



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 D.F, 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.

Appendix A

ARVO International Chapter Affiliate Application

BASIC REQUIREMENTS

(For details, see INTERNATIONAL CHAPTER AFFILIATE RESPONSIBILITIES, p. 8)

- Must be a national organization with clinical and basic researchers dedicated to advancing the field of ophthalmic and vision research
 - If a national organization does not exist, a special interest group that is legally formed under the country's ophthalmological society is acceptable. The special interest group should have a separate name/identity from the ophthalmological society. For example: The Hungarian Association for Research in Vision and Ophthalmology (HARVO) is a special interest group of the Hungarian Ophthalmological Society.
- Organization must have at least 10 ARVO members, to be verified by ARVO. The organization may include non-ARVO members, but all elected and appointed officers of the organization must be ARVO members.
- Organization must host at least one educational meeting per year
 - 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
- Organization must be able to annually fund at least one ARVO International Chapter Affiliate Travel Grant *(For more details, see ARVO International Chapter Affiliate Travel Grant Program, p. 10)*

CONTACT INFORMATION

Please provide the following information (or "n/a" if not applicable).

Date of application	
Name of organization seeking affiliation status with ARVO	
Organization street address	
City, state/province	
Country	
Postal code	
Organization's website	
Name of person completing this application [full name and degree designation(s)]	
Relationship to organization [such as, president, chair, officer]	
Primary telephone number [(country code) (city code) (phone number)]	
Secondary telephone number	
Primary e-mail address	
Secondary e-mail address	

ORGANIZATION BACKGROUND

Please provide the following (use a separate sheet of paper, if needed).

<p>Date organization was officially established</p>	
<p>Current number of members</p>	
<p>Areas of scientific interest currently represented by the membership (with approximate percentages) [such as basic laboratory research 40%, clinical research 30%, epidemiological research 30%]</p>	<ol style="list-style-type: none">1.2.3.4.
<p>Briefly describe the reasons why your organization seeks designation as an ARVO International Chapter Affiliate, and how this affiliation will help to meet the needs of ARVO members in your country [recommended maximum: 150 words]</p>	
<p>Briefly describe your organization's future goals in the following areas:</p> <ul style="list-style-type: none">• Educational meetings and attendance• Membership promotion• Publication of scientific papers• Funding of travel grants for researchers• Promotion of vision research	

REGIONAL EYE AND VISION RESEARCH ORGANIZATIONS

Please identify any other known eye vision research organizations that exist within your country and region (or "n/a" if not applicable). For additional organizations, please use another sheet of paper.

Organization Name	
Website	
Location (City, Country)	
Target membership [and if known, the approximate number]	
Mission / purpose	
Primary activities	
Describe prior or possible future collaboration activities between your organization and this organization	

Organization Name	
Website	
Location (City, Country)	
Target membership [and if known, the approximate number]	
Mission / purpose	
Primary activities	
Describe prior or possible future collaboration activities between your organization and this organization	

REGIONAL EYE AND VISION RESEARCH ORGANIZATIONS (continued)

Organization Name	
Website	
Location (City, Country)	
Target membership [and if known, the approximate number]	
Mission / purpose	
Primary activities	
Describe prior or possible future collaboration activities between your organization and this organization	

Organization Name	
Website	
Location (City, Country)	
Target membership [and if known, the approximate number]	
Mission / purpose	
Primary activities	
Describe prior or possible future collaboration activities between your organization and this organization	

LEADERSHIP

*Please provide the information about your organization's leaders, using the following format for each person.
For additional Board members and officers, please use another sheet of paper.*

full name and degree designation(s)	
Office held within the organization	
Occupation or profession	
Mailing address [indicate if home or business]	
Relationship to organization [such as, president, chair, officer]	
Primary telephone number [(country code) (city code) (phone number)]	
Secondary telephone number	
Primary e-mail address	
Secondary e-mail address	

full name and degree designation(s)	
Office held within the organization	
Occupation or profession	
Mailing address [indicate if home or business]	
Relationship to organization [such as, president, chair, officer]	
Primary telephone number [(country code) (city code) (phone number)]	
Secondary telephone number	
Primary e-mail address	
Secondary e-mail address	

