



ARVO International Chapter Affiliate Start-up and Operations Manual

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I. INTRODUCTION

History and Background of ARVO

The Association for Research in Vision and Ophthalmology, Inc. (ARVO) is the largest and most respected eye and vision research organization in the world. Members include nearly 12,000 researchers. About 45% of members reside in over 75 countries outside the U.S. The membership is multidisciplinary and consists of both clinical and basic researchers. About 29% are MDs, 27% are PhDs, and 35% are optometrists, osteopaths and veterinarians.

ARVO was founded in 1928 in Washington, DC, by 73 ophthalmologists. Originally called the Association for Research in Ophthalmology (ARO), the word "vision" was added to the association's name in 1970 to better reflect the scientific profile of its members. ARVO is governed by a Board of Trustees, who is elected from candidates put forth by the 13 Scientific Sections:

- Anatomy & Pathology/Oncology
- Biochemistry & Molecular Biology
- Clinical & Epidemiologic Research
- Cornea
- Eye Movements, Strabismus, Amblyopia & Neuro-ophthalmology
- Glaucoma
- Immunology & Microbiology
- Lens
- Physiology & Pharmacology
- Retina
- Retinal Cell Biology
- Visual Neuroscience
- Visual Psychophysics & Physiological Optics

ARVO's Mission, Values and Vision

Mission

ARVO advances research worldwide into understanding the visual system and preventing, treating and curing its disorders.

Values

- Scientific excellence, integrity and ethics in research
- Open exchange and dissemination of information
- Inclusiveness and diversity of people and ideas
- Collegiality
- Member Responsiveness/Customer Service

Vision

ARVO's vision includes two statements: the first describes the impact ARVO seeks to make and the second is a vision of what ARVO (the organization and its members) seeks to be and the role it seeks to fulfill.

- To advance basic and clinical knowledge and to prevent and cure disorders of the visual system.
- ARVO demonstrates by its programs and actions that it is the leading international forum for vision research and the primary advocate for vision science worldwide.

History of International Chapter Affiliate Structure

Some years ago, ARVO members from Brazil, Argentina, and Israel approached ARVO's leadership about either starting chapters or developing affiliate relationships with sister organizations within their own countries. The goal of having an ARVO presence in these countries was to promote regional education programs and networking; increase international travel grant funding opportunities; and promote vision research to governments, industry and the public.

As a result of these members' interests, ARVO established a Chapter Formation Working Group in 2004 to determine the feasibility of creating international chapters that would be an integral part of ARVO, or affiliated chapters that would partner with sister organizations similar in scope to ARVO. During this process, the Working Group also examined other organizational models for serving its international members. In 2005, after further discussion and recommendation by this Working Group, ARVO's Board of Trustees approved the establishment of creating International Chapter Affiliates with national organizations recognized by ARVO in Argentina, Brazil and Israel. As of 2015, the International Chapter Affiliate program has grown to include 13 chapters in 29 different countries (see below).

Acronym	Name	Headquarters / region	Est. date
ISVER	Israeli Society of Vision and Eye Research	Jerusalem, Israel	April 29, 2006
BRAVO	Brazilian Research Association of Vision and Ophthalmology	São Paulo, Brazil	Oct. 21, 2006
AIVO	Asociación de Investigación en Visión y Oftalmología	Buenos Aires, Argentina / a regional chapter affiliate consisting of Argentina, Uruguay and Paraguay	May 5, 2007
HARVO	Hungarian Association for Research in Vision and Ophthalmology	Budapest, Hungary	Nov. 14, 2007
ARVO-NED	The Netherlands Association for Research in Vision and Ophthalmology	Lesuden, the Netherlands	April 25, 2008
AARVO	Austrian Association for Research in Vision and Ophthalmology	Vienna, Austria	May 2, 2009
SEE-ARVO	South-East European ARVO	Sofia, Bulgaria / a regional chapter affiliate consisting of 18 countries [Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Greece, Hungary, Italy, Kosovo, Macedonia, Moldova, Montenegro, Romania, Russia, Serbia, Slovakia, Slovenia, Turkey]	Oct. 29, 2009
CCRVO	Chinese Congress of Research in Vision and Ophthalmology	Beijing, P.R. China	May 1, 2010
MARVO	Colegio Nacional de Investigación en Ciencias Visuales	Mexico City, Mexico	July 31, 2010
ARVO-INDIA	Indian Eye Research Group-ARVO	Hyderabad, India	April 27, 2011
IT-ARVO	Italy Association for Research in Vision and Ophthalmology	Catania, Italy	April 27, 2011
CARVO	Colombian Association for Research in Vision and Ophthalmology	Bogotá, Colombia	Jan. 14, 2013
ARVO-EGYPT	Egypt Association for Research in Vision and Ophthalmology	Cairo, Egypt	Jan. 14, 2013

