective of the BOD and its designated investment manager(s) to make sound and prudent decisions concerning the assets of the Investment Fund. The BOD will develop consistent investment guidelines and objectives and, through the Finance Committee, communicate regularly with the investment manager(s) on duties and responsibilities, and monitor and evaluate investment results on a periodic and at least annual basis to assure that policy guidelines are being adhered to and that objectives are appropriate.

2.5 PAYMENT APPROVAL PROCEDURE

POLICY TITLE: PAYMENT APPROVAL PROCEDURE

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of the Payment Approval Procedure policy is to outline payment procedures for all ISBER expenses. This policy is to be used as an internal ISBER document by the BOD and ISBER Head Office.

Guidelines

The following guidelines apply to all requests for payment approval:

1. The ISBER Executive Director will sign off on all expenses and specify accounts for payment, as applicable.
2. The ISBER Executive Director will notify the ISBER Treasurer of any and all expenses that are tracking over budget. The budget will be reviewed by the ISBER Treasurer and Finance Committee quarterly.
3. For expenditures over \$1,000 or staff and/or management expenses, the ISBER Accountant will complete a payment approval form for signature by both the ISBER Treasurer and the ISBER President. Both the Treasurer and President will complete the approval process by signing the form and returning it electronically or by fax to the ISBER Head Office.
4. After receiving the signed forms, the ISBER Head Office will complete payments.

2.6 TENDERING

POLICY TITLE: TENDERING

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to provide guidance to ISBER in the selection of contracted services.

Guidelines

OVERVIEW

ISBER is committed to a transparent process for society purchases. Therefore, the following will apply to all tendering:

1. The ISBER President shall give final approval for all services or products purchased that are projected to cost \$5,000.00 or more per year. The BOD shall endorse approval for items that cost more than \$50,000 per year.
2. Contracts shall be signed for a period of time that is considered to result in the best value for the society.
3. Contracted services will be reviewed periodically, as necessary.

TENDERING PROCESS

If the projected cost of a service or product is \$5,000.00 or more per year, the tendering process will occur per the following:

1. Written requirements and evaluation criteria for the specific contracted services will be distributed.
2. ISBER will obtain at least 3 written quotes, as feasible.
3. The President's Committee will determine the most appropriate quote to approve.

A written contract will be obtained, including fees, details of work to be performed, confidentiality, ownership and rights to terminate.

SECTION 3: Board of Directors

3.1 BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

POLICY TITLE: BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

FIRST APPROVAL: MAY 2018

NEXT SCHEDULED REVIEW: MAY 2021

Purpose

The purpose of this policy is to outline the roles and responsibilities of the ISBER BOD.

Guidelines

PRESIDENT OFFICE DESCRIPTION (3 YEAR TERM)

The ISBER President-Elect is an Executive Officer position that spans a three year term: Year 1 as the President-Elect, Year 2 as the President, and Year 3 as the Immediate Past President. This is a mentorship structure that is designed to provide continuity in this lead position. As with all members of the BOD, the President-Elect must be an ISBER member.

ISBER PRESIDENT-ELECT RESPONSIBILITIES (YEAR 1 OF TERM)

- Be an active member of the Executive and Finance Committees
- Chair the Committee Chairs only meeting
- Serve on the Organizing Advisory Committee
- Act as President in the event that the current President is unable to do so

ISBER PRESIDENT RESPONSIBILITIES (YEAR 2 OF TERM)

- Chair BOD meetings (and BOD/Committee Chairs meetings)
- Chair the Executive Committee
- Be an active member of the Executive and Finance Committees
- Be a non-voting member of the Nominating Committee
- Serve on the Organizing and Scientific Program Advisory Committees
- Act as a mentor to the President-Elect

ISBER PAST PRESIDENT RESPONSIBILITIES (YEAR 3 OF TERM)

- Be an active member of the Executive and Finance Committees
- Chair the Nominating Committee
- Act as a mentor to the President and President-Elect
- Act as President in the event that the current President and President-Elect are unable to do so
- Act as ISBER Representative to other Societies

AS A MEMBER OF THE ISBER BOD, THE PRESIDENTS ARE ALSO RESPONSIBLE FOR SUPPORTING THE FOLLOWING EFFORTS (YEARS 1-3):

- Lead and direct the Society for furtherance of its purposes, which are to advance biological and environmental repository science and technology through education and scientific research, and to serve as a public forum for the exchange of information related to biological and environmental repositories
- Set the strategic direction of the Society

- Execute established and identified goals
- Actively participate in the ISBER Annual Meeting and Exhibits, and BOD meetings
- Operate the Society within its Bylaws
- Approve appointments to all committees with appointed members, as in the case of newly developed committees
- Provide fiduciary oversight

SECRETARY OFFICE DESCRIPTION (3 YEAR TERM)

The ISBER Secretary is an Executive Officer position that spans a three year term.

ISBER SECRETARY RESPONSIBILITIES

- Act as a voting member of the BOD and attend meetings
- Ensure BOD meeting minutes are prepared and distributed
- Ensure required notices are sent and that corporate records and membership information is maintained in accordance with the bylaws, as delegated to the ISBER Head Office
- Chair the Governance Committee
- Be an active member of the Executive, Finance and Organizing Advisory Committee

AS A MEMBER OF THE ISBER BOD, THE SECRETARY IS ALSO RESPONSIBLE FOR SUPPORTING THE FOLLOWING EFFORTS:

- Lead and direct the Society for furtherance of its purposes, which are to advance biological and environmental repository science and technology through education and scientific research, and to serve as a public forum for the exchange of information related to biological and environmental repositories
- Set the strategic direction of the Society
- Execute established and identified goals
- Actively participate in the ISBER Annual Meeting and Exhibits and BOD meetings
- Operate the Society within its Bylaws
- Approve appointments to all committees with appointed members
- Provide fiduciary oversight

TREASURER OFFICE DESCRIPTION (3 YEAR TERM)

The ISBER Treasurer is an Executive Officer position that spans a three year term.

ISBER TREASURER RESPONSIBILITIES

- Act as a voting member of the BOD and attend meetings
- Chair the Finance and Compensation Committee
- Be an active member of the Executive Committee

AS A MEMBER OF THE ISBER BOD, THE TREASURER IS ALSO RESPONSIBLE FOR SUPPORTING THE FOLLOWING:

- Lead and direct the Society for furtherance of its purposes, which are to advance biological and environmental repository science and technology through education and scientific research, and to serve as a public forum for the exchange of information related to biological and environmental repositories
- Set the strategic direction of the Society
- Execute established and identified goals
- Actively participate in the ISBER Annual Meeting and Exhibits and BOD meetings

- Operate the Society within its Bylaws
- Approve appointments to all committees with appointed members
- Provide fiduciary oversight

DIRECTOR-AT-LARGE OFFICE DESCRIPTION (3 YEAR TERM)

The ISBER Director-at-Large serves a 3 year term with a maximum of two consecutive terms. Four (4) voting Director-at-Large positions are available, representative of the regions.

AS A MEMBER OF THE ISBER BOD, THE ISBER DIRECTOR-AT-LARGE IS RESPONSIBLE FOR SUPPORTING THE FOLLOWING EFFORTS:

- Lead and direct the Society for furtherance of its purposes, which are to advance biological and environmental repository science and technology through education and scientific research, and to serve as a public forum for the exchange of information related to biological and environmental repositories
- Set the strategic direction of the Society
- Execute established and identified goals
- Actively participate in the ISBER Annual Meeting and Exhibits, and BOD meetings
- Operate the Society within its Bylaws
- Approve appointments to all committees with appointed members
- Provide fiduciary oversight

MID-TERM VANCANCIES

Mid-term vacancies will be filled by a newly-elected Board member for a term of three years. At the end of the first three-year term, the Board member will be eligible for election to serve one additional three year term for a maximum of six years of service.

3.2 BOARD OF DIRECTORS EXPECTATIONS

POLICY TITLE: BOARD OF DIRECTORS EXPECTATIONS

FIRST APPROVAL: MAY 2018

NEXT SCHEDULED REVIEW: MAY 2021

Purpose

The purpose of this policy is to outline the expectations of the ISBER BOD for the purposes of briefing, procedure, and compliance, including ex-officio BOD members.

Guidelines

OVERVIEW

The ISBER BOD is an elected body that governs and leads the organization. The BOD is responsible for the organization's strategic initiatives via its fiduciary duties.

BOARD OF DIRECTORS ELECTIONS

Per the ISBER Bylaws, "The total number of voting BOD members shall be nine (9). The voting BOD members shall be divided into two (2) classes: (i) five (5) Officers; and (ii) four (4) Regional Directors-at-Large. The five (5) Officers shall be the Society's President, President-Elect, Immediate Past President, Secretary, and Treasurer who shall serve as members of the BOD with voice and vote. The four (4) Regional Directors-at-Large shall be elected as hereinafter provided. The BOD is comprised of the following:

- 5 Officers– President, President-Elect, Immediate Past President, Secretary, and Treasurer
- 4 Regional Directors-at-Large – identified per the Regional Charter to represent the Americas, Europe-Middle East-Africa, China, and Indo-Pacific Rim

Per the ISBER Bylaws, "Directors-at-Large may only serve two (2) consecutive three (3) year terms."

The ISBER Nominations Committee is responsible for seeking, qualifying, and nominating candidates for any vacancy per the following excerpt from the ISBER Bylaws:

1. Prior to Director-at-Large elections, the Nominating Committee shall seek, qualify, and nominate candidates to serve as Directors-at-Large in accordance with the policies and procedures established by the Board.
2. A member in good standing may submit to the Nominations Committee the name or names of members recommended for consideration as a Director-at-Large nominee. Members may self-nominate.
3. The Nominating Committee shall nominate at least two (2) and a maximum of three (3) members, as feasible, for each Director-at-Large position to be filled during the election.
4. The Nominating Committee shall transmit the names of the nominees to the Secretary of the Society at least thirty (30) days in advance of the election or such other time period as established by the Board.
5. Director-at-Large elections should be conducted prior to the Annual Meeting by any method approved by the Board, accessible and available to all members, and permitted by law including, but not limited to, by mail, or email ballot.
6. In the case of a tie, the Officers will have the final decision.

7. If Director-at-Large elections are not conducted prior to the Annual Meeting, Director-at-Large elections shall be held at that Annual Meeting.
8. Candidates may campaign as indicated in the nominations and election policy.

BOARD OF DIRECTORS CODE OF CONDUCT

Per the ISBER Bylaws, “The affairs of the Society shall be managed under the direction of the BOD.” The proper governing of these affairs requires that BOD members carefully follow a code of conduct outlining their responsibilities to the organization.

The ISBER BOD Code of Conduct includes the following:

- Directors shall at all times provide direction in support of the vision and mission, and not in their own interest.
- Directors shall adhere to all society policies.
- Directors shall maintain the confidentiality of the information provided in BOD materials or discussion, and not undermine BOD solidarity once a decision has been made.
- Directors are expected to attend and be prepared for all BOD meetings, and provide contributions that are positive and constructive.
- Directors shall be prepared to commit sufficient time and energy to attend to society business.
- Directors shall participate in the society in ways other than attending BOD meetings.
- Directors shall not attempt to exercise individual authority or undue influence over the society.

BOARD OF DIRECTORS DISPUTE RESOLUTION AND DIRECTOR REMOVAL

If a situation arises in which a Director does not follow the ISBER BOD Code of Conduct as outlined above, the BOD may consider removal of this Director. Per the ISBER Bylaws, “A BOD member may be removed with or without cause, as specified by statute.” Therefore, the removal of a Director must follow these steps:

1. Colleague BOD member to submit a written complaint to the Executive Committee, outlining the issues and Code of Conduct activities not followed.
2. Executive Committee to consider the complaint and draft a written warning to the BOD member of concern. The written warning will include an offer for education, mentorship and/or support.
3. BOD member of concern to confirm with the Executive Committee whether and what education, mentorship and/or support is requested; Executive Committee to consider this request.
4. If Code of Conduct not followed with 60 days of the written warning, removal from office to be added to the next BOD meeting agenda. BOD member of concern will be invited to communicate to the BOD regarding potential removal, and provided an opportunity to show cause as to why they should not be removed.
5. BOD members to vote regarding removal of BOD member of concern. This requires approval by 2/3 of the remaining BOD members.
6. If removal is approved, written letter of removal to be sent from the President to the BOD member of concern.
7. If removal is not approved, Code of Conduct must be followed within 30 days to avoid automatic removal from the BOD.

BOARD OF DIRECTORS SELF-EVALUATION

The ISBER BOD will conduct a self-evaluation process on an annual basis. The results of the self-evaluation will be anonymous. The results will be reviewed by the BOD with the aim of maximizing efficiencies and ongoing function.

3.3 BOARD OF DIRECTORS NOMINATIONS AND ELECTIONS

POLICY TITLE: BOARD OF DIRECTORS NOMINATIONS AND ELECTIONS

FIRST APPROVAL: MAY 2018

NEXT SCHEDULED REVIEW: MAY 2021

Purpose

The purpose of this policy is to outline the process for succession, nomination and election to the ISBER BOD.

Guidelines

NOMINATIONS PROCEDURES AND CANDIDATE SELECTION

Per the ISBER Bylaws, prior to election, the Nominating Committee shall seek, qualify, and nominate candidates to serve in accordance with the policies and procedures established by the BOD. A Member in good standing may submit to the Nominations Committee the name or names of Members recommended for consideration as a nominee. The Nominating Committee shall nominate at least two (2) and up to a maximum of three (3) Members for each position to be filled during the election. Members may self-nominate. The Nominating Committee shall transmit the names of the nominees to the Secretary of the Society at least thirty (30) days in advance of the election or such other time period as established by the BOD. Elections may be conducted prior to the Annual Meeting by any method approved by the BOD, accessible and available to all Members, and permitted by law including, but not limited to, by mail, or email ballot. If elections are not conducted prior to the Annual Meeting, elections shall be held at that Annual Meeting.” Both self-nomination and collegial nomination are encouraged.

As per the ISBER Nominating Committee Terms of Reference, nominations will be conducted per the following procedure:

1. At least two (2) and a maximum of three (3) candidates will be nominated for each open position
 - a. Nominating Committee can petition the BOD for permission to list only one candidate for a position
2. A write-in option should be on the ballot for each open position
3. The required voting period is a minimum of 20 days
4. Individual Members and named Organizational Member Delegates may vote

Candidates should be selected based on their expertise in the area of biobanking, leadership capabilities, dedication to the Society, and availability of sufficient time to devote to the duties of the office and activities of the BOD and Society. In considering diversity and the need for balance on the BOD, the Nominating Committee will consider the following factors, among others, related to the potential candidate:

1. Type of repository that the candidate is associated with (“Type of repository” is broadly defined as “biological” or “environmental”. A balanced ratio of representation of both types should be weighed against the society goals to be placed into nomination).
2. Type of employer (non-profit, government, industry). Appropriate representation of the employer types should be considered to represent to society membership.
3. Scientific and or operational expertise with clear leadership and managerial capabilities should be considered. Balanced representation of both scientific and operational expertise should be considered.