LEADERSHIP (continued)

full name and degree designation(s)	
Office held within the organization	
Occupation or profession	
Mailing address [indicate if home or business]	
Relationship to organization [such as, president, chair, officer]	
Primary telephone number [(country code) (city code) (phone number)]	
Secondary telephone number	
Primary e-mail address	
Secondary e-mail address	

full name and degree designation(s)	
Office held within the organization	
Occupation or profession	
Mailing address [indicate if home or business]	
Relationship to organization [such as, president, chair, officer]	
Primary telephone number [(country code) (city code) (phone number)]	
Secondary telephone number	
Primary e-mail address	
Secondary e-mail address	

REQUIRED DOCUMENTATION

To complete the application process, please attach or e-mail copies of the following documents within 30 days of submitting this application (English translations appreciated and will speed the process, but are not required).

- Legal documents that show the organization is registered as a nonprofit corporation (or equivalent corporate form) within its country and/or region
 - Special Interest Groups under the umbrella of a country's ophthalmological society should attach legal documentation from the parent ophthalmological society (incorporation papers or bylaws are acceptable)
- Bylaws / charter document that includes membership requirements, terms of office of leadership and election requirements
- Brief outline of current 1) membership dues, 2) membership benefits, 3) top three activities of the previous year and 4) top three planned activities for the coming year
- Other brochures, flyers or literature about your organization (optional)

APPLICANT'S SIGNATURE

<i>Signature</i>	<i>Printed name</i>	<i>Date</i>

DEADLINES

Fully completed applications that include the required documents (listed above) that are received at ARVO headquarters by **March 1** will prospectively be considered during the spring Board of Trustees meeting. Completed applications received by **September 1** will prospectively be considered during the fall Board of Trustees meeting.

MAIL OR E-MAIL APPLICATION

Mail or e-mail to

Stacy De La O, Manager of Committee and Chapter Affiliate Operations
Association for Research in Vision and Ophthalmology (ARVO)
1801 Rockville Pike, Suite 400
Rockville, Maryland, U.S. 20852-5622

E-mail: sdelao@arvo.org

QUESTIONS?

Please don't hesitate to contact ARVO with questions.

Stacy De La O, Manager of Committee and Chapter Affiliate Operations
+1.240.221.2904 [best times: Mon. – Fri., 9am – 5pm (EST) or by appointment]
sdelao@arvo.org

Appendix B

Sample International Chapter Affiliate Interest Survey

We recommend using an online survey, such as SurveyMonkey.com, a free online survey-building tool. If you need assistance or prefer for ARVO to create your online survey, please contact Stacy De La O (sdelao@arvo.org).

SAMPLE EMAIL TO PROSPECTIVE MEMBERS

The leaders of [name of national organization] are asking for your input. This survey is being sent to all ARVO and potential members in [name of country / region] to determine the level of interest in developing an International Chapter Affiliate of ARVO. We wish to learn more about your expertise, assess your interest in participating in a prospective ARVO International Chapter Affiliate, and develop educational programs designed to meet your professional needs. Thank you for taking the time to answer these questions [link to online survey] [or request response via e-mail or fax]. We would appreciate receiving your response no later than [date]. Thank you in advance for your time.

SAMPLE SURVEY

Name	
Organization	
Address	
City, state/province	
Country, postal code	
Primary telephone number [(country code) (city code) (phone number)]	
Secondary telephone number	
Primary e-mail address	
Secondary e-mail address	
1. How long have you been a member of (name of organization)? (check one)	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 2-5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> 10-20 years <input type="checkbox"/> Over 20 years
2. How long have you been a member of ARVO? (check one)	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 2-5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> 10-20 years <input type="checkbox"/> Over 20 years
3. How long have you worked in the vision research and science profession? (check one)	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 2-5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> 10-20 years <input type="checkbox"/> Over 20 years
4. Which of the following best describes your professional focus? (check one)	<input type="checkbox"/> Basic Research <input type="checkbox"/> Surgery <input type="checkbox"/> Clinical Research <input type="checkbox"/> Teaching <input type="checkbox"/> Clinical Practice <input type="checkbox"/> Administrative <input type="checkbox"/> Clinical Trials <input type="checkbox"/> Trainee/Student