Purpose of this Manual

The purpose of this manual is to provide guidance on the formation and operation of ARVO's International Chapter Affiliates. Designed for the leadership of ARVO's International Chapter Affiliates, it is intended to serve as a valuable resource and will change and expand as ARVO and its affiliates grow in their partnerships.

The manual contains guidance on working effectively with ARVO and contributing as an ARVO International Chapter Affiliate. It includes detailed information on Chapter Affiliate benefits, responsibilities, governance, use of ARVO's copyrighted and trademark materials and sponsorship guidelines for travel grants. It is updated as required, and is reviewed and redistributed prior to International Chapter Affiliate Committee meetings. It is your responsibility to read through this manual and ensure that your Chapter Affiliate is abiding by the stated provisions. If you have any questions or require further clarification, please contact Stacy De La O, ARVO Manager of Committee and Chapter Affiliate Operations at sdelao@arvo.org, +1.240.221.2904.

II. PURPOSE FOR ESTABLISHING INTERNATIONAL CHAPTER AFFILIATES

ARVO seeks to build a global community of voluntary associations of researchers and clinicians that are dedicated to advancing the field of ophthalmic investigation and vision. It is understood that these organizations are nonprofit corporations (or equivalent corporate form) within their country and promote activities and programs that benefit their members and the vision research and science profession.

In creating this program for its International Chapter Affiliates, ARVO plans to fulfill the following objectives:

1. To respond to interests and needs among ARVO members that are located in various geographic regions around the world.
2. To partner and network with international organizations similar in scope to ARVO on mutually beneficial and agreed upon activities (i.e., educational programs, ARVO's Annual Meeting, etc.).
3. To promote regional education programs, networking opportunities, and collegial exchange of research findings among ARVO members and potential members in specific geographic regions.
4. To increase available funding opportunities for vision researchers, and particularly with respect to travel grant funds for researchers.
5. To promote vision research to governments, industry and the public.
6. To further develop the global ophthalmic profession.

III. INTERNATIONAL CHAPTER AFFILIATE BENEFITS

This section describes the benefits that ARVO extends to its affiliates, along with information on how to access those benefits.

Exclusive ARVOConnect Community

ARVO will establish a dedicated discussion group on ARVOConnect for each Chapter Affiliate to share information and discuss Chapter Affiliate-related matters. Only members of each Chapter Affiliate (including non-ARVO members), the ARVO Executive Director, and the ARVO Manager of Committee and Chapter Affiliate Operations, will have access to this area of ARVOConnect. It may be used for sharing updates, agendas, meeting materials and minutes, and more. This platform better facilitates discussion and collaboration than email, and is a place to permanently archive the Chapter Affiliate members' exchanges and materials. The community will be updated annually with membership lists provided by the Chapter Affiliate. In addition, members of the community who are ARVO members will be able to access the broader ARVOConnect Open Forum, ARVO Directory, Scientific Section groups, and more.

International Chapter Affiliate Committee

The ARVO International Chapter Affiliate Committee consists of one representative (an officer) from each ARVO International Chapter Affiliate, from recommendations put forth by the International Chapter Affiliate president and appointed by the ARVO President-elect. (Typically, ARVO committee terms are for three years; however, there is flexibility for Chapter Affiliate presidents to make recommendations more often since elections may occur at different times.)