4. Geographical representation - The ISBER BOD is composed of 5 elected global Society Officers and one at-large voting Director from each Region (Americas, Europe-Middle East-Africa, China, and Indo-Pacific Rim), for a total of 4 Directors-at-Large and 9 total BOD members.
5. Gender representation should be considered where appropriate to represent the membership.
6. Ethnicity representation should be considered where appropriate to represent the membership.
7. The Nominating Committee shall strive to ensure at least two-thirds of the voting BOD members are independent. An individual shall be considered independent if:
 - a. the individual is not compensated by the Society as an employee
 - b. the individual does not receive total compensation or other payments exceeding \$10,000 during the Society's tax year from the Society or from a related organization(s) as an independent contractor
 - c. the individual's compensation is not determined by individuals or organizations who are compensated by the Society
 - d. the individual does not receive, directly or indirectly, material financial benefits from the Society except as a member of the charitable class served by the organization
 - e. the individual is not related to anyone described above (as a spouse, sibling, parent, or child) or reside with any person so described.

CAMPAIGNING GUIDELINES

ISBER's campaigning guidelines aim to allow candidates equal access to the membership regarding their candidacy; an informed electorate is desirable. A fair environment is critical. All candidates are responsible for compliance with the campaigning guidelines. The following campaigning is permitted:

1. Candidate information will be presented to the membership on the website; the candidate information will include a photograph and a candidate position statement.
2. At the discretion of the ISBER BOD, candidates may be given the opportunity to send an additional message or messages to the membership. Should the BOD allow candidates the opportunity to send additional messages, candidates will be informed of the opportunity at the same time. They will be provided with the following information:
 - i. Maximum length of written message, if any
 - ii. Maximum length of video or audio message, if any
 - iii. Deadline for submitting content.
3. All candidates will be featured in the same way on ISBER election emails, social media posts, and communications.
4. Special interest groups, working groups, and regions may recognize the nomination of a specific candidate as long as all other candidates are presented in the same manner.

The following campaigning is not permitted:

1. Active solicitation of votes by candidates, including but not limited to posting flyers, asking for votes, distribution of buttons, pens, direct mailings, electronic and social media campaigning such as emailing, texting, forum posts, Facebook, Twitter, etc.
2. The use of company or institution logos or slogans will not be permitted in any campaigning material.
3. Solicitation or acceptance of funds for the purposes of campaigning from individuals, sponsors, organizations or institutions.
4. Campaigning by other individuals on behalf of the candidate with the candidate's knowledge. Votes may not be solicited by any one candidate.

5. Negative campaigning is not permitted.

Campaign guidelines will be publicized when candidates are announced.

The ISBER BOD shall have the authority to remove a candidate from the ballot or void a candidate's election if campaigning guidelines are violated.

MID-TERM VACANCIES

Mid-term vacancies will be filled by a newly-elected Board member for a term of three years. At the end of the first three year term, the board member will be eligible for election to serve one additional term for a maximum of six years of service.

SUCCESSION PLANNING

As outlined above, the Nominating Committee will be responsible for seeking appropriate nominations to the BOD. Whenever possible, the Nominating Committee will encourage current ISBER Committee leaders to nominate to the BOD, with the aim of ensuring a succession of ISBER leaders through the Committee member – to Committee Chair – to BOD Member process.

REGIONAL DIRECTORS-AT-LARGE

Per the ISBER Regional Charter, ISBER members from each Region will be responsible for electing the Director-at-Large from their Region. Nominations can be made by any ISBER member in good standing. Regions must have at least 20 members to elect a Director-at-Large. The ISBER Nominating Committee will be responsible for ensuring that Regions are represented on the BOD appropriately, as outlined above.

ISBER members assigned to Regions shall have the right to vote in ISBER regional elections for the Regional Director-at-Large, in ISBER global elections for the BOD, and on any other matters requiring a vote by the ISBER membership. ISBER members in good standing may hold any office in the Society and serve on Society Committees.

ENGLISH PROFICIENCY

All ISBER business is conducted in English therefore all ISBER BOD nominees must be proficient in the English language.

LEADERSHIP TRAINING

Incoming ISBER BOD Members will be provided with materials to assist in the leadership transition, including an ISBER BOD orientation package outlining ISBER governance structures and responsibilities. Further, incoming BOD members will be provided with reading material outlining the governance responsibilities and fiduciary duties of BOD members.

The ISBER Nominating Committee will coordinate with the Governance Committee to identify additional educational needs of incoming and current BOD members and coordinate educational opportunities as appropriate. Potential topics include, but are not limited to, financial analysis, governance, fiduciary duties, legal implications, and/or strategic planning.

3.4 LEADERSHIP ORIENTATION

POLICY TITLE: LEADERSHIP ORIENTATION

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to guide the orientation of ISBER Leaders, including the BOD and Committee Chairs.

Guidelines

OVERVIEW

Orientation is essential to educate new and standing leaders on the ISBER governance structure, roles and responsibilities.

COMMITTEE CHAIRS

ISBER Head Office will update and distribute an electronic orientation package to all new and standing BOD members on an annual basis, which includes, but is not limited to the following information:

- Bylaws and Policies
- Strategic Plan
- Contacts
- Committees
- Website

An approximation of volunteer hours required will be provided as feasible.

New ISBER Committee Chairs will be paired with outgoing Committee Chairs to provide mentorship.

New incoming ISBER Committee Chairs attending the ISBER Annual Meeting will be invited to attend the portion of the ISBER BOD meeting that includes the Committee Chairs, as deemed appropriate by the ISBER President.

BOARD OF DIRECTORS

ISBER Head Office will update and distribute an electronic Orientation Package to all new and standing BOD Members on an annual basis, which includes, but is not limited to, the following information:

- Introduction to Governance
- Information Regarding Incorporation

- Information Regarding Insurance
- Bylaws and Policies
- Strategic Plan
- Annual Report
- Committees
- Website
- Conflict of Interest Declaration

An approximation of volunteer hours required will be provided as feasible.

SECTION 4: REGIONS

4.1 REGIONS

POLICY TITLE: REGIONS

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Preamble

ISBER is an international Society, governed by a BOD which is elected by its membership. It is supported by a management services company which is referred to as the ISBER Head Office. ISBER has global representation in the governance of the Society resulting in contributions to the development and implementation of the Society's strategy from all regions of the world. ISBER exists and functions through its Regions. The intent of this Charter is to define the principles of organization of the ISBER Regions. All Regions will be bound to ISBER through this Charter, the basic elements of which are identical for each Region, with minor adaptations made to conform to local circumstances.

TERRITORY

The territory of the Regions, as determined by the ISBER BOD in October 2013 shall be: the Americas, Europe-Middle East-Africa, China, and Indo-Pacific Rim. Changes in the territorial limits of the Regions (or addition of new Regions) shall be the decision of the ISBER BOD.

NAME

An ISBER Region shall be referred to by name as "x Region of ISBER", with "x" standing for one of the abovementioned Regions. A Region shall be referred to as the "x Region" and ISBER shall be referred to as the "Society".

PURPOSE AND OBJECTIVES

The purpose of the ISBER Regions is to share ideas and innovations in biobanking in the Region and to actively participate in the harmonization of approaches to evolving challenges for biological and environmental repositories. To this end, each ISBER Region shall promote the profession of biobanking and advance biobanking practice through advocacy, education, communication and fellowship in the Region.

The objective of the ISBER Regions is to construct Regional identity in a global Society. The Region's identity as an international participant and as part of an international Society reflects the Region's global commitments.

MEMBERSHIP

Membership in the Region shall be consistent with the categories of membership authorized by the Society. ISBER members shall be members of the Regions according to primary mailing address, including the Americas, Europe-Middle East-Africa, China, and Indo-Pacific Rim.

GOVERNANCE

Per the ISBER Bylaws, the Society shall be administered by a BOD composed of the elected global Society Officers (President, Past President, President Elect, Secretary, Treasurer) and one at-large voting director from each Region, for a total of 4 Directors-at-Large and 9 total BOD members. ISBER members from each

Region will be responsible for electing the Director-at-Large from their Region. The ISBER Nominating Committee will be responsible for ensuring that Regions are represented on the BOD appropriately, as outlined above.

The Regional Director-at-Large may propose to the BOD an annual regional budget, society agreements and co-marketing agreements with other local societies, and an annual regional operating plan, including meetings, working groups, workshops, regional representations, etc., for approval.

VOTING AND LEADERSHIP

ISBER members assigned to Regions shall have the right to vote in ISBER regional elections for the Regional Director-at-Large, in ISBER global elections for the BOD, and on any other matters requiring a vote by the ISBER membership. ISBER members in good standing may hold any office in the Society and serve on Society Committees.

MANAGEMENT

The executive management of the activities of the Regions, including accounting, conference logistics, forum, website, shall be undertaken by ISBER Head Office.

FUNDS

The Regional Director-at-Large may propose to the BOD an annual regional budget.

All membership fees will be collected by ISBER, consistent with the categories of membership authorized by the Society. All other financials within the Regions, including regional meetings and corporate partnership funds, shall be part of the ISBER funds and managed by ISBER Head Office. A Region can apply for project-based funding with assistance by the ISBER Head Office per regional regulations, as approved by the ISBER Treasurer. Normal business checks and balances such as independent approvals for invoices and an annual financial audit shall be applied.

SOPS

All ISBER members, including those assigned to Regions shall comply with the ISBER SOPs unless otherwise specified.

COMMITTEES AND WORKING GROUPS

ISBER has standing Committees, which are established for the Society as a whole, as outlined in the ISBER Bylaws. ISBER Committees shall include members from all Regions, as feasible.

The Scientific Program Advisory Committee will be led by the Region in which the ISBER Annual Meeting and Exhibits takes place. Leadership will be elected by the BOD.

ISBER Working Groups will be composed of members from all Regions, as feasible. Regions can establish Regional Working Groups, when specific regional issues are at stake.

MEETINGS

Meetings of the Society are managed according to its Bylaws. The Society shall have a global ISBER Annual Meeting and Exhibits in one of the Regions. Regions can organize regional meetings at times and places determined by the Regional Director-at-Large and the BOD. There will not be a regional meeting in the year when the global ISBER Annual Meeting and Exhibits takes place in that Region.

CONCLUSIONS

ISBER exists through Regions. Therefore, ISBER COMMITS TO:

- Modify and maintain its Bylaws and policies to provide the framework for a regional organization
- Ensure regional individuality
- Ensure regional participation in the Society governance
- Maintain the Society as a coordinated, cohesive whole
- Maintain overall control and protection of the integrity of the Society's services and brand

BENEFITS TO THE REGIONS

Subject to annual approval by the ISBER BOD, the ISBER regions have the following benefits:

- Represent the Region in the Society governance via representation of one Director-at-Large per Region
- Use the Society name and brand, following established ISBER policies
- Participate in Society governance

RESPONSIBILITIES OF THE REGIONS:

- Promote ISBER international activities, education and materials, including but not limited to ISBER Best Practices
- Follow ISBER Bylaws and procedures
- Adhere to the rules related to the use of the ISBER's name and brand
- Contribute to the global activities

ISBER will promote regional structures, governance, programs, procedures, meetings and curricula for the benefit of regional members.

4.2 REGIONAL MEETINGS

POLICY TITLE: REGIONAL MEETINGS

FIRST APPROVAL: JULY 2016

LAST REVISION APPROVAL: NOVEMBER 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of this policy is to guide the planning of the ISBER Regional Meetings.

Guidelines

OVERVIEW

The ISBER Regional Meetings are an integral activity for the international success of the organization.

PLANNING

ISBER will provide all management for the Regional Meetings, including but not limited to the following: selection of location and site negotiation, registration services, general office services, public relations, sponsorship/revenue generation, financial/accounting services, promotions, meeting logistics and onsite services, contract negotiation, as well as abstract, organization, speaker, exhibit, marketing, committee, and website management. The location and frequency of meetings will be determined by the BOD in consultation with relevant parties and in accordance with applicable documents.

ISBER may select a local partner if deemed appropriate for the region. In addition, ISBER will consider requests for partnerships with external organizations for regional meetings. When partnerships are considered the ISBER Partnership Regional Meeting Process (Appendix 4) will be followed.

COMMITTEES

There are 2 Committees responsible for planning ISBER Regional Meetings – the Organizing Advisory Committee and the Regional Scientific Program Committee.

A Regional Scientific Program Committee will be developed as a Subcommittee to the Organizing Advisory Committee. The Regional Scientific Program Committee members will include the following:

- Regional representation from the Organizing Advisory Committee
- Organizing Advisory Committee Chair (ex-officio)
- Experienced previous Scientific Program Advisory Committee Chair as Co-Chair
- Regional representative as Co-Chair
- Director-at-Large of the specific region
- Representative from Marketing Advisory Committee
- Representative from Member Relations Advisory Committee
- Representative from Communications Advisory Committee
- Representative from the Education and Training Advisory Committee
- Representative(s) from the Affiliate Partner(s) in the region

LOCATION SELECTION

The ISBER BOD is responsible for strategically selecting the location of future ISBER Regional Meetings, per leadership from the Regional Directors-at-Large. ISBER Head Office is responsible for investigating potential conference locations within these regions and presenting a comparison report to the Organizing Advisory Committee for review. The Organizing Advisory Committee will present the final recommended location to the BOD for approval. Site visits will be conducted for the final shortlist of locations. Final approval for all contracts must be provided by the BOD. As a general rule, the ISBER Regional Meetings will occur between September and December of every year (one region per year), although exceptions can be made.

When ISBER is organizing a meeting in Partnership with another organization the ISBER Partnership Regional Meeting Process (Appendix 4) will be followed when selecting a location.

CORPORATE OPPORTUNITIES PROSPECTUS

A corporate opportunities prospectus will be drafted for all ISBER Regional Meetings by the ISBER Head Office, with input and approval from the Marketing Committee, with final approval by the ISBER BOD. The prospectus will include sponsorship, marketing, exhibition and symposia opportunities, as available.

PROGRAM

ISBER Regional Meetings will use the branding and marketing ‘look and feel’ of ISBER, although the structure of Regional Meetings may be tailored to the needs of the specific region. Content should be supportive of and highlight regional issues but should include international representation, in alignment with the ISBER Strategic Plan goal to harmonize and share best practices in biobanking. The current ISBER President should be asked to present at the Regional Meeting within the first plenary session.

The Regional Scientific Program Committee is responsible for identifying speakers to be invited to the ISBER Regional Meeting. The Committee will informally invite speakers noting the proposed session title and date/time. If the invited speaker accepts, the ISBER Head Office will send a formal invitation letter outlining session details, materials for submission, submission due dates, and potential reimbursement details.

All speakers will be asked to provide the signed agreement, biosketch, photo, presentation summary and final presentation, as per the meeting timeline.

The Organizing Advisory Committee will collaborate on an annual basis with the Finance Committee to determine the speaker budget, as a component of the ISBER Regional Meetings budget. Complimentary conference registration will be provided to all invited (non-abstract) speakers and travel expenses for speakers will be determined per availability for each Regional Meeting. Reimbursement for travel expenses will be determined by the Regional Scientific Program Committee Co-Chairs, in conjunction with the Organizing Advisory Committee Chair and with support from the ISBER Head Office.

PROMOTIONS

The Regional Meeting will be advertised using all ISBER marketing and communications mechanisms, including but not limited to, the www.isber.org website, newsletter, social media and discussion forums. Further, The Regional Meeting Co-Chair(s) will write an article for the ISBER newsletter and/or ISBER Corner to discuss the outcomes of the meeting. Further, the Regional Meeting Co-Chair will be strongly encouraged to publish scientific highlights in *Biopreservation and Biobanking*.

All ISBER members will be offered a discounted registration fee to all Regional Meetings. If financially feasible, regional travel awards may be offered.

SECTION 5: COMMITTEE PROCEDURES

5.1 GENERAL COMMITTEE POLICY

POLICY TITLE: GENERAL COMMITTEE POLICY

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

The purpose of this policy is to guide ISBER Committees in conducting activities.