5. If you are currently teaching, what level best describes your students?

6. If you are currently a trainee/student, what is your current level?

7. What type of organization do you work for?

8. What topics would interest you in a professional development program? (list up to three)

9. In addition to professional development programs, what other International Chapter Affiliate benefits would you value? (check all that apply)

10. How do you think you could benefit most from participating in this Affiliated Chapter? (check one response)

11. How could this potential International Chapter Affiliate of ARVO best meet your needs?

12. Other comments:

<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Medical Students
<input type="checkbox"/> Graduate	<input type="checkbox"/> Continuing Education
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postdoctoral Fellow- Basic
<input type="checkbox"/> Graduate Student – Masters	<input type="checkbox"/> Postdoctoral Fellow- Clinical
<input type="checkbox"/> Graduate Student- PhD	<input type="checkbox"/> Resident
<input type="checkbox"/> Medical Student	
<input type="checkbox"/> Academic institution	<input type="checkbox"/> Corporation
<input type="checkbox"/> Government	<input type="checkbox"/> Hospital
<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Private group/practice
<input type="checkbox"/> Supplier of eye vision products and/or services	
<input type="checkbox"/> Other	
1.	
2.	
3.	
<input type="checkbox"/> Special interest sections	<input type="checkbox"/> Publications
<input type="checkbox"/> Electronic newsletter	<input type="checkbox"/> Special events
<input type="checkbox"/> Online Membership directory	
<input type="checkbox"/> Electronic networking groups (e-groups)	
<input type="checkbox"/> Volunteer, leadership opportunities	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Listening to experts in the profession	
<input type="checkbox"/> Meeting potential customers	
<input type="checkbox"/> Meeting potential vendors	
<input type="checkbox"/> Networking with colleagues	
<input type="checkbox"/> Professional development programs	
<input type="checkbox"/> Submitting abstracts and presenting research	
<input type="checkbox"/> Other: _____	

Appendix C

Steering Committee Functions and Guidelines

FORMATION OF STEERING COMMITTEE

The Steering Committee is the group of persons in the organization who initiate the formation of and provide leadership to the International Chapter Affiliate. This Steering Committee should be comprised of at least two ARVO members, one of which is an officer. This Committee not only maintains a concerted effort to ensure the continuation of the International Chapter Affiliate once it has started, but will also oversee the activities and operations of the International Chapter Affiliate, consistent with the standards of ARVO, and work with ARVO to provide programs and services of particular interest to ARVO members in-country.

It is recommended that the Steering Committee meet regularly. Steering Committee members should be informed regularly as to their responsibility and commitment that will be expected from them to help lead this International Chapter Affiliate.

FUNCTIONS OF STEERING COMMITTEE IN FORMATION STAGE

Specifically, the Steering Committee should perform the following functions in the formation stage of the International Chapter Affiliate:

1. Solicit participation from local ARVO members and potential members.
2. Select a Chairperson for communicating with ARVO.
3. Develop the electronic mail address list with the help of ARVO staff for the purposes of the survey.
4. Develop the International Chapter Affiliate Interest survey.
5. Work with ARVO to compile the survey, responses, and complete the Application for International Chapter Affiliate Status.