The International Chapter Affiliate Committee recommends policies for establishing new international chapter affiliates as well as strategies for building research collaborations; developing and promoting educational programming with international chapter affiliates; and responding to the interest and needs of eye and vision researchers around the world.

The International Affiliate Chapter Committee meets annually in conjunction with the ARVO Annual Meeting and throughout the year via ARVOConnect.

Use of ARVO International Chapter Affiliate Logo

Once the Board of Trustees approves the formation of a new International Chapter Affiliate with ARVO, the Chapter Affiliate will be emailed a set of generic and customized ARVO International Chapter Affiliate logos, a customized slide template, and a set of graphic standards for use on International Chapter Affiliate websites and on publicity/outreach material for ARVO Chapter Affiliate programs and activities (i.e. meeting programs, stationery, signs, business cards, etc.). The graphic standards provide detailed instructions for deploying the logo online and on printed materials. Chapter Affiliates must adhere to the graphic standards. No graphic alteration of the ARVO International Chapter Affiliate logo is permitted.

Use of the ARVO International Chapter Affiliate logo on International Chapter Affiliate websites is restricted to links leading to www.arvo.org. Websites must be submitted for approval to ARVO. The use of the ARVO International Chapter Affiliate logo on an Chapter Affiliate website should not be construed in any manner, way, shape, or form as an endorsement of the International Chapter Affiliate by ARVO.

The ARVO International Chapter Affiliate logo is copyrighted for use only by its Chapter Affiliates in good standing. In the event that an Affiliate Chapter does not follow this policy and uses the ARVO International Chapter Affiliate logo without permission, ARVO reserves the right to terminate the relationship with the Chapter Affiliate at its sole discretion.

Questions or issues that arise from using ARVO's name and logo should be directed to the ARVO communications department. Contact Stacy De La O, ARVO Manager of Committee and Chapter Affiliate Operations at sdelao@arvo.org, +1.240.221.2904, for assistance.

Financial Support from ARVO

ARVO International Chapter Affiliates are eligible to receive financial support from ARVO. The amount of financial support is reviewed and determined by the ARVO Board of Trustees on an annual basis. Currently, when a Chapter Affiliate is first chartered, it may apply for up to \$2,500 to offset costs during its first year of operation. Each existing Chapter Affiliate may apply for up to \$1,000 per year, if it demonstrates that prior year's grant monies were spent within ARVO's grant parameters and a need for continued financial support. In addition, since 2009, with the generous support of Alcon, the ARVO Foundation has been offering a concurrent matching grant to augment the ARVO grant monies awarded to each Chapter Affiliate.

Grant monies may be used to partially support travel of a researcher to attend the ARVO Annual Meeting or ARVO-Asia meeting (**see ARVO International Chapter Grant Travel Program, p. 10**). Remaining grant monies must be used to develop and support educational programming at the Chapter Affiliate, such as sponsoring a speaker for a session or symposia, co-sponsoring a session or symposia with another Chapter Affiliate, developing or marketing a live or online session, covering logistical costs for developing a course, sponsoring the fellowship of a student member to attend a laboratory, subsidizing a student member to attend a meeting, or developing a website (**see WEBSITE SPECIFICATIONS, p. 14**).

To be eligible to receive an annual ARVO grant and matching ARVO Foundation for Eye Research grant, a Chapter Affiliate must submit a grant application by the deadline of September 15. Chapter Affiliates that are awarded grants must spend all grant monies prior to May 31 of the subsequent year.

Technical Assistance on Data Collection

ARVO will work with the International Chapter Affiliate's leadership to help identify potential sources of data from government and private sources that can be used for promoting vision research to governments, industry and the public within their own country.

Website Support

ARVO will provide a brief overview of the International Chapter Affiliate organization and contact information of the Chapter Affiliate's leadership on its website. ARVO will also provide a hyperlink from its website to the International Chapter Affiliate's website.