Guidelines

OVERVIEW

ISBER standing Committees are outlined in the ISBER Bylaws. Accordingly, standing Committees will include: Executive Committee, Finance Committee, Nominating Committee, Governance Committee and Performance Review Committee. Standing Advisory Committees will include Scientific Program Advisory Committee, Education and Training Advisory Committee, Membership and Marketing Advisory Committee, Publications Advisory Committee, Science Policy Advisory Committee, Working Group Oversight Advisory Committee, and Organizing Advisory Committee. Per the ISBER Bylaws, in addition to the Standing Committees, “the BOD, by resolution adopted by a majority of the voting BOD members, may designate one (1) or more committees.”

COMMITTEE MEMBERSHIP AND TERMS

Only active ISBER members in good standing can be considered for Committee membership. Further, Committee membership must be chosen with diverse global, sector, and specialization representation, per the ISBER Regional Charter. Per the ISBER Bylaws, “Vacancies in the membership of any committee or advisory committee shall be filled by the committee chair.” ISBER Committees may appoint Task Forces, as needed, to work on special projects. Membership on these Task Forces may include ISBER members that are not members of the Committee. Task Forces are responsible for reporting to the Committee. A Task Force may be discontinued by the Committee when it is no longer needed.

Per the ISBER Bylaws “Committee members shall serve terms of three (3) years and may only serve two (2) consecutive three (3) year terms. No one may serve on a Committee or Advisory Committee(s) for more than six (6) consecutive years unless the BOD specifically approves an extension as necessary to advance the Society’s Exempt Purpose.”

Per the ISBER Bylaws, “Each committee will include one (1) or more BOD members.”

Per the ISBER Bylaws, “A committee or advisory committee member may resign at any time by providing written notice to the Society’s Secretary, President or BOD.”

COMMITTEE MEMBER RESPONSIBILITIES

All Committee members are encouraged to attend scheduled meetings. Committee members must actively participate in Committee activities. Members must attend more than 50% of Committee meetings. Absences should be accompanied by advance notice to the Committee Chair. Some committees may have

“advisors” or “consultants” that meet with them periodically and are not considered to be “active” voting members of the committee.

COMMITTEE CHAIRS

Per the ISBER Bylaws, “The President shall with the approval of the BOD, and discussion with the outgoing chair, designate the chair for the committee or advisory committee.” Committee Chairs will be confirmed by the BOD on an annual basis and will follow the Committee membership term bylaws, as outlined above. Wherever feasible, each Committee will have one Committee Chair and one Committee Vice-Chair, to serve the purposes of succession planning, with the exception of the Scientific Program Advisory Committee which will have Co-Chairs. If feasible, Committee Chairs should participate for a subsequent year after their Chair term on the Committee to provide continuity and support to the new Chairs.

With support from the ISBER Head Office staff, Committee Chairs are responsible for calling meetings, setting agendas, and submission of reports, as outlined below.

Committee Chairs must submit a conflict of interest form annually.

MANNER OF ACTING

Per the ISBER Bylaws, “Regular meetings of a committee or advisory committee may be established by the BOD or a committee or advisory committee.” Further, per the ISBER Bylaws, “A majority of a committee or advisory committee shall constitute a quorum.” A quorum is not required for a committee to meet, but is required before any votes can be undertaken by the committee. Committee summaries will be systematically archived by the ISBER Head Office.

MEETING SUMMARIES

Except for Executive Committee, Finance Committee, Nominating Committee, Governance Committee and Performance Review Committee, all Chairs of Committees will review and approve their Committee’s meeting summaries so that they can be shared with all other ISBER Chairs of Working Groups, SIGs and Committee Chairs.

The Chair should ensure that the summaries that are posted are free of confidential or sensitive content.

The summaries approved for publication will be posted in the timeliest manner possible, when the Chair determines that the information is ready to be public.

ACCESS TO OTHER COMMITTEE, SIG AND WORKING GROUP MEETING SUMMARIES

Chairs of SIGs, Working Groups and Committees will have the opportunity to access the summaries of other committees, SIGs and Working Groups, once the Chair of that group has approved the summaries for publication.

These summaries will not be distributed further without prior discussion with the relevant Chair.

REPORTING

All Committee Chairs are responsible for submitting a written report to the BOD, per an annual reporting schedule defined and approved by the BOD.

5.2 EXECUTIVE COMMITTEE

POLICY TITLE: EXECUTIVE COMMITTEE

FIRST APPROVAL: DECEMBER 2015

NEXT SCHEDULED REVIEW: NOVEMBER 2016

Purpose

The purpose of the Executive Committee is to provide leadership regarding the Society's strategic direction. The Committee will provide oversight to ISBER operations and Head Office. The Executive Committee shall resolve conflict faced by BOD members and address issues of conflict of interest and BOD code of conduct (as described below).

Guidelines

LEADERSHIP AND MEMBERSHIP

The Executive Committee will be composed of the Society's President, Immediate Past President, President-Elect, Secretary, and Treasurer, all of whom will serve ex-officio. The President will be the Executive Committee chair. The ISBER Executive Officer will be an ex-officio member of the Executive Committee. He/she will provide advice but will have no power to vote.

The members will participate in the Committee for the duration of their term as outlined in the ISBER Bylaws.

PROCEDURE

1. The Executive Committee will act on behalf of the BOD when a situation demands timely action by the Society and it is not practicable to call a meeting of the BOD. The Executive Committee will determine in its sole discretion whether such a situation exists. The Executive Committee will notify the BOD of the situation and inform the BOD of its actions as soon as possible. The Executive Committee will also perform such other duties and responsibilities as may be assigned by the BOD.
2. The Executive Committee will answer questions of interpretation of policy and procedures of the Society.
3. It will provide the BOD with recommendations regarding contracts (e.g. with the management company, individual contractors)
4. It will ensure that ISBER is following the defined strategic vision.
5. Decision making will be by consensus, but if no consensus can be reached, the item will be brought to the BOD for majority voting.
6. The Committee will meet as necessary.

ISBER EXECUTIVE COMMITTEE CODE OF CONDUCT

The Executive Committee members have the following responsibilities:

1. Advance the ISBER vision and mission and not their interests.
2. Adhere to ISBER policies and procedures
3. Maintain the confidentiality of the information provided in BOD materials.

4. Not to undermine BOD solidarity once a decision has been made, even if they personally do not agree with it
5. They are expected to attend and be prepared for all BOD meetings and provide positive and constructive contributions
6. Provide notice if they are unable to attend meetings
7. They will be prepared to commit sufficient time and energy to attend ISBER business
8. They will not attempt to exercise individual authority or undue influence over the Society

5.3 FINANCE COMMITTEE

POLICY TITLE: FINANCE COMMITTEE

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

The Finance Committee shall be responsible for the planning and reporting of the financial viability of ISBER. This Committee is charged with developing the long term strategies to ensure the fiscal viability and growth of the organization. This includes, but is not limited to, a multi-year budget plan.

Guidelines

LEADERSHIP

The ISBER Finance Committee will be chaired by the Treasurer with a term of three years and thereafter may be offered an opportunity to continue participation as a Committee Member, as preferred by the new Committee Chair.

- a. Committee Chair Job Description
 - i. Hold regularly scheduled meetings of the Finance Committee and ensure that meeting summaries are taken, reviewed, and permanently stored
 - ii. Assist the Head Office with the preparation of the annual budget and accompanying justification
 - iii. Review the revenue and expenditures throughout the year to identify any areas of concern and report these immediately to the BOD
 - iv. Review requests for expenditures not included in the budget and forward recommendation to the BOD for approval, as required

MEMBERSHIP

Members of the committee include the President, President-Elect, Past President, Treasurer, and Secretary. It may also include up to two members chosen for their experience in budget management, including profit and loss. The chair of the Marketing Committee is recommended to be a member.

PROCEDURES

1. Meetings/Conference Calls: The committee shall meet via conference call on an as-needed basis, but at least quarterly.
 - a. Participation - All committee members are expected to participate in each call, unless notice is given to the Chair prior to the call.
2. The Finance Committee shall be responsible for the financial viability of ISBER. This Committee is charged with developing the long term strategies to ensure the fiscal viability and growth of the organization. This includes, but is not limited to, a multi-year budget plan.
3. The 4 major areas supported by ISBER funding are as follows:

- a. To support the ISBER Annual Meeting and Exhibits
 - b. To support the marketing activities of the society
 - c. To support the education and training activities of the society
 - d. To support the program activities of the society
4. The Finance Committee shall undertake the budget planning and preparation, with input from each of the standing committees. The budget is an important financial expression of the goals and objectives of the society for the coming year and provides a framework for monitoring the financial performance during the fiscal year as well as at year-end.
5. The Finance Committee will present the draft budget for BOD review and approval. The approved budget should be presented to the BOD, Committees and membership at the ISBER Annual Meeting and Exhibits.
6. Pre-planning of the allocation of funds to various activities of the society should be made by the Finance Committee and approval sought from the BOD. This is to ensure available funding for activities of an urgent nature and to avoid depletion of funds necessary to support core activities.
7. The Finance Committee will review and approve all usage of funds for activities related to the society. The approved budget will be administered by the Executive Director. Any proposed expenditure outside of the budget or reasonable limits must be brought to the BOD.
8. The Finance Committee will hold regular quarterly meetings by conference call. The Finance Committee should make available quarterly financial statements to the BOD for purpose of monitoring the financial performance of the society.
9. A review analysis report should accompany the quarterly financial statement to monitor trends and unusual activities and provide recommendations where needed.
10. At end of each fiscal year, an annual financial statement and a year-end fiscal report should be made available to the BOD, Committees and membership at the ISBER Annual Meeting and Exhibits. The annual financial statements will be audited.

5.4 GOVERNANCE COMMITTEE

POLICY TITLE: GOVERNANCE COMMITTEE

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

The purpose of the ISBER Governance Committee is to oversee new leadership orientation, education, training and development programs. The Committee will review governance documents at least every 3 years and oversee volunteer compliance to governance documents. All Governance Documents will be date controlled and only current versions will be made available on the ISBER website.

Guidelines

LEADERSHIP

The ISBER Governance Committee will be chaired by the Secretary with a term of three years and thereafter may be offered an opportunity to continue participation as a Committee Member, as preferred by the new Committee Chair.

- a. Committee Chair Job Description
 - i. Hold regularly scheduled meetings of the Governance Committee and ensure that meeting summaries are taken, reviewed, and permanently stored
 - ii. Assist the Head Office in coordinating review and editing of established governance documents as well as creating new governance documents as appropriate
 - iii. Provide committee update reports to the ISBER BOD

MEMBERSHIP

Per the ISBER Bylaws, a majority of Committee Members will be voting ISBER BOD. New members will be recommended by the Chair and approved by the ISBER BOD. Ex-officio members include ISBER Head Office, and invited experts as appropriate.

PROCEDURE:

1. MEETINGS / CONFERENCE CALLS

Meetings will be held via conference call according to need, with the assistance of the ISBER Head Office which will provide availability, call-in numbers, and access codes. A representative from the ISBER Head office will participate on all Committee calls. Timing of the calls will alternate throughout the year in an attempt to accommodate participants in various time zones.

A face-to-face gathering of Committee members may be planned at each ISBER Annual Meeting and Exhibits if deemed necessary. Summaries will be taken during all formal meetings, and distributed to committee members for review and approval.

2. RESPONSIBILITIES

The Governance Committee shall:

- a. Provide guidance regarding the Society's volunteer leadership orientation, education, training, and development programs.
- b. At least every three years review and make recommendations, if necessary, regarding the Society's governing documents including, but not limited to, these Bylaws and governance related policies, procedures, and practices.
- c. Provide guidance to volunteers regarding compliance with the Society's governing documents, policies, and procedures including, but not limited to the Society's Conflict of Interest Policy.
- d. Perform such other duties and responsibilities as the BOD shall assign from time to time.

3. COMMITTEE UPDATES

Committee progress updates are provided to the ISBER BOD following the annual Committee Reporting Schedule.

5.5 NOMINATING COMMITTEE

POLICY TITLE: NOMINATING COMMITTEE

FIRST APPROVAL: MAY 2018

NEXT SCHEDULED REVIEW: MAY 2021

Purpose

The purpose of the ISBER Nominating Committee is to develop an election ballot that will provide the necessary expertise, leadership and diversity of membership on the BOD as well as to make awardee recommendations to the BOD regarding Society awards.

Guidelines

LEADERSHIP

The ISBER Nominating Committee will be chaired by the Society's Immediate Past President who shall be an ex-officio member of the committee with a term of one year and may be offered an opportunity to continue participation as a Committee Member thereafter if invited by the new chair.

- a. Committee Chair Job Description
 - i. Lead nominating committee meetings and process in conjunction with this procedure
 - ii. Work with the Head Office to ensure full profiles are available for each eligible nominee
 - iii. Present list of nominees for BOD positions and awards to the ISBER BOD for approval
 - iv. Confirm willingness of each nominee to run for office
 - v. Review election results
 - vi. Contact all candidates, or arrange for President to do so, to notify of the results of the election
 - vii. Notify the awardees, confirm attendance at the ISBER Annual Meeting and Exhibits and/or make special arrangements
 - viii. Write ISBER Corner Article announcing award recipients

MEMBERSHIP

The remaining members of the Committee are recommended by the Chair. There must be a minimum of 4. There is no requirement that a majority of the Nominating Committee members be voting BOD members. The President shall serve as an ex-officio member of the Nominating Committee with voice, but without vote.

- a. Eligibility
 - i. Individual Members
 - ii. Organizational Member Delegates
 - iii. President of ISBER is NOT eligible to be a voting member of the Nominating Committee
- b. Participation

- i. Committee members are expected to participate in conference calls and face-to-face meetings.
 - ii. Committee members are expected to participate in a majority of conference calls per year, and, if in attendance at the ISBER Annual Meeting and Exhibits, to participate in the Nominating Committee face-to-face meeting if one is held.
 - iii. Those who are unable or unwilling to participate in a majority of scheduled meetings per year, including but not limited to meetings in person and conference calls, will be considered for replacement at the time of the annual ISBER meeting. Those who are unable to participate in conference calls are encouraged to review and respond to the meeting summaries taken during the calls.
 - iv. Members who do not notify of their inability to attend two consecutive Nominating Committee meetings may be considered for removal.
- c. Terms
- i. Nominating Committee members may serve up to 3 consecutive 1 year terms. To rejoin the Committee, he/she must remain off of the Nominating Committee for at least two consecutive years.

PROCEDURES

1. MEETINGS/CONFERENCE CALLS

The Nominating Committee holds teleconferences year-round with ad-hoc teleconferences as needed. A majority of the Nominating Committee (excluding the current President, who serves as a non-voting ex-officio member) must be present to constitute a quorum.

The following is a tentative schedule for the activities of the nominating committee.