FUNCTIONS OF STEERING COMMITTEE AFTER FORMATION STAGE

Following the approval of International Chapter Affiliate status, the Steering Committee is responsible for the following functions:

1. Ensuring that the International Chapter Affiliate organizes and conducts at least one educational program or symposia during the year.
2. Ensuring that educational program or symposia conducted are of the highest quality with respect to program content, materials, and logistical preparation.
3. Ensure that at least one research travel grant is afforded to one researcher to attend ARVO's Annual Meeting and that all criteria and deadlines are met (*for more details, see ARVO International Chapter Affiliate Travel Grant Program, p. 10*)
4. Ensuring that the Chairperson of the Steering Committee is communicating progress, issues, and concerns with ARVO on a regular basis.
5. Ensuring that no competing International Chapter Affiliate meeting, educational program or symposia is scheduled and held at the same time as ARVO's Annual Meeting or at the same time ARVO is cosponsoring its own meeting or supporting another ophthalmic organization's meeting in the same region where International Chapter Affiliate is located.
6. Soliciting participation from the membership.
7. Ensuring that ARVO's trademarks and copyrighted materials are being used properly, including use of ARVO's logo in conjunction with International Chapter Affiliate's name, acronym and logo.
8. Submitting a full listing of International Chapter Affiliate members to ARVO to verify which members are also ARVO members and ensure that all officers are ARVO members. ARVO will add the entire International Chapter Affiliate membership (including its members who are not ARVO members) to an exclusive web-based

ARVOConnect community for the exclusive use by the International Chapter Affiliate for its communication, collaboration and sharing of documents.

9. Working with ARVO on joint membership recruitment campaigns
10. Submitting announcements about upcoming International Chapter Affiliate meetings to ARVO for inclusion on ARVO's website.
11. Submitting the Annual Report of International Chapter Affiliate activities by ARVO's deadline each year.

(For more details, see ARVO International Chapter Affiliate Travel Grant Program, p. 9 – 11)

The Steering Committee normally becomes the first Board of Trustees (officers and trustees) of the formalized International Chapter Affiliate after an election by the general membership. The election of officers normally takes place a year to 18-months after the beginning of activities. The role of the newly elected International Chapter Affiliate's Board of Trustees will be to manage the operations of the International Chapter Affiliate in a cost-efficient manner, consistent with the standards of the organization, and providing programs of particular scientific interest to members in the local area. Please see the bylaws for example responsibilities of each officer.

QUALIFICATIONS OF STEERING COMMITTEE MEMBERS

In selecting Steering Committee members, here are some qualifications to look for:

- Dedication to the profession and enthusiasm for ARVO and its purposes.
- A willingness to spend the time and effort necessary to give proper attention to committee responsibilities.
- Ability to work constructively and harmoniously with other committee members.
- A business and work experience that enables exercising sound judgment in considering the issues and concerns of the committee as related to the overall International Chapter Affiliate.
- Courage and ability to have an objective opinion and willingness to address International Chapter Affiliate issues and concerns even if some issues may be controversial.
- Ability to command the respect of fellow members and give leadership to committee members.
- Ability to adhere to the confidentiality needed to conduct the business of the International Chapter Affiliate.

Appendix D

SAMPLE ARVO CHAPTER AFFILIATE BYLAWS

Article I: Name

The name of this organization shall be [Country/region Association for Research in Vision and Ophthalmology (ARVO- country/region)]. Upon application to and approval by the ARVO Board of Directors, this organization shall become a chapter affiliate of ARVO.

Article II: Objectives

The objectives of this organization shall be:

1. To provide a voluntary association of researchers and clinicians dedicated to advancing the field of ophthalmic investigation and vision in [country/region] that promote activities and programs for the benefit of its members and the vision research and science profession.
2. To respond to the interests and needs of among ARVO members and potential members in [country/region].
3. To promote regional education programs, networking opportunities and collegial exchange of research findings among ARVO members and potential members in [country/region].
4. To increase available funding opportunities for vision researchers, 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.

Article III: Membership

1. Any researcher, clinician or trainee with an active interest in the field of ophthalmic investigation and eye and vision research in [country/region] is eligible for membership in this organization.
2. Membership shall be attained through written/online application submitted to and approved by the membership committee.
3. All members in good standing have the right to vote and hold office.