ARVO encourages International Chapter Affiliates to create and maintain their own websites with links to the ARVO's website. Please refer to the "Website Specifications" section of this manual for more information about submitting HTML documents about upcoming International Chapter Affiliates' activities for placement on ARVO's website.

Involvement in ARVO

ARVO will work with International Chapter Affiliates to identify Chapter Affiliate members and other researchers and clinicians that are advancing ophthalmic and vision research in their respective countries to serve on ARVO committees, working groups, taskforces, etc.

IV. INTERNATIONAL CHAPTER AFFILIATE RESPONSIBILITIES

In addition to benefits, each ARVO International Chapter Affiliate has responsibilities to its own members. This section covers those responsibilities and they can be divided into four sections: administrative, communications, professional development and other activities. These responsibilities are designed to ensure that ARVO and its International Chapter Affiliates remain in good standing with each other, and maintain a strong and sustainable partnership.

Administrative

1. Become and remain a legally recognized nonprofit corporation or equivalent entity in good standing within your country.
2. Within thirty days of submitting an International Chapter Affiliate application (**see Appendix A**), submit a charter document that includes a listing of International Chapter Affiliate leadership and terms of office, election requirements, membership requirements, and proof of legal incorporation. The Chapter Affiliate member serving on the ARVO International Chapter Affiliate Committee should communicate any updates regarding the legal status and membership requirements as well as submit an annual report that includes the Chapter Affiliate's annual election and leadership information.
3. Annually, the Chapter Affiliate member serving on the ARVO International Chapter Affiliate Committee should submit a full listing of Chapter Affiliate members that includes, at minimum, the first name, last name, country, and email address of each member. ARVO will verify which Chapter Affiliate members are also ARVO members and update each Chapter Affiliate's exclusive ARVOConnect community with its full current membership.
4. Ensure all elected Chapter Affiliate officers are ARVO members.
5. Each Chapter Affiliate should set and collect its own membership dues and fees in accordance with its membership requirements.

6. Obtain, possess and maintain general comprehensive liability insurance coverage.
7. Submit an annual report of association activities that will contain an outline of International Chapter Affiliate activities for the previous year, anticipated activities for the upcoming year, including changes in leadership and officers, to facilitate information exchange with ARVO's Board of Trustees, the ARVO membership and other International Chapter Affiliates. Contact Stacy De La O, ARVO Manager of Committee and Chapter Affiliate Operations at sdelao@arvo.org, +1.240.221.2904, for assistance.
8. Draft and enact bylaws (rules that govern the organization) that are consistent with Model Bylaws included in ARVO's International Chapter Affiliate Manual and comply with laws in your country. See Section VII for definition of bylaws and International Chapter Affiliate model bylaws' template.

Communication

1. Mention International Chapter Affiliate's status with ARVO whenever possible in any materials, presentations, etc., that are part of International Chapter Affiliate's activities.
2. Include the name of the country, and the ARVO International Chapter Affiliate logo as part of International Chapter Affiliate's name. The phrase, "an International Chapter Affiliate of the Association for Research in Vision and Ophthalmology" should always follow the International Chapter Affiliate's name.
3. No person or entity is to use ARVO's name, logo, acronym or copyrighted materials of ARVO without ARVO's prior written consent, other than limited use of the International Chapter Affiliate logo or copyrighted materials.
4. International Chapter Affiliate will not make any copies of ARVO's membership, educational or other publications, or resell any of them, without ARVO's prior written consent.
5. Communicate International Chapter Affiliate's programs and activities at least 60 days in advance to ARVO's headquarters office for dissemination to the general ARVO membership.
6. Submit Chapter Affiliate member and organization activities of interest and obituaries of Chapter Affiliate members for possible inclusion in *ARVO News* and *ARVO Insight* on an ongoing basis.
7. Chapter Affiliate officers and members are encouraged to post items of interest for information and scientific discussion on their dedicated Chapter Affiliate ARVOConnect communities, and if applicable on the ARVOConnect Open Forum which reaches the broader ARVO membership (over 11,000 researchers).