May-August	Committee selects new Nominating Committee candidates as needed
August	Chair submits proposed committee members to BOD for approval
October	Meeting of the nominations committee to review award criteria, open positions, process, and timelines
November	Meeting to review nominations from membership
December	Present nominees to BOD for approval (no meeting required). Candidate names must be submitted to ISBER Secretary 30 days prior to election
January	Elections held ISBER Corner Article announcing Award Winners submitted (no meeting required.)
February	Meeting to review election results

March	Meeting to discuss potential future leaders and develop strategies for growth of individuals targeted as potential future leaders
May-June (during time of ISBER Annual Meeting and Exhibits)	Distribute press releases for incoming BOD Members to the public (website, Newsletter, etc.) and to incoming BOD Member institutions

2. PROCEDURE FOR NOMINATIONS FOR THE BOD

- a. At least two (2) and up to a maximum of three (3) Member candidates for each open position
 - i. Nominating Committee can petition the BOD for permission to list only one candidate for a position
 - ii. Members may self-nominate.
- b. A write-in option should be on the ballot for each open position
- c. Voting period is at least 20 days
- d. Individual Members and named Organizational Member Delegates can vote

Candidates should be selected based on their expertise in the area of biobanking, leadership capabilities, dedication to the Society and availability of sufficient time to devote to the duties of the office and activities of the BOD and Society. In considering diversity and the need for balance on the BOD, the Nominating Committee will consider the following factors, among others, related to the potential candidate:

- a. Type of repository that the candidate is associated with (“Type of repository” is broadly defined as “biological” or “environmental”. A balanced ratio of representation of both types should be weighed against the society goals to be placed into nomination).
- b. Type of employer (non-profit, government, industry). Appropriate representation of the employer types should be considered to represent to society membership.
- c. Scientific and or operational expertise with clear leadership and managerial capabilities should be considered. Balanced representation of both scientific and operational expertise should be considered.
- d. Geographical representation - The ISBER BOD is composed of 5 elected global Society Officers and one at-large voting director from each Region (Americas, Europe-Middle East-Africa, China, and Indo-Pacific Rim), for a total of 4 Directors-at-Large and 9 total BOD members.
- e. Gender representation should be considered where appropriate to represent the membership.
- f. Ethnicity and race representation should be considered where appropriate to represent the membership.

- g. The Nominating Committee shall strive to ensure at least two-thirds of the voting BOD members are independent.
 - i. An individual shall be considered independent if:
 - 1. the individual is not compensated by the Society as an employee
 - 2. the individual does not receive total compensation or other payments exceeding \$10,000 during the Society's tax year from the Society or from a related organization(s) as an independent contractor
 - 3. the individual's compensation is not determined by individuals or organizations who are compensated by the Society
 - 4. the individual does not receive, directly or indirectly, material financial benefits from the Society except as a member of the charitable class served by the organization
 - 5. the individual is not related to anyone described above (as a spouse, sibling, parent, or child) or reside with any person so described.

3. PREFERABLE ELECTION TIMELINE

- a. Nominating Committee solicits nominations from the ISBER membership (with timeline noted in prior section).
 - i. An online form will be provided for members to submit names of potential candidates for election. A required element is that an explanation be provided justifying why the individual is a good candidate.
 - ii. A CV or resume is required for the submission in support of the nomination.
 - iii. The ISBER Head Office will verify the member-in-good-standing status for candidates and will forward the information to the Nominating Committee.
- b. November: Nominating Committee considers all names submitted by the membership and adds additional candidates as necessary
- c. December:
 - iv. Nominating Committee establishes priority list of candidates.
 - 1. If the Nominating Committee wishes to run a single candidate for a position, it MUST ask the BOD for permission (December BOD meeting)
 - v. Nominating Committee verifies that each candidate identified for the initial slate wishes to run for office and explains what is expected to the candidates
 - vi. Candidates submit a biosketch and an optional statement for the ballot at least 1 week prior to the start date of the election
 - vii. Approval of the slate by the BOD
- d. January:

- i. ISBER Office prepares an online ballot, which must be distributed to the eligible voting members.
 - ii. The electoral process will be conducted in a secure manner
 - iii. Voting period is at least 20 days
- e. The Chair of the Nominations Committee must ratify the election results. By performing a confidential review of the votes received (provided by Head Office) to be able to report to the BOD the data regarding the relative closeness of the voting and any observations that will be important to relay to the BOD.
 - f. BOD is notified of election results by the Nominating Committee Chair no later than March 1.
 - g. The President (or his/her designate, such as the Chair of the Nominating Committee, etc.) shall notify candidates of the election results within 5 business days and the newly elected individuals are invited to attend the BOD meeting at the ISBER Annual Meeting and Exhibits.

4. MAKE RECOMMENDATIONS TO THE ISBER BOD CONCERNING AWARDS

For more information regarding the selection process for awards, please see Appendix 5.

5. OPERATING PROCEDURES

The Nominating Committee functions independently of the BOD in developing the ballot. The BOD may be consulted for advice, however the BOD does not have the authority to approve the ballot except as stated above when the Nominating Committee requests permission to present only one candidate to the voting membership for a particular position.

Conflict of interest: Members of the Nominating Committee shall declare potential conflicts of interest, including relationships with potential candidates, to the other members of the Committee. However, such openly declared conflicts of interest shall not preclude members from deliberating on all issues brought before the Committee.

Because of potential conflicts of interest, including the eligibility of members of the Committee for open positions on the ballot, the Chair is permitted to invoke a secret vote by members of the Committee to approve the ballot, in which case only the Chair shall have knowledge of the votes of the members of the Committee.

Best Practices: There should be a minimum of 5 members on the Nominating Committee, including the Chair. Additionally, the following actions of the Nominating Committee are permissible but not preferable unless there is a lack of suitable candidates for open positions:

- a. Current members of the BOD may be nominated for other positions on the BOD.
- b. Former Presidents may be nominated to run for positions on the BOD, including President-elect.

5.6 EDUCATION AND TRAINING ADVISORY COMMITTEE

POLICY TITLE: EDUCATION AND TRAINING ADVISORY COMMITTEE

FIRST APPROVAL: DECEMBER 2015

NEXT SCHEDULED REVIEW: NOVEMBER 2016

Purpose

The purpose of the Education and Training (E&T) Committee is to identify and implement mechanisms to ensure that ISBER members have access to state-of-the art information and tools to effectively operate repositories for the preservation of specimens for future research and analysis following Best Practices. The Committee makes information on training courses and other educational opportunities available to allow for the dissemination of methods and practices for performing efficient, effective biorepository activities.

Guidelines

LEADERSHIP

The ISBER E&T Committee will have a Chair who is required to be a current member of ISBER. Recommendations for the incoming Chair will be presented by committee members to the ISBER BOD for approval.

- a. Committee Chair Job Description
 - i. Report to the ISBER BOD. As such, (s)he will:
 1. Provide written updates to the BOD one week prior to the BOD conference call, as required.
 2. Work closely with BOD members and other Committee Chairs as agreed to by the BOD.
 - ii. Outline the purpose, scope, and range of committee objectives, goals, and activities. Each will be assessed annually in accordance with ISBER's Strategic Plan.
 - iii. Provide leadership.
 1. Ensure that members have the necessary information and tools to effectively perform committee tasks.
 2. Oversee the logistics of committee operations.
 - iv. Initiate Task Force development and receive updates from Task Force leaders.
 - v. Prepare committee agendas, facilitate meetings, ensure timely distribution of meeting summaries, and ensure completion of pending action items.
 - vi. Coordinate work plans agreed to by the committee with designated volunteers.
 - vii. Prepare and submit the committee's reports.
- b. Committee Vice Chair Job Description

The ISBER E&T Committee may elect a Vice Chair who is required to be an ISBER member, to allow sufficient time for such individuals to gather the experience and exposure required for a) serving in the Chairperson's absence and b) potential later movement to the position of Chairperson. Vice Chairs are nominated and elected by committee members. The Vice Chair(s) will:

- i. Assist the Chairperson with duties described above as needed.
- ii. Perform duties described above in the Chairperson absence.

MEMBERSHIP

The E&T Committee is comprised of 12 voting members who are required to be current members of ISBER. Potential new members are nominated and elected by current E&T committee members. The Committee will seek participation from all ISBER Regions as Committee Members or Task Force participants (Section II B). The committee membership term is 3 years. Members can serve up to two consecutive 3-year terms. The E&T committee may also name advisors who will meet with the committee as necessary, but will not have voting privileges.

PROCEDURES

1. MEETINGS/CONFERENCE CALLS

The E&T committee holds monthly conference calls based upon a pre-determined schedule. In addition, it holds an annual face-to-face meeting associated with the ISBER Annual Meeting and Exhibits.

a. Participation

- i. Committee members are expected to participate in conference calls and face-to-face meetings. Those who are unable to participate in meetings conducted in person or by phone are encouraged to do so by responding to the summaries taken during such meetings or in the case of discussion regarding more urgent matters, to meeting summaries forwarded by electronic means.
- ii. Committee members are expected to participate in at least 5 conference calls per year, and, if in attendance at the Annual ISBER Meeting, to participate in the E&T face to face meeting.
- iii. To ensure the committee's continued success through equitable utilization of its members' time and talents, those who are unable or unwilling to participate in at least 5 scheduled meetings per year, including but not limited to meetings in person and conference calls, will be considered for replacement at the time of the Annual ISBER Meeting.

b. Quorum

- i. A majority of committee members constitutes a quorum.

2. RESPONSIBILITIES

Committee members are expected to share in the responsibilities for projects associated with the E&T committee including but not limited to routine response to requests for document review and input.

3. MEETING SUMMARIES

- a. The purpose is to document calls/meetings, discussions, decisions made, and action items.
- b. The ISBER Head Office forwards summaries on behalf of the Chair to the committee for approval.
- c. Approved summaries are posted in the E&T Forum by ISBER Head Office. The goal is to have the summaries distributed for review within 2 weeks (10 business days) following a conference call or meeting, with the intent to have them approved during the next regularly scheduled conference call.

4. PROJECTS AND TASK FORCES

- a. The E&T committee manages and coordinates a number of task-specific workgroups referred to as Task Forces.
- b. Task Forces are initiated in one or two of the following ways by the Chair; 1) requesting committee volunteers and/or 2) soliciting subject matter experts from beyond the committee.

- c. Task Force Members do not have to be members of E&T, but must be current members of ISBER.
- d. Task Force Leaders are solicited by the committee Chair.
- e. The Task Force leadership term is one year or to task completion, as determined at the time of Task Force initiation. The committee Chair may extend the offer to renew on an annual basis.
- f. Task Force Leaders are responsible for reporting to E&T via the E&T Chair.
- g. Task Force Leaders may solicit additional members as needed.

5.7 MEMBERSHIP AND MARKETING ADVISORY COMMITTEE

POLICY TITLE: MEMBERSHIP AND MARKETING ADVISORY COMMITTEE

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

The purpose of the Membership and Marketing Advisory (M&M) Committee is to assist in making ISBER the leading global forum and resource for biobanking fields and biospecimen related groups by creating opportunities for global membership with diverse participation to share ideas and innovations in biobanking.

Guidelines

LEADERSHIP

The ISBER M&M Committee will have a Chair who is required to be a current member in good standing of ISBER. Recommendations to the Bfor the position of Chair are made by either a vote by the M&M Committee and/or directly by the current Chair. A short resume of the candidate is submitted to the BOD for review and discussion before final approval of the candidate. The resume should include a summary of activities specifically related to ISBER and of the professional career of the candidate. The appointment of a Chair will be officially approved by the BOD. The Chair will be asked to serve for a 3 year term, subject to renewal of a second term by vote of the BOD. The Vice Chair is nominated by the M & M Committee Chair. The Vice Chair serves a 3 year term, offset 1 year from the Chair to assist in continuity among the Committee. The role of the Vice Chair is to provide backup to the Chair and to serve as Chair when the Chair is not available.

a. Committee Chair Job Description

Direct and coordinate the committee's specific Strategic Objectives which have been developed and incorporated in the ISBER Strategic Operating Plan.

i. Report to the ISBER BOD. As such, (s)he will:

1. Provide written updates to the BOD one week prior to the BOD conference call, as required
2. Work closely with the BOD members and other Committee Chairs as agreed by the BOD

ii. Provide leadership.

iii. Initiate task force development and receive updates from task force leaders

iv. Work with the ISBER Head Office to prepare committee agendas, facilitate meetings, ensure timely distribution of meeting summaries, and ensure completion of pending action items.

b. Committee Vice Chair Job Description

- i. The ISBER M&M Committee may elect a Vice Chair who is required to be an ISBER member in good standing, to allow sufficient time for such individuals to gather the experience and exposure required for a) serving in the Chairperson's absence and b)

potential promotion to the position of Chair. Vice Chairs are nominated and elected by committee members.

- a. Assist the Chair with duties described above as needed
- b. Perform duties described above in the Chair's absence

MEMBERSHIP

M&M Committee Members represent the diverse interests of the broader membership. Committee members are selected to serve for a 3 year term, but are allowed to renew their commitment annually with a maximum length of 6 years of service. Committee membership is conveyed to an individual member or organizational delegate. Committee members will be invited to renew their commitment before the first Committee meeting following the ISBER Annual Meeting and Exhibits. The M&M Committee may also name advisors who will meet with the committee as necessary, but will not have voting privileges.

PROCEDURE

1. MEETINGS/CONFERENCE CALLS

The M&M Committee holds monthly conference calls at a pre-determined schedule. In addition, they hold an annual face-to-face meeting associated with the ISBER Annual Meeting and Exhibits.

- a. Participation
 - i. Committee members are expected to participate in a majority of Committee meetings by phone/in person or both. In the event that meeting participation is impossible, committee members are expected to participate by submitting written comments to the meeting summaries.
 - ii. Committee member attendance will be subject to review once every year. Committee members who have not met participation requirements will be issued a warning from the Committee Chair. Committee members not meeting the attendance requirement over the course of 12 months will not be offered the opportunity for renewed participation in the coming year.

2. RESPONSIBILITIES

- a. The ISBER M&M Committee shall be responsible for developing strategies to increase and retain global membership.
- b. The ISBER M&M Committee responsibilities shall also include:
 - i. Proposing and reviewing benefits of membership
 - ii. Assisting with the development of the overall ISBER strategic plan
 - iii. Assisting with the recruitment of exhibitors and sponsors for the ISBER Annual Meeting and Exhibits
 - iv. Assisting with the recruitment of Corporate Partners
 - v. Providing a forum for those Organizational Members from the for-profit sector to express concerns, seek information, and offer suggestions to the ISBER BOD
 - vi. Representing the diverse interests of the ISBER membership
- c. Tasks of the ISBER M&M Committee includes assisting the ISBER marketing efforts performed by the Head Office with the following:
 - i. ISBER Annual Meeting and Exhibits Promotion
 - ii. Social Network Presence (e.g., LinkedIn, Facebook, Twitter)

- iii. Website review and input
 - iv. BiobankingJobs.com promotion
 - v. Member Profiles / Get to know a fellow member
 - vi. Innovative Technologies Session at the ISBER Annual Meeting and Exhibits
 - vii. New Product Award at the ISBER Annual Meeting and Exhibits
 - viii. B2B (Business to Business) meeting facilitation at the ISBER Annual Meeting and Exhibits
 - ix. ISBER newsletter articles, as required
 - x. Annual 5K run/walk/sleep event
3. Meeting Summaries
- a. The purpose of meeting summaries is to document calls/meetings, discussions, decisions made, and action items.
 - b. The ISBER Head Office forwards summaries on behalf of the Chair to the committee for approval.
 - c. Approved summaries are posted in the M&M Forum by ISBER Head Office.
4. Projects and Tasks
- a. The M&M Committee manages and coordinates a number of task-specific working groups referred to as task forces.
 - b. Task forces are initiated in one or two of the following ways by the Chair; 1) requesting committee volunteers and/or 2) soliciting subject matter experts from beyond the committee.
 - c. Task force members do not have to be members of M&M, but must be current members in good standing of ISBER
 - d. Task force leaders solicited by the M&M Chair are not required to be active M&M members, but are responsible for reporting to M&M via the Chair.
 - e. The task force leadership term is one year or to task completion, as determined at the time of task force initiation. The M&M Chair may extend an offer to renew on an annual basis.
 - f. Task force leaders may solicit additional members as needed.