Article IV: Officers

1. The officers of this organization shall be:
 - President
 - Vice President
 - Secretary
 - Treasurer
2. The duties of the officers shall be as follows:
 - a. President. The president shall preside at all general membership and executive committee meetings, and is responsible for the running of the organization. The president must be a member of the Association for Research in Vision and Ophthalmology.
 - b. Vice President. The vice president shall preside at any meetings in the absence of the president and shall succeed to the office of the president if the former should resign or be unable to serve the full term. The vice president shall have duties as prescribed by the president or executive committee. The vice president must be a member of the Association for Research in Vision and Ophthalmology.
 - c. Secretary. The secretary shall keep the minutes of general membership meetings and executive committee meetings and shall be responsible for maintaining the membership rolls of the organization. The secretary must be a member of the Association for Research in Vision and Ophthalmology.
 - d. Treasurer. The treasurer shall keep all financial records of the organization and have custody of all funds treasurer shall be responsible for collecting dues, paying all debts and accounting for the financial status of the organization. The treasurer must be a member of the Association for Research in Vision and Ophthalmology.
3. Election and term of office:
 - a. The fiscal year of the organization shall begin on [redacted] 1st and end of the following [redacted] 30/31st. The officers shall serve for the next fiscal year or until their successors are elected.
 - b. An individual may hold the office of president for no more than **two (2)** consecutive years.

Article V: Committees

Committees shall be established with the following duties:

1. Nominating committee. This committee shall annually nominate one or more candidates for the offices named in Article IV. The nominating committee should give

priority consideration to recommending seceding of officers as such: the treasurer put forth to serve as secretary, the secretary put forth to serve as vice president, the vice president put forth to serve as president.

2. Program committee. The vice president shall be chairperson of this committee. The committee will secure speakers and plan meeting activities.
3. Arrangements committee. This committee, in conjunction with the program committee, will make the necessary physical arrangements for general membership meetings.
4. Membership committee. This committee shall take appropriate steps to inform prospective members of the organization's activities and solicit applications from them. It shall pass on the qualifications of all applicants, deferring to the executive committee, if necessary.
5. Executive committee. This committee shall have general advisory charge of all affairs of the organization. It shall consist of the current officers and the immediate past president.
6. Other committees. The president or executive committee may establish permanent or temporary committees as necessary.
7. Except as specified above, the president shall appoint the chair of each committee. The chairperson shall appoint other members of the committee from among the organization's regular membership.

Article VI: Meetings

There shall be at least one (1) research-based, general membership meetings a year. Such meetings shall be held as determined by the executive committee upon recommendation of the program chairperson. The president may call special meetings as necessary. Meeting arrangements, time, and place will be determined by the arrangements committee.

Article VII: Relations with ARVO Headquarters

1. Annually, the secretary shall advise ARVO Headquarters of:
 - a. The elected officers of the organization for the coming year.
 - b. The meetings held during the past year, including date and subject matter.
 - c. The names of the individuals whom the chapter affiliate plans to award travel grants for attending the ARVO Annual Meeting (ARVO must verify that the selected prospective recipients have not received travel assistance to attend a prior or the upcoming ARVO Annual Meeting).

2. The secretary will provide ARVO Headquarters with a roster of contact information, including mailing and email addresses of all chapter affiliate members. Information should be updated throughout the year.
3. The treasurer will provide ARVO Headquarters with a year-end statistics on chapter affiliate members and scientific meeting attendance.
4. To be affiliated with ARVO at least 10% or 10 members (whichever is greater) from this Affiliate must be members of ARVO. The Treasurer shall be responsible for reporting the membership roll (at minimum name and email) and to ARVO Headquarters.
5. The treasurer will provide ARVO Headquarters with a detailed report on the usage of funds provided by ARVO and the ARVO Foundation.

Article VIII: Dues

Annual dues shall be determined by the executive committee. Only members whose dues are currently paid are entitled to vote and to participate in organization activities.

Article IX: Amendments

These bylaws may be amended by a two-thirds majority of the members present at any regular or special general membership meeting.

Appendix E

ASSOCIATION FOR RESEARCH IN VISION AND OPHTHALMOLOGY (ARVO) International Affiliated Chapter Agreement Template

1. INTRODUCTION

This Affiliation Agreement, (the “Agreement”) made this XXX, between the Association for Research in Vision and Ophthalmology (hereinafter referred to as “ARVO”), a nonprofit corporation headquartered in the United States of America, and XXX a nonprofit corporation or equivalent corporate form and in good standing headquartered in XXX.