Professional Development and Other Activities

1. Host at least one educational program or symposia per year.
2. Ensure that no International Chapter Affiliate meetings/educational programs/symposia are scheduled and held at the same time as the ARVO Annual Meeting or at the same time ARVO is co-sponsoring its own meeting or supporting another ophthalmic organization's meeting in the same region where Chapter Affiliates are located. Contact

Stacy De La O, ARVO Manager of Committee and Chapter Affiliate Operations at sdelao@arvo.org, +1.240.221.2904, for assistance.

3. Sponsor programs which serve and further the purposes of ARVO, and work to ensure that these programs are of the highest quality with respect to program content, Chapter Affiliate materials, and logistical preparation.
4. Conduct all activities in accordance with the applicable legal and highest ethical standards and with all necessary prudence, due diligence, and good faith; and in accordance with such Bylaws, to ensure that its actions do nothing to tarnish the good name and reputation of ARVO.

ARVO International Chapter Affiliate Travel Grant Program

Chapter Affiliates must support at least one researcher to attend ARVO's Annual Meeting in the U.S. (ARVO-Asia may be substituted). ARVO International Chapter Affiliate Travel Grants are intended to support investigators who demonstrate potential future, significant research accomplishments and whose research findings are considered of high interest to the vision and ophthalmology community.

Each Chapter Affiliate is responsible for selecting their own ARVO International Chapter Affiliate Travel Grant recipient(s) within the parameters noted below, and for covering and/or reimbursing expenses directly. Chapter Affiliates may use a portion of their annual ARVO and ARVO Foundation for Eye Research grant monies to fund their ARVO International Chapter Affiliate Travel Grant program (**see Financial Support from ARVO, p. 7**).

There are two restrictions, and failure to meet either may impact subsequent ARVO financial support:

1. ARVO International Chapter Affiliate Travel Grant recipients must not have previously received, or be approved to receive, any of the following:
 - ARVO Annual Meeting Travel Grant, whether supported by ARVO; ARVO Foundation for Eye Research; or a third party, such as NEI, Retina Research Foundation or Nicolas Bazan
 - ARVO International Chapter Affiliate-supported travel grant to attend the ARVO Annual Meeting
 - ARVO/Alcon Early Career Clinician Scientist Award
 - Developing Country Eye Researcher Fellowship (DCERF) Travel Award
2. All ARVO deadlines must be met:
 - **December 31:** Each Chapter Affiliate must supply the name(s) of the prospective ARVO International Chapter Affiliate Travel Grant recipient(s) to Stacy De La O, ARVO Manager of Committee and Chapter Affiliate Operations at sdelao@arvo.org, +1.240.221.2904
 - **January 15:** ARVO will confirm eligibility and communicate back to the Chapter Affiliate
 - **February 15:** ARVO Grants and Awards staff will communicate directly with the ARVO International Chapter Affiliate Travel Grant recipient(s), notify and congratulate them on their award, and seek their acceptance for planning purposes (and copy the Chapter Affiliate International Chapter Affiliate Committee representative and president).

- **March 1:** ARVO will include all ARVO International Chapter Affiliate Travel Grant recipient names in the ARVO Annual Meeting materials.
- **ARVO Annual Meeting:** all ARVO International Chapter Affiliate Travel Grant recipients will be invited to the ARVO Travel Grant reception. Chapter Affiliate leadership who will be attending the ARVO Annual Meeting will also be invited to attend the ARVO Travel Grant reception and have their photo taken with their Chapter Affiliate’s ARVO International Chapter Affiliate Travel Grant recipient(s).

Sponsorship Guidelines

The International Chapter Affiliate may approach global companies with local offices in their country to financially support International Chapter Affiliate educational programs and travel grants (for example, Allergan/Brazil). However, the Chapter Affiliate may not approach a global company headquartered in the United States (such as Allergan/USA) for financial support of Chapter Affiliate educational programs and travel grants. ARVO is available to assist the International Chapter Affiliate with obtaining funds from global companies with offices located in their countries.

V. FORMING AN INTERNATIONAL CHAPTER AFFILIATE OF ARVO

Considerations for International Chapter Affiliate Status

To obtain International Chapter Affiliate status, ARVO reviews the following considerations for each proposed organization.