5.7.1 MARKETING ADVISORY COMMITTEE – SOCIAL MEDIA TASK FORCE

POLICY TITLE: MARKETING ADVISORY COMMITTEE – SOCIAL MEDIA TASK FORCE

FIRST APPROVAL: MAY 2017

LAST REVISION APPROVAL: MAY 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

The purpose of the Social Media Task Force is to provide oversight and guidance on issues and content relating to ISBER’s social media channels including but not limited to:

- Facebook
- Twitter
- LinkedIn
- YouTube

Guidelines

ACCOUNTABILITY

The Social Media Task Force reports to the Marketing Committee via the Task Force Chair(s).

LEADERSHIP

The Chair(s) of the Social Media Task Force is chosen from the Marketing Committee membership. The Chair(s) will hold the position for a term of 3 years and no more than 2 consecutive terms. The responsibilities of the Chair(s) include:

- Leading the Task Force
- Increasing activity and interaction on ISBER social media channels
- Developing content for ISBER social media channels

MEMBERSHIP

Membership of the Social Media Task Force will be open to members of the Marketing Committee.

PROCEDURE

1. MEETINGS

Meetings will be held at the discretion of the Chair(s).

5. RESPONSIBILITIES

- a. The ISBER Head Office is responsible for the maintenance of and posting to all ISBER social media channels. The Social Media Task Force will be responsible for developing vision and ideas for driving ISBER’s social media presence. The Task Force will also be responsible for providing guidance around social media content for ISBER meeting promotion. ISBER Head Office will execute social media marketing and advertising campaigns for projects and initiatives including but not limited to Annual Meetings, Regional Meetings and Workshops.

- b. Key performance indicators will be agreed upon by Head Office and the Social Media Task Force and approved by the Marketing Committee on an annual basis. Head Office will meeting with the Social Media Task Force every quarter to review key performance indicators.
 - c. In the event of a public relations issue on ISBER social media channels, ISBER Head Office will take immediate action to inform the Task Force Chair(s), and the BOD as needed, of the situation.
6. REPORTING
- a. The Social Media Task Force will report to the Marketing Committee on a monthly basis. Quarterly analytics of all ISBER social media channels will be provided to the Task Force Chair(s) by the ISBER Head Office.

5.8 PUBLICATIONS ADVISORY COMMITTEE

POLICY TITLE: PUBLICATIONS ADVISORY COMMITTEE

FIRST APPROVAL: DECEMBER 2015

NEXT SCHEDULED REVIEW: NOVEMBER 2016

Purpose

The purpose of the Publications Committee is to oversee the Society's publications to ensure quality and that they advance the Society's mission and vision.

The Publications Advisory Committee shall: (i) oversee the Society's publications; (ii) ensure the Society's publications advance the Society's Exempt Purpose; (iii) work with the Finance Committee to develop a budget for the Society's publications; (iv) provide periodic reports to the BOD regarding the Society's publications; and (v) perform such other duties and responsibilities as may be assigned by the BOD.

Guidelines

LEADERSHIP

A person can be recommended for the position of Chair by either a vote by the Committee or directly by the current Chair. The appointment of a Chair will be officially approved by the BOD and the Chair serves for a period of 3 years, subject to extension by vote of the BOD. The Vice Chair is nominated by the Publication Committee chair. The Vice Chair serves a 3 year term. The role of the Vice Chair is to provide backup to the Chair and to serve as Chair when the Chair is not available.

- a. Committee Chair Job Description
 - i. Reports to the ISBER BOD.
 - ii. Provides leadership for the Committee work.
 - iii. Ensures that members have the necessary information for effective committee work.
 - iv. Oversees the logistics of committee operations.
 - v. Coordinates the agenda, runs the meetings, and ensures distribution of meeting meeting summaries.
 - vi. Coordinates any work plans agreed to by the committee with designated volunteers.
 - vii. Prepares and submits the committee's periodic and annual reports.
 - viii. Reviews and approves ISBER newsletters and ISBER Corner articles for publications to ensure quality and that the articles reflect the vision and mission of the Society.
 - ix. Assigns reviewers to documents as may be needed to ensure fast turnaround times when required by short deadlines.

MEMBERSHIP

In addition to the Chair, the Committee shall include 6 – 10 other members. Publication Committee Members represent the diverse interests of the broader membership. Committee members are selected to serve for a 3 year term, but are allowed to renew their commitment for one additional term subject to approval by the Chair. No member shall serve longer than 6 years, unless recommended by the Chair and approved by the BOD.

a. Membership Qualifications:

A member should have preferably 5 years' experience through combined experience as editors, associate editors, ad hoc editors of journals, or manuscript preparation for academic journals, grant or grant program writing, or society newsletters, or direct publications management experience. In addition, they should have the time available to fully participate and hold a sincere interest in communicating news and information about ISBER or the sciences, operations, and activity of biobanking.

b. Membership Constituents:

The number of committee members should represent appropriately the diversity of biorepositories globally that would include regional representation.

- i. Biorepository Types: The committee should be made up of members representing the ISBER biorepositories. Biorepository types could include: human or animal medical biorepository; human or animal population biorepository; human or animal basic science or standards biorepository; environmental biorepository (human, animal, kingdoms); complex or simple biorepository; commercial biorepository; not-for-profit biorepository; or government biorepository.
- ii. Biorepository Activity: The Committee may also contain members who may not be directly involved in directing or managing biorepository, but may have roles in developing biorepository resources or involved in biorepository themes such as policy, ethical, legal, or social issues or vendor's technologies.

PROCEDURE

1. MEETINGS/CONFERENCE CALLS

The committee will meet by teleconference and in person at the ISBER Annual Meeting and Exhibits. The ISBER Head Office records meeting discussions and prepares meeting agendas and meeting summaries for approval by the Chair.

a. Participation

- i. Committee members are expected to participate in conference calls and face-to-face meetings.
- ii. Committee members are expected to participate in a majority of conference calls per year, and, if in attendance at the ISBER Annual Meeting and Exhibits, to participate in the face to face meeting.
- iii. Those who are unable or unwilling to participate in a majority of scheduled meetings per year, including but not limited to meetings in person and conference calls, will be considered for replacement at the time of the annual ISBER meeting. Those who are unable to participate in conference calls are encouraged to review and respond to the meeting summaries taken during the calls.

2. RESPONSIBILITIES

- a. The ISBER Publications Committee shall be responsible for overseeing print and electronic publications of the society.
- b. The ISBER Publications Committee responsibilities and tasks shall include:

- i. Developing and transmitting to the BOD recommendations for the Society's publications;
- ii. Reviewing and approving ISBER documents for content, clarity and consistency according to the procedures articulated herein
- iii. Supporting the creation and production of the ISBER newsletters
- iv. Providing content advice for the official journal of ISBER, *Biopreservation and Biobanking*, including identifying potential topics for the ISBER Corner article
- v. Developing criteria and procedures for, and selecting recipients of the ISBER Annual Meeting and Exhibits poster awards
- vi. Working with the Finance Committee to develop a budget for the Society's publications;
- vii. Providing periodic reports to the BOD regarding the Society's publications;
- viii. Assisting with the development of the ISBER strategic plan
- ix. Performing such other duties and responsibilities as may be assigned by the BOD.

3. PROCEDURE FOR APPROVAL OF ISBER DOCUMENTS

ISBER Documents are defined here as all reports and recommendations (intended to be made public) of ISBER Working Groups and other ISBER Committees and Task Forces that are intended for either print or on-line publication. ISBER documents include, for example, the ISBER Best Practices, "ISBER Corner articles", and public statements of policy positions (such as responses on behalf of ISBER to request for public comments).

Documents that are primarily informational in nature, such as the ISBER Corner articles, the ISBER newsletter, or scientific papers from ISBER Working Groups do not require BOD or Publications Committee approval. The Publications Committee Chair or Vice Chair will review such documents for content, clarity and consistency with ISBER's tax exempt status.

Best practice documents, White Papers from ISBER Working Groups, and documents that state policy or other official positions of ISBER require BOD approval in addition to approval by the Publications Committee.

- a. ISBER Documents requiring approval should be submitted to the Publications Committee Chair with a covering letter/email explaining the purpose of the document and where and how it is intended to be published.
- b. Upon receipt, the Publications Chair or Vice Chair will determine what level of review of the document is required (review by the Publications Chair or Vice Chair or review by the full Publications Committee) and circulate accordingly.
- c. If the Publications Chair/Vice Chair or Publications Committee sees problems in the document, then comments will be sent directly to the author(s) and modifications requested.
- d. For documents requiring BOD approval, such as documents stating policy positions, Working Group White Papers, or Best Practices, the Chair will inform the BOD of the Committee's recommendation. In addition to this recommendation, the Publications Committee will also give recommendations to BOD about any relevant matters (for example, any possible

exceptions to the rule that documents for print publication be sent to the journal *Biopreservation and Biobanking*).

- e. BOD will then decide whether or not to issue an approval, taking into consideration recommendations of the Publications Committee and other current factors that may be relevant. The BOD will also decide when to inform the author(s) about the final approval and in what order any subsequent tasks need to be carried out by ISBER Head Office, including submission of articles to ensure the appropriate documentation is provided with the submission.
- f. Authors should not submit documents to journals themselves. Rather ISBER Head Office will submit on behalf of ISBER, to ensure that the appropriate copyright permissions are retained.
- g. Approved ISBER Documents for journal publication will be submitted by default to the journal *Biopreservation and Biobanking* for right of first refusal. If the author(s) wish to publish in a different journal, then they will need to provide justification to the Publications Committee.

4. SPECIAL PROCEDURES FOR CERTAIN ISBER DOCUMENTS

- a. ISBER News items– ISBER News items will not be submitted to the ISBER Publications Committee or BOD for review or approval. However, the Chair and/or Vice Chair will provide a final editorial review prior to publication. Following review by the Publications Chair or Vice Chair, the ISBER News Editor submits the news items to the ISBER Office for template design, organization and implementation. The ISBER office does not review the items for content, accuracy, grammar, and punctuation.
- b. The ISBER Strategic Plan - The ISBER BOD, along with the ISBER Head Office, will review the document and submit it to BOD for approval. The Publications Committee will not have a formal role in the approval of this document.
- c. Response to requests for public comment from the Science Policy Advisory Committee – Documents from the Science Policy Advisory Committee that are prepared in response to request for public comments will be reviewed by both the Publications Committee and the BOD. However, due to time constraints, these documents may be submitted for simultaneous review and approval by both the Publications Committee and the BOD.

5.9 SCIENCE POLICY ADVISORY COMMITTEE

POLICY TITLE: SCIENCE POLICY ADVISORY COMMITTEE

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

The purpose of the Science Policy Advisory Committee is to coordinate and be a voice for the perspectives of the ISBER membership and the Society on policy issues related to biological and environmental repositories. Relevant activities may include, but are not limited to communicating with and soliciting input from the membership on emerging science policy issues, providing analysis of policies and regulations that may affect the biorepository community, and sharing information on emerging global policy issues related to biorepositories. Information sharing may include collaboration with other allied individuals or groups and other groups with common interests on specific policy issues or topics.

Policy statements and projects related to these issues may stem from the interests of committee members or will be developed in response to requests for public comment through formal or informal rulemaking or policy development processes. The Science Policy Committee will interact with other ISBER committees that deal with science policy issues as may be appropriate.

Guidelines

LEADERSHIP

The committee Chair will serve a term of three years, subject to extension by vote of the ISBER BOD of Directors (BOD). Recommendations for incoming Chairs will be presented by committee members to the BOD for approval. Vice Chairs are appointed by the Science Policy Committee Chair and approved by the BOD. The Vice Chair serves a 3 year term subject to extension by vote of the BOD.

- a. Committee Chair Job Description
 - i. Reports to the BOD.
 - Provides written updates to the BOD, as required.
 - Works closely with BOD members and other committee Chairs as agreed to by the BOD.
 - ii. Outlines the purpose, scope and range of committee objectives, goals and activities.
 - iii. Provides leadership for committee work.
 - Ensures that members have the necessary information for effective committee work.
 - Oversees the logistics of committee operations.
 - iv. Initiates task force development and receives updates from task force leaders.
 - v. Coordinates the committee agendas, runs its meetings, ensures distribution of meeting summaries, and ensures completion of pending action items.
 - vi. Coordinates work plans agreed to by the committee with designated volunteers.

- vii. Prepares and submits the committee's reports.

While there is one committee Chair, Vice Chairs may be appointed to act as proxies and to provide counsel to the Chair.

- a. Vice Chair Job Description
 - i. Assists the Chairperson with duties described above as needed.
 - ii. Performs duties described above in the Chairperson's absence.

MEMBERSHIP

Recommendations for membership will be directed to the Science Policy Committee Chair. Committee Members will serve a term of three years, and may renew their commitment for one additional term subject to approval by the Chair. No member shall serve more than 6 consecutive years, unless recommended by the Chair and approved by the BOD.

Ex-officio members include ISBER Head Office, and invited experts as appropriate.

PROCEDURE

1. MEETINGS/CONFERENCE CALLS

a. Frequency

Meetings will be held via conference call every month, as may be needed, with the assistance of the ISBER Head Office which will provide availability, call-in numbers, and access codes. Calls may be held more frequently according to need. A representative from the ISBER Head Office will participate whenever possible. Timing of the calls will alternate throughout the year in an attempt to accommodate participants in various time zones.

A face-to-face gathering of committee members will be planned at each ISBER Annual Meeting and Exhibits. Summaries will be taken during all formal meetings, and distributed to committee members for review and approval.

b. Participation

Participation is essential to Science Policy Committee membership. Those who are unable to participate in meetings conducted by phone are encouraged to do so by responding to the meeting summaries forwarded by electronic means. To ensure the committee's continued success through equitable utilization of its members' time and talents, those who are unable or unwilling to participate in a majority of its scheduled gatherings and requests for response, including but not limited to electronic requests, meetings in person, and conference calls in a timely manner, will be asked if they'd like to renew their commitment to the Science Policy Committee at the time of the annual ISBER Conference.

2. QUORUM

A quorum is defined as a majority of the committee members, including but not limited to meetings in person and conference calls, whether participation is live or by other means (email, online, etc.), to participate in the voting process. Committee members who are unable to be present during the

voting process but have been informed of the plan to vote on a particular topic and wish to participate may communicate their vote by alternate means for inclusion.

Votes may be collected in person by a show of hands, by electronic means via email, online, etc., or by voice following a motion for approval. The majority of votes for or against will determine the outcome.

When an equal number of votes are cast for and against, the participating Chair or Vice Chair will determine if a) the matter should be deferred to the BOD or b) additional input should be received from expert advisors and/or members of other ISBER Committees before the issue is put to another vote.

3. COMMITTEE UPDATES

Committee progress updates are provided to the ISBER BOD as required without regard to the Science Policy Committee meeting frequency. A report is to be presented annually to the BOD at the Annual ISBER Meeting.

4. REVIEW AND SELECTION OF TOPICS FOR DISCUSSION AND COMMENT

Topics recommended for discussion and possible comment may be identified by ISBER Science Policy Committee members, or from the broader ISBER membership. Documents produced by the Committee that represent policy positions of the society, such as policy statements, or ISBER responses to request for public comments will be forwarded to the ISBER Publications Committee and when necessary, to the ISBER BOD for review. The ISBER Head Office is involved in each step of a publication's development via committee participation.