XXX is hereby chartered as an Affiliated Chapter of the Association for Research in Vision and Ophthalmology, acknowledging its commitment to ARVO’s mission and vision, its understanding of the definition of “affiliated chapter,” its support of the objectives of “affiliated chapters” and pending compliance with requirements outlined in this Affiliation Agreement, all of which are articulated below.

2. ARVO MISSION AND VISION

The mission of the Association for Research in Vision and Ophthalmology is to serve as a global forum for dissemination and exchange of information about vision research, to meet the needs of vision scientists, and to be an advocate for vision science in order to facilitate the advancement of vision research and the prevention and cure of disorders of the visual system worldwide.

ARVO’S Vision is to be recognized by the eye and vision research community throughout the world as the leading international forum for vision research, a premier scientific society and the primary advocate for vision science worldwide.

ARVO will achieve its Vision by:

- Using innovative techniques for publication and dissemination of research findings and interactive communication with and among its members.
- Collaborating with other organizations and disciplines within and beyond vision science. It supports recruitment, retention and career development of vision scientists.
- Advocating a diverse leadership and membership that is recognized for its collegiality, responsiveness and community spirit.
- Promoting worldwide public and government understanding and appreciation of vision science.

3. DEFINITION OF AFFILIATED CHAPTER

The term, “Affiliated Chapter,” within the context of this Affiliation Agreement, means that XXX is “a voluntary association of researchers and clinicians dedicated to advancing the field of ophthalmic investigation and vision that have formed a nonprofit corporation to support each other within XXX. It is recognized that this voluntary association promotes activities and programs that benefits its members and the vision research and science profession. This voluntary association may make application for admission as an Affiliated Chapter of ARVO in accordance with ARVO’s Bylaws.

4. OBJECTIVES OF AFFILIATED CHAPTERS

- a. To respond to interests and needs among ARVO members that are located in various geographic regions around the world.
- b. 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.).
- c. To promote regional education programs, networking opportunities, and collegial exchange of research findings among ARVO members and potential members in specific geographic regions.
- d. To increase available funding opportunities for vision researchers, and particularly with respect to travel grant funds for researchers.
- e. To promote vision research to governments, industry and the public.
- f. To further develop the global ophthalmic profession.

5. RELATIONSHIP OF THE PARTIES

- a. ARVO and XXX agree that they are, and shall remain, separate and independent entities.
- b. ARVO and XXX are not and shall not be considered joint venturers, partners, legal representatives, or agents of each other. At no time shall either party represent itself to be acting in any of these capacities.
- c. Neither ARVO nor XXX shall have the right or power to bind or obligate the other party in any manner and shall not make or represent that it has the power to make any contract, agreement, representation, warranty, or obligations, express or implied, on behalf of the other party.
- d. Neither ARVO nor XXX shall be liable for any act, error, omission, debt, or other liability or obligation of the other party.
- e. XXX agrees that it shall bear complete and sole responsibility for its financial affairs, (including responsibility for deficit of revenue over expenditures) and that ARVO shall in no event assume any liability for XXX financial affairs or obligations. No financial obligations are inferred or implied on the part of either party through any portion of this agreement. In no event shall ARVO be liable to any individual or entity for loss of profits, loss of use, loss of production, loss of goodwill, or incidental, indirect, consequential, or special damages of any kind.

- f. XXX agrees that it will represent ARVO as ARVO's affiliated chapter in XXX, and only in XXX, and that it will not affiliate with other eye vision research organizations without the written consent and approval of ARVO.