1. The country already has a national organization that is dedicated to advancing the field of ophthalmic investigation and vision that is either interested in affiliating with ARVO or can benefit from a relationship with ARVO.
2. The scientific vision research community strongly supports the national society by providing the highest level of leadership within the society, which includes supporting:
 - Member participation in Chapter Affiliate activities
 - Payment of membership dues
 - Travel grant funds for researchers
 - Provision of scientific paper authors/speakers
 - Provision of educational programming
 - Promotion of vision research
 - Promotion and purchase of scientific publications
3. The Chapter Affiliate will support the mission, vision and purposes of ARVO.
4. ARVO members will benefit from faster, more “dedicated” services from their own national society. Most services will be offered in the national language, and overall, members will be served less expensively than if served by ARVO directly.
5. The potential for ARVO in the country will be maximized only by the activities of an International Chapter Affiliate.

Steps to Forming an International Chapter Affiliate

The formation of an International Chapter Affiliate begins with ARVO members communicating with the leadership of the potential affiliate and determining the level of interest and willingness to partner with ARVO. ARVO recommends that the following steps be followed for becoming an International Chapter Affiliate:

1. Develop and conduct an interest survey of current and potential ARVO members in the geographic area to be served. The purpose of this survey is to determine interest in developing a new International Chapter Affiliate of ARVO and potential level of participation.
 - Develop a list of electronic mail addresses from your organization's membership database.
 - Send the survey via electronic mail with a date for responding to the survey.
 - If the response is positive, (more than ten percent of responses), proceed with establishing a Steering Committee.
 - If the response is negative, contact some ARVO members who were sent the survey to determine why they didn't respond. **See Appendix B for a sample International Chapter Affiliate Interest Survey.**
2. Organize a Steering Committee of five to seven representatives from the potential affiliate, with at least two ARVO members. Elect a Steering Committee chairperson to lead the effort and maintain communications with ARVO. The responsibilities of the Steering Committee as well as guidelines for selecting Steering Committee members are outlined in **Appendix C**.
3. Once the potential affiliate has at least ten (10) interested ARVO members along with other members from the organization, the Steering Committee Chairperson should request from ARVO a copy of the International Chapter Affiliate Application. Once reviewed and completed, the Steering Committee Chairperson should submit the following documentation for review by ARVO's Board of Trustees:
 - The International Chapter Affiliate Application with ARVO. This application requests the following information:
 - Areas of scientific interest currently represented by the organization's membership (should include clinical and basic research)
 - Listing of ten (10) ARVO members that will be involved with this International Chapter Affiliate
 - Reasons for affiliation
 - Future goals of organization
 - Listing of Board of Trustees/officers of the organization
 - Copy of bylaws or rules that govern the organization
 - Copy of proof of legal incorporation within country
 - Description of organization's activities, including any brochures or flyers about organization
 - Any other known eye vision research organizations that may exist within country

- The results of the International Chapter Affiliate Interest Survey. ARVO staff is available to assist with evaluating the survey results.
 - A list of Steering Committee members who agree to assist in the formation of this International Chapter Affiliate. See **Appendix C** for key functions of the Steering Committee and Guidelines for Steering Committee meetings.
4. The application will be given to the ARVO Board of Trustees for their approval. A two-thirds vote of ARVO's Board of Trustees is required for granting an International Chapter Affiliate charter. Following the approval of ARVO's Board of Trustees, ARVO's Executive Vice President and/or Executive Director will communicate the approval to the Steering Committee Chairperson of the International Chapter Affiliate.

VI. INTERNATIONAL CHAPTER AFFILIATE MODEL BYLAWS TEMPLATE

Bylaws

Bylaws establish the basic rules and structure of governance and serve as the operating agreement between the members and the International Chapter Affiliate leadership. The International Chapter Affiliate's board of trustees or steering committee is responsible for operating the International Chapter Affiliate in accordance with the Bylaws. Each International Chapter Affiliate must maintain updated and approved Bylaws that are consistent with the culture, laws and regulations applying to nonprofit corporations and with ARVO's Bylaws. Any proposed changes to Bylaws must be approved by the International Chapter Affiliate prior to being submitted to the Affiliated Chapter Affiliate's membership for a vote.