Contributions to the ISBER Newsletter or articles or documents that contain purely informational content only require submission to the ISBER Head Office. All policy or position statements require approval by the ISBER BOD.

5.10 ORGANIZING ADVISORY COMMITTEE

POLICY TITLE: ORGANIZING ADVISORY COMMITTEE

FIRST APPROVAL: DECEMBER 2015

NEXT SCHEDULED REVIEW: NOVEMBER 2016

Purpose

An Organizing Advisory Committee shall be appointed that will serve as the group that coordinates the logistics for the Society's meetings and will be connected to any active Scientific Program Advisory Committee.

Guidelines

LEADERSHIP

The Organizing Advisory Committee shall be led by a Chair and supported by the ISBER Head Office. The Chair of the Organizational Advisory Committee will serve a three (3) year term which may be renewed once. Recommendations for the position of incoming Chair may be presented by outgoing Chair and the Committee Members to the BOD, but the ISBER BOD will make the final determination regarding Chair. The Chair must have been involved in direct leadership of the Scientific Program Advisory Committee, leading at least one ISBER Annual Meeting & Exhibits, in the past.

- a. Committee Chair Job Description
 - i. Outlines the purpose, scope and range of OAC objectives, goals and activities.
 - ii. Interfaces with other ISBER Committee Chairs and BOD to strategize on global initiatives.
 - iii. Ensures that members are informed of committee activities and have the tools to complete their mission/tasks.
 - iv. Works closely with the Chairs of the Scientific Program and Marketing and Membership Advisory Committee and the Head Office on the creation of the ISBER Annual Meeting and Exhibits.
 - v. Oversees the logistics of committee operations including monthly teleconferences (sets agenda, chairs meetings, works with the ISBER office to ensure distribution of meeting summaries) and Task Force development.
 - vi. Initiates Task Force Development and receives monthly updates from Task Force Leaders.
 - vii. Reports to the full BOD on committee decisions/recommendations, as necessary.
 - viii. Collaborates with BOD members and other Committee Chairs as agreed to by the BOD Chair.
 - ix. Coordinates assigning tasks to committee members.
 - x. Prepares and submits the committee's annual report.

- xi. Works with regional leaders in support of regional meeting development needs.

MEMBERSHIP

The Organizing Committee is comprised of representatives of the key advisory committees that have significant activities at the ISBER Annual Meeting and Exhibits, including Marketing and Membership, Education and Training, and Publications and should include member(s) from the geographical areas represented by ISBER (“ISBER Regions” per Regional Charter) and members from the upcoming Annual Meeting host city or country. All OAC members shall be members of the Society. In addition to the OAC members, ISBER Head Office representation, the President, Secretary and Treasurer shall be ex-officio members of the Organizing Advisory Committee and the Program Committee Chairs will be members. At least three (3) committee members must have previously served on a Program Advisory Committee. No one may serve on Organizational Advisory Committee(s) for more than six (6) consecutive years, unless the BOD specifically approves an extension as necessary to advance the Society’s Exempt Purpose.

PROCEDURE:

1. MEETINGS/CONFERENCE CALLS

Meetings will be held via conference call every month, with the assistance of the ISBER Head Office which will provide availability, call-in numbers, and access codes. Calls may be held more frequently according to need. Subcommittee groups of the OAC may also meet on an ad-hoc basis. A representative from the ISBER Head Office will participate monthly, as feasible. Timing of the calls will set to maximize the participation of members that are located in various time zones.

2. RESPONSIBILITIES

The Organizing Advisory Committee shall:

- a. Ensure the organizational structure of each of the ISBER Annual Meeting and Exhibits advance the Society’s Exempt Purpose;
- b. Annually develop and transmit to the BOD recommendations regarding infrastructure (e.g. Travel award fund raising/solicitation; social event; abstract database; vendor booth offerings; etc.), marketing, exhibits and organization for the ISBER Annual Meeting and Exhibits by the date(s) set by the BOD;
- c. Work with the Executive Director to solicit and evaluate the venues for the future ISBER Annual Meeting and Exhibits and provide recommendations for the ISBER BOD to give final approval;
- d. Work with the Finance Committee to develop a budget for ISBER Annual Meeting and Exhibits marketing, infrastructure, educational and scientific programs;
- e. Provide periodic reports to the BOD regarding the ISBER Annual Meeting and Exhibits organization;
- f. Work directly with the Program Advisory Committee to provide support for their review activities, or onsite meeting tasks (e.g. Chairing sessions), as needed;
- g. Oversee the Society’s participation in any regional or ancillary meetings that require scientific contribution, as per the ISBER Bylaws
- h. Perform such other duties and responsibilities as may be assigned by the BOD.

5.11 SCIENTIFIC PROGRAM ADVISORY COMMITTEE

POLICY TITLE: SCIENTIFIC PROGRAM ADVISORY COMMITTEE

FIRST APPROVAL: DECEMBER 2015

LAST REVISION APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2019

Purpose

The purpose of the ISBER Scientific Program Advisory Committee is to ensure the educational and scientific programs for the ISBER Annual Meeting and Exhibits advance the Society's Exempt Purpose. Annually, the Scientific Program Advisory Committee will develop and transmit to the BOD recommendations regarding the educational and scientific programs for the ISBER Annual Meeting and Exhibits by the date(s) set by the BOD.

Guidelines

LEADERSHIP

The Scientific Program Committee operates with Co-Chairs. The ISBER BOD is asked for approval of the proposed Co-Chairs of the Scientific Program Committee.

MEMBERSHIP

A Scientific Program Advisory Committee shall be appointed for each ISBER Annual Meeting and Exhibits. Each Scientific Program Advisory Committee shall be composed of at least seven individuals, all of whom shall be members of the Society. In addition to the seven, the President, Secretary and Treasurer shall be ex-officio members of each Scientific Program Advisory Committee. The Chair of the Organizing Advisory Committee shall also be a member of each Scientific Program Advisory Committee. At least three committee members must have previously served on a Scientific Program Advisory Committee. At least one committee member must be an Education and Training Advisory Committee member. At least one committee member must be a Membership and Marketing Advisory Committee member. The Education and Training Workshop Lead should also be invited to join the Scientific Program Committee. No one may serve on Program Advisory Committee(s) for more than six consecutive years unless the BOD specifically approves an extension as necessary to advance the Society's Exempt Purpose. Individuals may be members of more than one Scientific Program Advisory Committee concurrently. The Scientific Program Committee will be formulated with global and sector representation.

PROCEDURE

1. MEETINGS/CONFERENCE CALLS

The Chair is responsible for convening the Program Committee teleconferences at an established frequency (bi-weekly, monthly, other) to plan the meeting (see role of Program Committee below).

a. Participation

Participation is essential to the success of the Program Committee. Members who are unable to participate in meetings conducted by phone are encouraged to do so by responding to the meeting summaries forwarded by electronic means.

2. MEETING SUMMARIES

ISBER Head Office is responsible for the creation of summaries from the Program Committee teleconferences, getting Chair approval, and distribution of summaries to the Program Committee membership.

3. RESPONSIBILITIES OF THE PROGRAM COMMITTEE CHAIR

- a. Reporting to ISBER BOD on status of the planning activities during designated teleconferences
- b. Working with the ISBER Head Office and the ISBER Finance Committee representative to stay within budget
- c. Working with the ISBER Head Office to confirm management of the letters to invited speakers
- d. Organizing the review of contributed abstracts and final placement of the abstracts into the meeting program
- e. Recommending Session Chairs of the meeting sessions and inviting those that are approved
- f. Providing Comments/Suggestions to ISBER Head Office regarding proposed policies and materials

4. RESPONSIBILITIES OF THE SCIENTIFIC PROGRAM ADVISORY COMMITTEE

- a. Determine the educational objectives of the meeting
- b. Together with ISBER Head Office and Organizing Advisory Committee, co-develop a “grid” that meets the educational objectives to include some or all of the following types of sessions:
 - Plenary sessions
 - Workshops
 - Roundtable lunch discussions
 - Special interest group discussions
 - Poster viewing time
 - Exhibit time
 - Social networking time
 - Consider concurrent sessions (with advice from ISBER Head Office)
 - Ensure international representation of speakers throughout program
- c. Determine abstract submission topic categories
- d. First Round: Suggest moderators and speakers for sessions
- e. Make first (not official, either verbal or by email) contact with potential speakers concerning:
 - i. Educational goal of that session
 - ii. Availability for the time period
 - iii. Willingness to travel
 1. limited travel support
- f. Second Round: after polling responses of suggested first round speakers, fill in the gaps
- g. AFTER abstract submissions are completed:
 - i. Review abstracts online
 - ii. Finalize which abstracts are accepted
 - iii. Program posters and oral presentations

5. RESPONSIBILITIES OF ISBER HEAD OFFICE

For more information on responsibilities of ISBER Head Office, please see Appendix 6.

5.12 POLICY FOR CREATION AND DISSOLUTION OF COMMITTEES

POLICY TITLE: POLICY FOR CREATION AND DISSOLUTION OF COMMITTEES

FIRST APPROVAL: MAY 2017

NEXT SCHEDULED REVIEW: NOVEMBER 2020

Purpose

To provide direction to the society on how and when new advisory and standing committees are created or dissolved.

Guidelines

NEW COMMITTEES

The BOD will consider the creation of a new committee under the following conditions: a) a request or recommendation is received from an existing committee, or b) the BOD deems it necessary to bring society members together to focus on a particular issue of strategic importance. A BOD motion will be required to advance plans for the creation of a new committee.

Following BOD approval to proceed, a Task Force will be organized to develop the Terms of Reference for the new Committee. The task force will include the Governance Committee Chair and the ISBER Executive Director. The Terms of Reference will include the purpose of the Committee, a brief job description for the Committee Chair, a description of the membership and Committee procedures. The terms of reference and the financial implications for creation of the new Committee will be presented to the BOD for approval.

Once the Terms of Reference are approved by the BOD, a call to the ISBER membership for Committee members will be disseminated. The call for members will stand for a minimum of two weeks. The Task Force will review candidates to determine the Committee membership. The task force will either nominate the Committee Chair or will delegate selection of the Committee Chair to the Committee membership.

Once the Committee Chair and membership have been finalized, the first meeting of the new Committee will be established. The members of the Task Force will attend the first Committee meeting as an introduction to the new Committee.

Each Committee is described by its composition and responsibilities in the society Bylaws. The Governance Committee will be tasked to update the Bylaws for approval at the next ISBER Annual General Meeting.

DISSOLUTION OF COMMITTEES

The BOD will consider terminating existing Committees under the following conditions: a) if it deems the purpose of the Committee is no longer relevant to the strategic vision of ISBER or b) upon receiving a recommendation from the Committee Chair. If no Committee Chair exists, the ISBER Governance Committee may make a recommendation to the BOD on this matter. The BOD may also choose to restructure Committees for efficiency.

If the BOD approves a motion to dissolve a Committee, the Governance Committee will ensure that the society bylaws are updated at the next ISBER Annual General Meeting.

5.13 POLICY TEMPLATE FOR COMMITTEES

POLICY TITLE: POLICY TEMPLATE FOR COMMITTEES
FIRST APPROVAL: MAY 2017
NEXT SCHEDULED REVIEW: NOVEMBER 2020

XXXXX

POLICY TITLE: XXXXXX
FIRST APPROVAL: XXXX
LAST REVISION APPROVAL: XXXX
NEXT SCHEDULED REVIEW: XXXX

Purpose

The purpose of the [Fill in name of committee or relevant subject] is to [explain purpose of policy/committee].

Guidelines

MEMBERSHIP

The [Committee Name] is comprised of XX voting members who are required to be current members of ISBER, and should seek to reflect participation from all ISBER Regions and Committee Members or Task Force participants (Section II B). Potential new committee members may self-nominate or be recommended by other ISBER members, and must agree to the terms of membership as defined in this policy. The committee membership term is 3 years. Members can serve up to two consecutive 3-year terms. The committee may also name advisors who will meet with the committee as necessary, but will not have voting privileges.

LEADERSHIP

The [Committee Name] Chair is required to be a current member of ISBER. Recommendations for the incoming Chair will be presented by committee members to the ISBER BOD for approval.

- a. Committee Chair Job Description
 - i. Report to the ISBER BOD. As such, the Chair will:
 1. Provide written updates to the BOD one week prior to the BOD conference call, as required.
 2. Work closely with BOD members and other Committee Chairs as agreed to by the BOD.
 - ii. Outline the purpose, scope, and range of committee objectives, goals, and activities. Each will be assessed annually in accordance with ISBER's Strategic Plan.
 - iii. Provide leadership.
 1. Ensure that members have the necessary information and tools to effectively perform committee tasks.
 2. Oversee the logistics of committee operations.
 - iv. Initiate Task Force development and receive updates from Task Force leaders.
 - v. Prepare committee agendas, facilitate meetings, ensure timely distribution of meeting summaries, and ensure completion of pending action items.

- vi. Coordinate work plans agreed to by the committee with designated volunteers.
- vii. Prepare and submit the committee's reports.

b. Committee Vice Chair Job Description

The [Committee Name] may elect a Vice Chair who is required to be an ISBER member, to allow sufficient time for such individuals to gather the experience and exposure required for a) serving in the Chairperson's absence and b) potential later movement to the position of Chairperson. Vice Chairs are nominated and elected by committee members. The Vice Chair(s) will:

- i. Assist the Chairperson with duties described above as needed.
- ii. Perform duties described above in the Chairperson absence.

PROCEDURES

2. MEETINGS/CONFERENCE CALLS

The [Committee Name] holds monthly conference calls based upon a pre-determined schedule. In addition, it holds an annual face-to-face meeting associated with the ISBER Annual Meeting and Exhibits.

a. Participation

- i. Committee members are expected to participate in conference calls and face-to-face meetings. Those who are unable to participate in meetings conducted in person or by phone are encouraged to do so by responding to the summaries taken during such meetings or in the case of discussion regarding more urgent matters, to meeting summaries forwarded by electronic means.
- ii. Committee members are expected to participate in at least 5 conference calls per year, and, if in attendance at the Annual ISBER Meeting, to participate in the face to face meeting.
- iii. To ensure the committee's continued success through equitable utilization of its members' time and talents, those who are unable or unwilling to participate in at least 5 scheduled meetings per year, including but not limited to meetings in person and conference calls, will be considered for replacement at the time of the Annual ISBER Meeting.

b. Quorum

- i. A majority of committee members constitutes a quorum.

5. RESPONSIBILITIES

Committee members are expected to share in the responsibilities for projects associated with the [Committee Name] including but not limited to routine response to requests for document review and input.

6. MEETING SUMMARIES

- a. The purpose is to document calls/meetings, discussions, decisions made, and action items.
- b. The ISBER Head Office forwards summaries on behalf of the Chair to the committee for approval.
- c. Approved summaries are posted in the [Committee Name] Forum by ISBER Head Office. The goal is to have the summaries distributed for review within 2 weeks (10 business days) following a conference call or meeting, with the intent to have them approved during the next regularly scheduled conference call.

7. PROJECTS AND TASK FORCES

- a. The [Committee Name] manages and coordinates a number of task-specific workgroups referred to as task forces.
- b. Task forces are initiated in one or two of the following ways by the Chair; 1) requesting committee volunteers and/or 2) soliciting subject matter experts from beyond the committee.
- c. Task Force Members do not have to be members of the committee, but must be current members of ISBER.
- d. Task Force Leaders are solicited by the Committee Chair.
- e. The Task Force leadership term is one year or to task completion, as determined at the time of Task Force initiation. The committee Chair may extend the offer to renew on an annual basis.
- f. Task Force Leaders are responsible for reporting to the [Committee Name] via the Committee Chair.
- g. Task Force Leaders may solicit additional members as needed.