6. AFFILIATED CHAPTER RIGHTS AND PRIVILEGES

As an affiliated chapter, XXX is entitled to the following rights and privileges:

- a. To use ARVO's copyrighted materials and trademarks, such as ARVO's name, "Association for Research in Vision and Ophthalmology," the acronym, "ARVO", and ARVO's logo in conjunction with XXX name, acronym and logo, in any publicity, outreach or activities (i.e., promotional brochures, abstracts, newsletter, educational programs, displays, website, stationery, certificates of recognition, etc.). The use of ARVO's copyrighted materials and trademarks must be in accordance with ARVO's established policies and in connection with the activities authorized in this Agreement. Under no circumstances shall XXX use ARVO's copyrighted materials and trademarks in a way which suggests to third parties that ARVO is responsible for the actions of XXX or that XXX acts as ARVO's agent. All use of such copyrighted intellectual materials will make it clear that XXX is a separate and independent entity and not the agent of ARVO.
- b. To be recognized as an Affiliated Chapter in ARVO publications and on ARVO's Web site. A link will be provided from ARVO's website to the Affiliated Chapter's website.
- c. To be represented on and participate in the activities of the International Affiliate Committee created by ARVO.

7. AFFILIATED CHAPTER RESPONSIBILITIES

As an affiliated chapter of ARVO, XXX agrees to fulfilling and adhering to the following responsibilities:

- a. Be incorporated as a nonprofit corporation or equivalent corporate form in good standing within XXX, and that it shall remain in good standing throughout the term of this Agreement.
- b. Submit to ARVO a charter document that includes a listing of affiliated chapter's leadership and terms of office, election requirements, membership requirements, and proof of legal incorporation within thirty (30) days of signing this Agreement.
- c. Ensure that a minimum of ten percent (10%) of XXX membership are members of ARVO. In addition, require that at least one elected officer of Affiliated Chapter be an ARVO member.
- d. Set and collect its own membership dues and fees in accordance with XXX's own membership requirements.
- e. Obtain, possess and maintain general comprehensive liability insurance coverage.
- f. Note its affiliated status with ARVO whenever possible in any materials, presentations, etc. that are part of Affiliated Chapter's activities.
- g. Include the name of the country, and the ARVO logo as part of XXX name. The phrase, "an Affiliated Chapter of the Association for Research in Vision and Ophthalmology" should follow the Affiliated Chapter's name.

- h. Will not permit any person or entity to use ARVO's name, logo, acronym or copyrighted materials of ARVO without ARVO's prior written consent, other than limited use of name, logo, acronym or copyrighted materials in connection with the terms authorized in this Agreement.
- i. Will not make any copies of ARVO's membership, educational or other publications, or resell any of them, without ARVO's prior written consent.
- j. Communicate XXX programs and activities at least 60 days in advance to the ARVO headquarters for dissemination to the general ARVO membership.
- k. Submit an Annual Report of Association Activities that will contain an outline of Affiliated Chapter 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 Affiliated Chapters.
- l. Host at least one educational program or symposium per year.
- m. Fund at least one research travel grant that affords a researcher to attend ARVO's Annual Meeting.
- n. Ensure that no XXX meetings/educational programs/symposia are scheduled and held at the same time as ARVO's Annual Meeting or at the same time ARVO is cosponsoring its own meeting or supporting another ophthalmic organization's meeting in the same region where XXX is located.
- o. To draft and enact bylaws (rules that govern the organization) that are consistent with this agreement and Model Bylaws included in ARVO's International Affiliated Chapter Manual and comply with laws in XXX.
- p. XXX shall conduct all of its activities in accordance with the applicable legal and highest ethical standards and with all necessary prudence, due diligence, and good faith; all conduct its activities in accordance with such Bylaws, and shall take all necessary steps to ensure that its actions do nothing to tarnish the good name and reputation of ARVO.
- q. XXX shall endeavor to sponsor programs which serve and further the purposes of ARVO, and will work to ensure that these programs are of the highest quality with respect to program content, materials, and logistical preparation.