Although it is not ARVO's intention to provide a restrictive framework for operation to its International Chapter Affiliates, ARVO must ensure that its basic philosophy, values and beliefs are imbedded in how each International Chapter Affiliate governs itself, provides benefits to members, and administers its programs and services. To that end, the model bylaws contain certain essential provisions that must be addressed in each International Chapter Affiliate's bylaws. They include, but are not limited to:

1. Commitment to ARVO's purpose, values and vision as stated in this manual.
2. No exclusivity practiced by the International Chapter Affiliate. All interested persons, regardless of the organization, company or institution they represent, must be allowed to join the International Chapter Affiliate if they desire. As long as the individual is willing and able to pay the standard membership fees, they cannot be excluded and must receive the same consideration, benefits and opportunities provided by the International Chapter Affiliate to each of its members.
3. Conformity to the way the leadership of the International Chapter Affiliate is organized to manage its activities. An International Chapter Affiliate must have a President (or Chairperson) and officers that are assigned established responsibilities and duties. International Chapter Affiliate has relatively broad latitude in how their primary leadership and governance is organized, in accordance with local and national laws, regulations, and culture.
4. Established terms of office and an established process for election of officers in accordance with local and national regulations.

5. Accounting of the International Chapter Affiliate’s financial affairs must be transparent, and made available to the membership and general public, as appropriate laws require.
6. Specific requirements for a quorum must be established in order to appropriately conduct the business of the International Chapter Affiliate.
7. A process to amend the bylaws must be included in the bylaws so that all members are aware of how and when the document that governs their organization will change.
8. If ARVO and its International Chapter Affiliates have to undertake financial obligations in the course of routine business, neither can expect that the other should be responsible for its own financial obligations and the bylaws must contain such a “hold harmless” clause for mutual protection. This does not include situations in which specific contracts are signed by both parties.

VII. WEBSITE SPECIFICATIONS

ARVO allows the International Chapter Affiliate to develop a webpage on the Chapter Affiliate website using the ARVO Chapter Affiliate logo and to represent it as an official International Chapter Affiliate of ARVO, provided that the development, maintenance, and operation of the site is consistent with the policies and procedures of ARVO, as amended from time to time. The Chapter Affiliate website content is the affiliate’s responsibility, but is subject to review and approval by the staff and Board of Trustees of ARVO. In the event that a determination is made at any time that your website fails to abide by ARVO policies in spirit or substance, ARVO reserves the right to terminate the Chapter Affiliate charter at its sole discretion. In the event of termination, you agree to remove any reference to ARVO.

What Your Website Must Include

1. A domain name in English.
2. The ARVO Chapter Affiliate logo containing the registered trademark (®)
3. A consistent design at the top of the page that easily establishes the site as a Chapter Affiliate of ARVO.
4. Sufficient explanation on the home page, in English and/or the language of the website, that enables the visitor to understand the purpose, content, and the relationship of the website to ARVO and its International Chapter Affiliates. The phrase, “an International Chapter Affiliate of the Association for Research in Vision and Ophthalmology” should always follow the International Chapter Affiliate’s name.
5. Copyright notices protecting any product names, designs, logos, titles, words or phrases within any publications and clearly indicating them to be property of ARVO.
6. Copyright notices protecting proprietary pages, images, texts, and other materials that are the property of ARVO.
7. Links to the ARVO International Chapter Affiliate homepage:
<http://www.arvo.org/affiliates/>
8. Your website must reflect and complement ARVO’s mission and be visually attractive and functional.

What Your Website May Contain

1. Content in the most appropriate language to meet the needs of your website and target audience.
2. Members-only areas.

What your Website Must Not Include

1. Offensive, obscene and/or libelous material or any other material that may lead to civil or criminal liability, nor should it contain links to any other site containing such material.