APPENDIX

**APPENDIX 1: DIRECTOR, OFFICER, AND COMMITTEE CHAIR ANNUAL CONFLICT OF INTEREST
DISCLOSURE STATEMENT**

POLICY TITLE: DIRECTOR, OFFICER, AND COMMITTEE CHAIR ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT

FIRST APPROVAL: MAY 2018

NEXT SCHEDULED REVIEW: MAY 2021

In an effort to identify potential conflicts of interest, The International Society for Biological and Environmental Repositories (“Society”) Conflict of Interest Policy requires the directors, officers, and committee chairs of the Society to annually disclose interests that could give rise to a conflict by completing this Annual Conflict of Interest Disclosure Statement (“Statement”). For purposes of this Statement, the term affiliated person(s) means:

- Your spouse, domestic partner, parents, grandparents, great-grandparents, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of an individual’s brothers, sisters, children, grandchildren, and great-grandchildren;
- Any corporation, limited liability company, partnership, or other organization of any kind of which you are a director, an officer, a partner, or participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a director or in a similar capacity.

ix. Please provide the following information about yourself:

Full Name: _____

Home Address: _____

Home Telephone: _____

Business Telephone: _____

E-mail Address: _____

x. Please identify your role with the Society:

_____ BOD (“Board”)

_____ Officer (specify your position): __

_____ Committee chair (specify the committee or committees): _

xi. Please describe your current principal occupation including the name and address of your business and/or employer: _____

xii. Have you or any of your affiliated persons received compensation from the Society as an employee or independent contractor during the preceding eighteen (18) months?

Yes No

If yes, please describe in detail the circumstances under which compensation was paid by the Society, the compensation amount, and if the person compensated was an affiliated person, please identify the affiliated person and your relationship with that person: _____

xiii. Do you anticipate you or any of your affiliated persons receiving compensation from the Society as an employee or independent contractor during the next eighteen (18) months?

Yes No

If yes, please describe in detail the circumstances under which you anticipate compensation being paid by the Society, the anticipated amount of compensation, and if the person compensated will be an affiliated person, please identify the affiliated person and your relationship with that person: _____

xiv. Were you or any of your affiliated persons a party (lender or borrower) to a loan with the Society which was outstanding during the preceding eighteen (18) months?

Yes No

If yes, please describe in detail the terms of the loan, the amount of the loan, and if the loan involved an affiliated person, please identify the affiliated person and your relationship with that person: _____

xv. Did you or any of your affiliated persons receive a grant or other benefit of any kind (including goods, services, or use of facilities) (collectively, "Grants") from the Society during the preceding eighteen (18) months?

Yes No

If yes, please describe the Grant in detail, the value of the Grant, and if the Grant involved an affiliated person, please identify the affiliated person and your relationship with that person: _____

xvi. Were you or any of your affiliated persons directly or indirectly a party to a business transaction involving the Society during the preceding eighteen (18) months?

Yes No

If yes, please describe each business transaction in detail, the value of the business transaction, and if the business transaction involved an affiliated person, please identify the affiliated person and your relationship with that person: _____

xvii. Do you anticipate that you or any of your affiliated persons will be directly or indirectly a party to a business transaction involving the Society during the next eighteen (18) months?

Yes No

If yes, please describe each business transaction in detail, the value of the business transaction, and if the business transaction will involve an affiliated person, please identify the affiliated person and your relationship with that person: _____

xviii. Do you or any of your affiliated persons have a family or business relationship of any kind with any Society director, officer, committee chair, or employee?

Yes No

If yes, please identify the Society director(s), officer(s), committee chair(s), and employee(s) with whom you have the family or business relationship and describe the family or business relationship: _____

xix. Do you or any of your affiliated persons have any interest in any business or organization which furnished in the past eighteen (18) months, is currently furnishing, or may seek to furnish in the future goods or services to the Society?

Yes No

If yes, please describe the nature of the goods or services, the business or organization, and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person: _____

xx. Are you or any affiliated person currently asserting, or do you or any affiliated person intend to assert in the future a claim, cause of action, or grievance of any kind or nature against the Society?

Yes No

If yes, please provide the following information with respect to the claim, cause of action, or grievance: (i) the nature of the claim, cause of action, or grievance; (ii) the basis of the claim, cause of action, or grievance; (iii) the parties involved in the claim, cause of action, or grievance; and (iv) the present status of the claim, cause of action, or grievance. In addition, if the claim, cause of action or grievance involves an affiliated person, please identify the affiliated person and their relationship to you: _____

xxi. Are you aware of any other events, transactions, arrangements, or other situations that you believe may give rise to a conflict of interest, the appearance of a conflict of interest, or which you otherwise believe should be examined by the Society's BOD to determine if a conflict of interest exists?

_____ Yes _____ No

If yes, please describe in detail the situation(s): _____

xxii. Are you aware of any relationship, interest, or other situation involving yourself or your affiliated persons that would or may prevent you from fulfilling your fiduciary duties of care and loyalty to the Society?

_____ Yes _____ No

If yes, please describe in detail the relationship, interest, or situation: _____

I HEREBY CONFIRM that I have read and understand Society's Conflict of Interest Policy and that my responses to the above questions are complete and correct to the best of my knowledge and belief.

Signature

Date

APPENDIX 2: POLICIES IN PROGRESS TABLE

POLICY TITLE: POLICIES IN PROGRESS TABLE

FIRST APPROVAL: DECEMBER 2015

NEXT SCHEDULED REVIEW: NOVEMBER 2017

Policy Name	Lead	Project Completion
Position Statement Policy	Science Policy Committee Chair: Mariana Bledsoe	
Abstracts Awards Revisions	Publications Committee Chair: Brian Clark	
Online Communications Policy	Publications Committee Chair: Brian Clark	

APPENDIX 3: POLICY REVIEW SCHEDULE

POLICY TITLE: POLICY REVIEW SCHEDULE

FIRST APPROVAL: DECEMBER 2015

NEXT SCHEDULED REVIEW: NOVEMBER 2017

Policy Name	Lead	Last Revision Approval	Next Scheduled Review
SECTION 1: GENERAL SOCIETY OPERATIONS			
1.1 POLICY GUIDELINES	Governance Ctt	2017	November 2020
1.2 SOCIETY RESOURCES MAY ONLY BE USED TO ADVANCE ITS EXEMPT PURPOSE	Governance Ctt	2017	November 2020
1.3 CONFLICT OF INTEREST	Governance Ctt	2017	November 2020
1.4 WHISTLEBLOWER PROTECTION	Governance Ctt	2017	November 2020
1.5 REGULATORY COMPLIANCE	Finance Ctt	2017	November 2020
1.6 CHARITABLE SOLICITATION AND CONTRIBUTION	Governance Ctt	2018	May 2021
1.7 COMPENSATION	Governance Ctt	2017	November 2020
1.8 RECORDS RETENTION	Governance Ctt	2017	November 2020
1.9 INSURANCE	Governance Ctt	2017	November 2020
1.10 ANNUAL MEETING	Governance and OAC Ctts	2016	November 2019
1.11 CORPORATE SALES OF MEMBERSHIP	Governance and OAC Ctts	2016	November 2019
1.12 COLLABORATION AND PARTNERSHIP	Governance and OAC Ctts	2016	November 2019
1.13 TRANSLATION OF ISBER DOCUMENTS	Governance Ctt	2017	November 2020

1.14 WORKING GROUPS AND SPECIAL INTEREST GROUPS	Governance Ctt	2016	November 2019
1.15 ENDORSEMENT	Governance Ctt	2017	November 2020
1.16 AWARDS	Governance and OAC Ctts	2017	November 2020
1.17 VOLUNTEER RECOGNITION	Governance Ctt	2016	November 2019
1.18 ISBER REPRESENTATION AT EXTERNAL MEETINGS	Governance Ctt	2016	November 2018
SECTION 2: FINANCIALS			
2.1 ACCOUNTING	Finance Ctt	2017	November 2020
2.2 BUDGET	Finance Ctt	2017	November 2020
2.3 AUDITS	Finance Ctt	2017	November 2020
2.4 INVESTMENT	Finance Ctt	2017	November 2020
2.5 PAYMENT APPROVAL PROCEDURE	Finance Ctt	2017	November 2020
2.6 TENDERING	Finance Ctt	2017	November 2020
SECTION 3: BOARD OF DIRECTORS			
3.1 BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES	Governance Ctt	2018	May 2021
3.2 BOARD OF DIRECTORS EXPECTATIONS	Governance Ctt	2018	May 2021
3.3 NOMINATIONS	Governance Ctt	2018	May 2021
3.4 LEADERSHIP ORIENTATION	Governance Ctt	2017	November 2020
SECTION 4: REGIONS			
4.1 REGIONAL CHARTER	Governance Ctt	2017	November 2020
4.2 REGIONAL MEETINGS	Governance Ctt	2017	November 2020

SECTION 5: COMMITTEE PROCEDURES			
5.1 GENERAL COMMITTEE POLICY	Governance Ctt	2016	November 2018
5.2 EXECUTIVE COMMITTEE	Executive Ctt	2016	November 2018
5.3 FINANCE COMMITTEE	Finance Ctt	2016	November 2019
5.4 GOVERNANCE COMMITTEE	Governance Ctt	2016	November 2018
5.5 NOMINATING COMMITTEE	Nominating Ctt	2018	May 2021
5.6 EDUCATION AND TRAINING ADVISORY COMMITTEE	Education and Training Advisory Ctt		November 2018
5.7 MEMBERSHIP AND MARKETING ADVISORY COMMITTEE	Membership and Marketing Advisory Ctt	2016	November 2018
5.7.1 MEMBERSHIP AND MARKETING COMMITTEE – SOCIAL MEDIA TASKFORCE	Membership and Marketing Ctt	2017	November 2018
5.8 PUBLICATIONS ADVISORY COMMITTEE	Publications Advisory Ctt		November 2018
5.9 SCIENCE POLICY ADVISORY COMMITTEE	Science Policy Advisory Ctt	2016	November 2018
5.10 ORGANIZING ADVISORY COMMITTEE	Organizing Advisory Ctt		November 2018
5.11 SCIENTIFIC PROGRAM ADVISORY COMMITTEE	Science Program Advisory Ctt	2016	November 2018
5.12 POLICY FOR CREATION AND DISSOLUTION OF COMMITTEES	Governance Ctt	2017	November 2018
5.13 POLICY TEMPLATE FOR COMMITTEES	Governance Ctt	2017	November 2018
APPENDIX			

APPENDIX 1: DIRECTOR, OFFICER, AND COMMITTEE CHAIR ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT	Governance Ctt	2018	May 2021
APPENDIX 2: POLICIES IN PROGRESS TABLE	Governance Ctt	2017	November 2018
APPENDIX 4: ISBER PARTNERSHIP REGIONAL MEETING PROCESS	Governance Ctt		November 2018
APPENDIX 5: ISBER AWARDS SELECTION PROCESS	Governance Ctt		November 2018
APPENDIX 6: ANNUAL MEETING RESPONSIBILITIES FOR HEAD OFFICE	Governance Ctt		November 2018

APPENDIX 4: ISBER PARTNERSHIP REGIONAL MEETING PROCESS

POLICY TITLE: ISBER PARTNERSHIP REGIONAL MEETING PROCESS

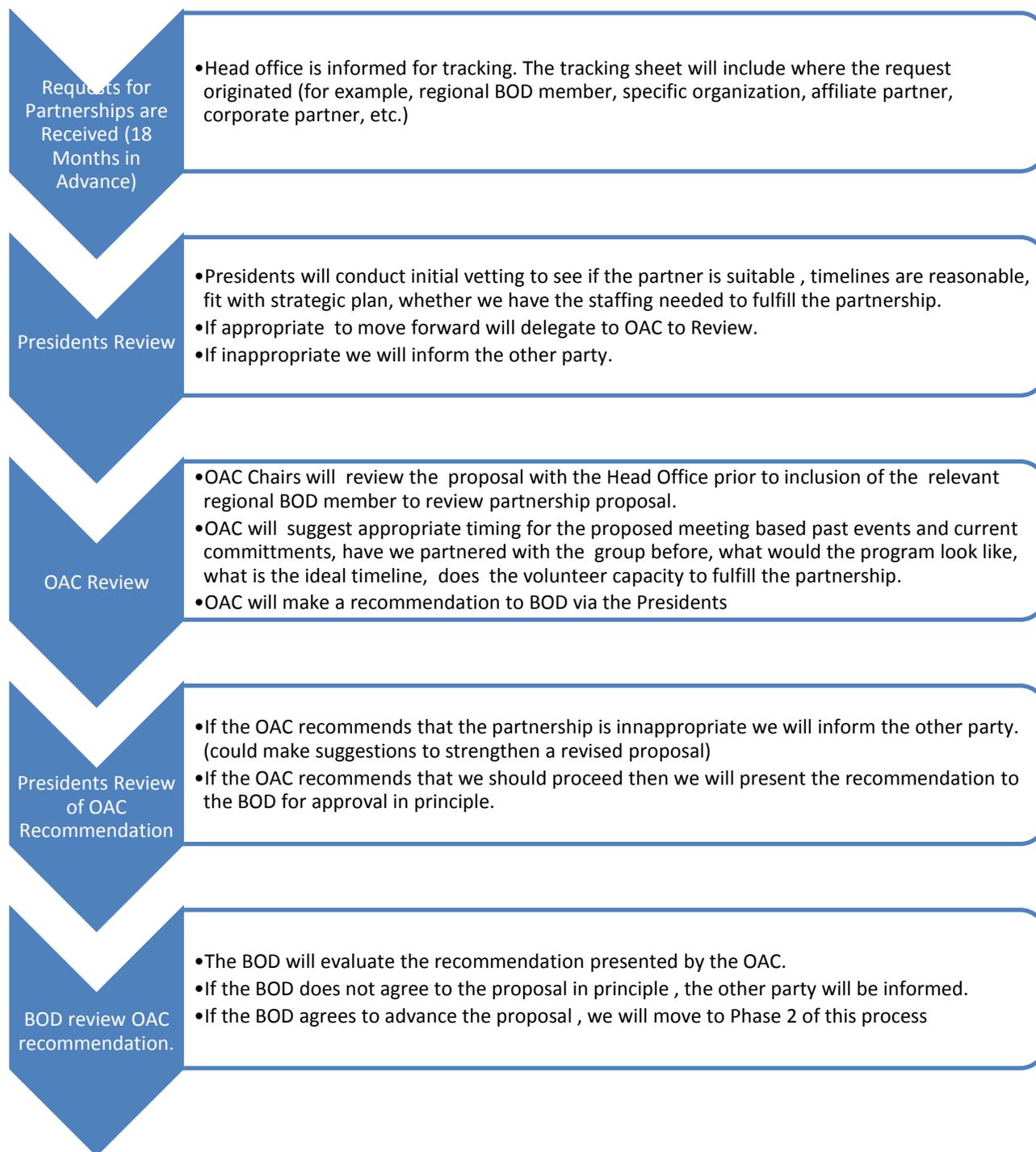
FIRST APPROVAL: JULY 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2018