8. ARVO'S RESPONSIBILITIES TO AFFILIATED CHAPTER

- a. ARVO will form an International Affiliate Committee that will consist of leaders from each Affiliated Chapter or Board of Trustees.
- b. ARVO may host a session at each one of the Affiliated Chapters' education meetings on an annual basis.
- c. ARVO will provide technical assistance and tools (i.e., data collection) to each Affiliated Chapter for advocating eye research.
- d. ARVO will provide technical assistance in helping to develop XXX website and provide a link from ARVO's website to XXX site.
- e. ARVO will work with XXX to encourage members to serve on ARVO committees.
- f. ARVO will provide a Manual that will provide guidance on the formation and operation of ARVO's International Affiliated Chapters.

9. INDEMNIFICATION

XXX agrees to hold ARVO totally and irrevocably harmless as well as its officers, directors, employees, and members from and against any action, suit, proceeding, claim, damage, liability, obligation, costs, and expense, including reasonable attorney's fees arising out of any act or failure to act on the part of XXX and/or its leadership, and /or members as an Affiliated Chapter of ARVO.

10. LEGAL COMPLIANCE

- a. The XXX agrees to comply with all local antitrust, trade regulation, tax, and all other applicable laws, regulations and ordinances within XXX.
- b. The XXX will not knowingly engage in any activity that would or might jeopardize the "not for profit" status of ARVO.
- c. The XXX agrees that it shall maintain all permits, licenses and other governmental approvals that may be required in XXX in connection with its performance under this Agreement, and shall continue to maintain them while this Agreement is in effect.
- d. The XXX agrees that it shall make all required filings, such as annual corporate reports and tax filings, which affect its corporate or tax status.

11. TERM OF AGREEMENT

Upon acceptance by ARVO's Board of Trustees this agreement will be in effect for a period of 18 months from the initial start date of the Agreement and subject to bi-annual review. This agreement is not eligible for renewal unless both ARVO and XXX sign a notice of continuation.

12. REVOCATION OF CHARTER

The charter granted to XXX shall remain in full force and effect unless terminated by ARVO or surrendered by XXX in accordance with the provisions of this Agreement. ARVO, through its Board of Trustees shall have authority to revoke the charter of XXX if the Board determines, in its sole discretion, that the conduct (or lack thereof) of XXX is in violation of this Agreement or the provisions of ARVO's Bylaws or policies.

Any decision by ARVO to revoke XXX charter shall be initiated by the sending of a written notice to XXX specifying the grounds upon which such revocation would be based; provided, however, that ARVO shall give XXX 30 days from such notice to cure any alleged breach of the Agreement or violation.

In the event ARVO determines that XXX has not corrected the condition leading to its decision to revoke XXX charter, such decision will become final unless XXX files a notice to appeal such determination. Upon the filing of such notice, XXX shall have the opportunity to present its case, by written communication or in person, to the Board of Trustees of ARVO upon such rules

or procedures as the Board may from time to time prescribe. The decision of the Board will be final and appeal may not be taken to any other forum.

Upon final decision of termination by ARVO's Board, XXX agrees that it shall become immediately and completely disaffiliated with ARVO. In addition, XXX agrees that it shall no longer be permitted to represent itself as being connected with ARVO and shall no longer be permitted to use ARVO's name and logo as part of its name or otherwise.

Name of Affiliated Chapter

13. SURRENDER OF CHARTER

XXX may surrender its charter by delivering notice of its intention to do so at least sixty (60) days in advance of the effective date of such action. Failure to provide such advance notice shall constitute grounds for immediate and automatic termination of the charter, without appeal procedures outlined in Section 12.

14. AMENDMENT OF AGREEMENT

This agreement represents the relationship between ARVO and XXX at the time of agreement. Amendments to any provision of this agreement may be brought forward by ARVO or XXX and enacted through the mutual agreement of both parties.

15. ACCEPTANCE

By signing below, ARVO recognizes the charter organization as an Affiliated Chapter of ARVO, entitled to all the rights and privileges set forth in this agreement and provided in policy adopted by the ARVO Board of Trustees

By signing below, the charter organization agrees to comply with all requirements as set forth in this agreement and in such policy governing affiliated chapters as adopted by the ARVO Board of Trustees.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives, effective as of the day and year indicated below.

Name and Title, The Association for
Research in Vision and Ophthalmology

Date

Representative of Affiliated Chapter

Date