Introduction

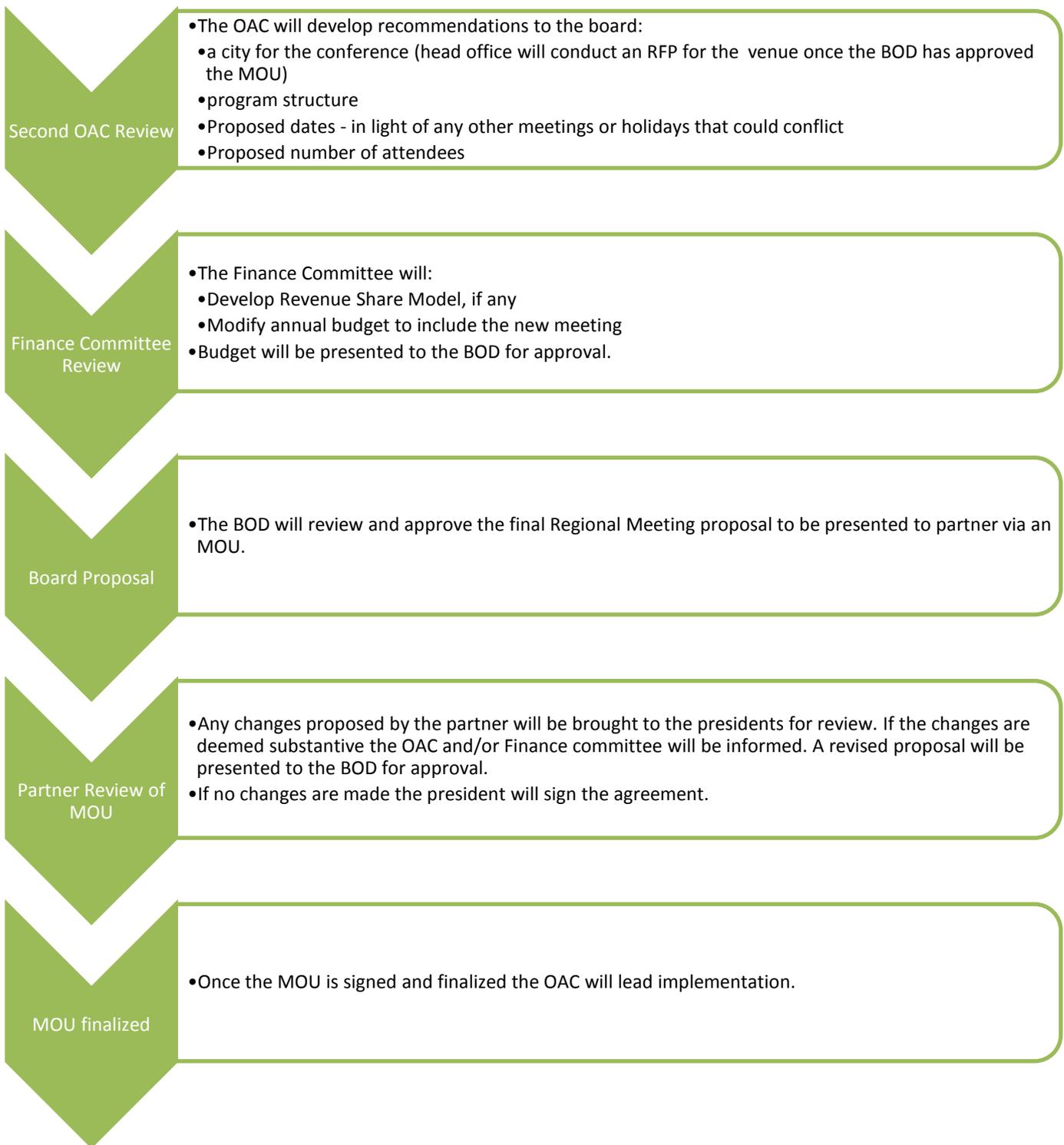
In keeping with the ISBER regional meeting policy (4.3) ISBER may select a local partner if deemed appropriate for the region. In addition, ISBER will consider requests for partnerships with external organizations for regional meetings. The process outlined below is intended to complement the ISBER Regional Meeting Policy.

Phase 1: Review in Principle (We expect that this phase will take a total of 1 to 3 weeks.)



Phase 2: Development of Regional Meeting Full Proposal to the ISBER BOD (We expect that this phase will take a total of 1 to 3 weeks)

Given approval in principle to partner or advance a regional meeting, ISBER Head Office will coordinate the development of a regional meeting proposal to be submitted to the BOD. The RFP will include proposed dates for the meeting. The regional meeting proposal will be developed in collaboration with the OAC committee, relevant Regional BOD member, and the Finance Committee.



Phase 3: Regional Scientific Program Committee

We expect that this phase will take a total of 1 to 3 weeks.

Once the MOU has been approved by the ISBER BOD, the OAC Chairs will seek chairs of the Scientific Program Committee as per below.

Regional Scientific Programming Committee

- The regional scientific program committee will be struck as a subcommittee of the OAC. Any specific requirements for the program should be noted by the Head Office to the OAC Chairs (chair membership by partner, session topics required by partner, etc.)
- Two to three chairs will be recruited by the OAC and approved by the BOD.

Kick off Meeting with Chairs

- OAC chairs and Head Office will organize a kick off meeting to discuss theme, composition of additional members of committee, timeline, responsibilities of chairs, members
- Set up meetings for Program committee – 1st one includes timeline, responsibilities, theme, structure of meeting discussion, process for filling program, workshops, etc.

Ongoing Monitoring

- OAC will report in to the BOD (as part of their bi-monthly report) on the regional program development.

APPENDIX 5: ISBER AWARDS SELECTION PROCESS

POLICY TITLE: ISBER AWARDS SELECTION PROCESS

DATE DRAFTED: OCTOBER 2016

FIRST APPROVAL: XXX

NEXT SCHEDULED REVIEW: NOVEMBER 2018

This appendix includes descriptions of the selection process for all current ISBER awards.

ISBER TRAVEL AWARD

AWARD INCLUSIONS AND LIMITATIONS

- The ISBER Travel Award includes complimentary meeting registration, airfare, hotel expense, complimentary gala ticket and a per diem of \$50.00 USD cash per day paid directly by ISBER. All other expenses (incidentals, meals not included in the meeting registration fee, etc.) are the responsibility of the award recipient.
- The award is granted annually.

APPLICATION FORM

- The Education and Training Committee will review the Travel Award application form annually.
- Revisions and/or updates will be forwarded to the ISBER BOD for approval.

CALL FOR APPLICATIONS

- The ISBER Head Office will disseminate information via the ISBER website and listserv regarding the availability and criteria of the Travel Award with due dates for applications at least 9 months prior to the ISBER Annual Meeting and Exhibits.
- All applicants must complete the application form as requested. The deadline for submission of the applications will be set at no later than six months prior to the Annual Meeting. This should allow time for the successful applicant to obtain a visa.

APPLICATION REQUIREMENTS

- Individuals from low and middle income countries that are planning or managing a repository may apply.
- Awardees must submit a photo of themselves and a summary report after the Annual Meeting.
- An abstract must be submitted for oral or poster presentation at the same ISBER annual Meeting. The deadline for receipt of the abstract will be extended for these applicants when possible. The Scientific Program Committee will determine the latest possible submission date.

APPLICATION REVIEW

- The ISBER Head Office will forward applications to the Education and Training Committee as soon as the submission deadline is reached. The ISBER Head Office will advise other applicants of the reason for rejection.
- A minimum of two members of the Education and Training committee will review the applications in accordance with the approved scoring system and make a recommendation to the Committee within two weeks of receipt.
- The Education and Training Committee will approve the awardee(s) within one week of the recommendation. This may be performed by an electronic vote if an Education and Training Committee meeting is not scheduled during this period.

- The recommendation(s) will be forwarded to the BOD immediately. The BOD will approve the awardee(s) electronically within one week.
- The ISBER Head Office will send notification to the awardee(s) within a few days of BOD approval.
- The Education and Training Committee will develop and use a scoring system for assessing the merit of applicants.

NOTIFICATION OF APPLICANTS

- The Education and Training Committee will endorse the final selection and send to the BOD for approval. The ISBER Head Office will contact the award winner(s) and also notify unsuccessful applicants.
- The award winner notification letter will include the following: (1) A reminder than an abstract is required with the submission deadline included. (2) Occasions for recognition and special appearances before, during and after the Annual Meeting and Exhibits.

WINNER RECOGNITION

The Travel Award winner will be recognized at the ISBER Annual Meeting and Exhibits as follows:

- Introduction by ISBER Head Office staff to the Education and Training Committee Chair, Vice Chair, and the Regional Director-at-Large (as appropriate per the awardee’s home region) on the date of arrival
- Introduction during the Meeting’s opening session to encourage meeting attendees to recognize and welcome him/her
- Formal introduction on stage during the Business Meeting

Details regarding the Travel Award recipient are provided for the ISBER Newsletter, usually 2-3 months prior to the Annual Meeting and Exhibits, to include the following details:

- Recipient name, job title, and country of origin
- Award funding sources
- Dollar amounts raised by funding sources for Travel Award
- Sponsors to be mentioned, if any
- Specific travel expenses covered by the award
- Application deadline for next Annual Meeting and Exhibits, if known

ISBER AWARD FOR OUTSTANDING ACHIEVEMENT IN BIOBANKING

The ISBER Award for Outstanding Achievement in Biobanking will be selected per the following:

- viii. The membership is asked to submit nominations for this award.
- ix. A CV or resume in support of the candidate of nomination is required.
- x. A procedure and timeline include the following steps for the Ballot:
 - Notice to membership sent out by October 1, Deadline November 1 (Several reminders will be sent to the membership during the open period)
- xi. An online form will be provided for members to submit names of potential candidates for the award, including a list of accomplishments in biobanking for a geographical region or internationally that has provided significant contribution or leadership in the biobanking community.
- xii. Nominating Committee considers all names submitted by the membership and adds additional candidates as necessary.

- xiii. Nominating Committee makes a recommendation to BOD. BOD considers the recommendation. Awardee is contacted by the President or the Chair of the Nominating Committee and invited to attend the ISBER Annual Meeting and Exhibits to receive the award.
- xiv. An article announcing the award for Outstanding Achievement in Biobanking will be written by Chair of Nominating Committee to appear in the ISBER Corner.

Travel expenses for awardees and fabrication of awards are paid by the current sponsor of the award, as available.

ISBER DISTINGUISHED LEADERSHIP AND SERVICE AWARD

The ISBER Distinguished Leadership and Service Award will be selected per the following:

- i. The Nominating Committee confers with the President of ISBER to develop a list of potential candidates for this award.
- ii. The BOD is asked to approve the awardee.
- iii. If a member of the Nominating Committee or BOD is a potential awardee, the approval process will be modified so nominated individuals do not participate in the approval process.
- iv. An article announcing the ISBER Distinguished Leadership and Service Awards will be written by Chair of Nominating Committee to appear in the ISBER Corner.

ISBER FOUNDER'S AWARD

- i. The Nominating Committee confers with the President of ISBER to develop a list of potential candidates for this award.
- ii. Nominating Committee makes a recommendation to BOD. BOD considers the recommendation. Awardee is contacted by the President or the Chair of the Nominating Committee and invited to attend the ISBER Annual Meeting and Exhibits to receive the award.
- iii. An article announcing the award for Outstanding Achievement in Biobanking will be written by Chair of Nominating Committee to appear in the ISBER Corner.
- iv. Travel expenses for awardees and fabrication of awards are paid by the current sponsor of the award, as available.

NEW PRODUCT AWARD

This process is reviewed on an annual basis by the Membership and Marketing Committee. The process was last reviewed on January 11, 2016.

To acknowledge the developments and innovation in biobanking, a team of experts from diverse fields will select as many as two products to receive the ISBER Outstanding New Product Award at the Annual Meeting.

Candidate products will be evaluated on the following four categories:

- i. Technical innovation and originality
- ii. Anticipated impact/value
- iii. Data that support the position and viability of the product
- iv. The anticipated market demand.

For a product to qualify as “new”:

- i. The product must have been introduced after the most recent ISBER Annual meeting. A product entered last year is not eligible for award this year.
- ii. The product must be complete and on the market.

ISBER SPECIAL SERVICE AWARD

The President of ISBER chooses individuals for Special Service Awards by February 1 and informs the BOD of the choice. If a member of the BOD is a potential awardee, the approval process will be modified so nominated individuals do not participate in the approval process. The Nominating Committee is not involved in the selection process for these awards.

An article announcing the ISBER Special Service Award will be written by Chair of Nominating Committee to appear in the ISBER Corner.

APPENDIX 6: ANNUAL MEETING RESPONSIBILITIES FOR HEAD OFFICE

POLICY TITLE: ANNUAL MEETING RESPONSIBILITIES FOR HEAD OFFICE

FIRST APPROVAL: NOVEMBER 2016

NEXT SCHEDULED REVIEW: NOVEMBER 2018

- a. Contract for meeting site
 - i. Finalize contract details with hotel
 - ii. Arrange for sleeping room block
 - iii. Arrange for catering of meals and opening reception
 - iv. Arrange for audiovisual technical support
 - v. Arrange for posterboards
 - vi. Arrange for badges
- b. Provide budget for meeting subject to:
 - i. ISBER Finance Committee approval
 - ii. ISBER BOD approval
- c. Participate in Program Committee conference calls to provide logistical advice on what sessions are feasible within the confines of the meeting site
- d. Recommend registration and exhibitor fees subject to:
 - i. ISBER Finance Committee approval
 - ii. ISBER BOD approval
- e. Develop Call for Abstracts and distribute
- f. Develop exhibitor prospectus and distribute
- g. After Program Committee reports on initial responses of potential speakers and moderators:
 - i. ISBER Head Office sends official letter of invitation that specifies:
 - 1. Date and time of presentation
 - 2. Travel reimbursement policy
 - ii. ISBER Head Office requests the following in the letter of invitation:
 - 1. Title of presentation
 - 2. Picture of speaker/moderator for website
 - 3. Biosketch of speaker/moderator for website (and for moderator to introduce at the meeting)
 - 4. Permission to post presentation on website prior to meeting for download by participants
- h. Establish abstract submission system (online)
 - i. Monitor abstract submission
 - ii. Send reminders to ISBER membership to meet deadline
 - iii. Provide Program Committee access to online system for review of abstracts
 - iv. Provide logistical support for final programming by Program Committee
- i. Establish registration system (including online)
 - i. Monitor registration
 - ii. Send reminders to ISBER membership and previous registrant lists to meet deadlines
 - iii. Process registration fees

- j. Exhibitors
 - i. Process exhibitor fees
 - ii. Provide early registration list to exhibitors one month prior to meeting
 - iii. Organize exhibit space and assign spaces
- k. Provide meeting evaluation system
 - i. Input from: ISBER Program Committee, ISBER Education and Training Committee
 - ii. Online or Paper?
- l. Produce Meeting Program
 - i. Market for advertising pages
 - ii. Meeting agenda with moderators and speakers
 - iii. Exhibit schedule
 - iv. List of registrants – format to be determined
- m. At the meeting:
 - i. Provide onsite registration
 - ii. Distribute meeting badges
 - iii. Provide ISBER Head Office to assist registrants
 - iv. Save digital presentations
 - v. Provide laptop(s), laser pointers, microphones
- n. After the meeting
 - i. Process speaker reimbursement for travel after meeting
 - ii. Review invoices and pay hotel and convention costs
 - iii. Send thank you letters to speakers
 - iv. Finalize complete list of registrants
 - v. distribute to exhibitors
 - vi. distribute to registrants
 - vii. Review attendee surveys and comment to better plan for future meetings