

Association for Research in Otolaryngology

Policy Manual

Edited February, 2024

ARO Policy Manual Index

1. Meeting Guidelines 3
   1.1 General Meeting Policies and Guidelines 3
      1.1.1 Board Responsibilities 3
      1.1.2 Program Committee 3
      1.1.3 Executive Office 3
      1.1.4 Meeting Standards 3
      1.1.5 Satellite and In Conjunction with Meetings 4
      1.1.6 Advertising 4
      1.1.7 Press and Press Releases 4
   1.2 Site Selection 4
   1.3 Meeting Budget 5
   1.4 ARO Non-Member Speaker Funding Policy 5
      1.4.1 Form of Reimbursement 6
      1.4.2 Cost Reimbursement Guidelines 6
      1.4.3 Transportation 6
      1.4.4 Lodging 7
      1.4.5 Expenses Not Reimbursed 7
      1.4.6 Expense Reimbursement for Officers and Board Members 8
   1.5 Programming 8
      1.5.1 Program Committee 8
      1.5.2 Theme 8
      1.5.3 Schedule 8
      1.5.4 Poster Sessions 8
      1.5.5 Symposia and Oral Sessions 8
   1.6 ARO Honorific Awards 9
2. Membership 11
   2.1 Regular/Full Membership 11
      2.1.1 Regular/Full Membership Fees 11
      2.1.2 Application for Regular/Full Membership 11
      2.1.3 Regular/Full Membership Selection 11
   2.2 Associate/Student/Post Doc Membership 11
      2.2.1 Associate/Student/Post Doc Membership Fees 12
      2.2.2 Application for Associate Membership 12
      2.2.3 Associate/Student/Post-Doc Membership Selection 12
      2.2.4 Past Members: Associate/Student/Post-Doc 12
   2.3 Senior Membership 12
      2.3.1 Senior Membership Fees 12
   2.4 Honorary Membership 12
      2.4.1 Honorary Membership Fees 12
   2.5 Member Records and Retention 13
      2.4.1 Not Accepted Applicants 13

2.4.2 Accepted Applicants 13
2.4.3 Inactive Members 13
3. Publications 13
3.1 Journal of the Association for Research in Otolaryngology 13
3.1.1 Role of the JARO Editor 13
3.1.2 Appointment of the JARO Editor 14
3.1.3 JARO Historical Notes 14
3.2 Membership Directory 15
3.3 MidWinter Meeting Program Book 15
3.4 Abstract Book 15
4. Financial Policies 15
4.1 Budget Development and Approval 15
4.2 Accounting 15
4.2.1 Accounting Method 15
4.2.2 Check Signing 16
4.2.3 Accounts Payable/Cash Disbursements 16
4.2.4 Bank Reconciliations 16
4.2.5 Financial Statement Preparation and Distribution 16
4.2.6 Financial Audits 17
4.2.7 Deferred Revenues 17
4.2.8 Access to Financial Records 17
4.2.9 Contract Signing Authority 17
4.2.10 Financial Records Retention and Destruction 17
4.3 NIDCD Conference Grant R13 DC00275 17
5. General Operations 18
5.1 Committee Operations and Structure 19
5.1.1 Bylaw Committees 19
5.1.2 Standing Committees 19
5.1.3 Ad Hoc Committees 19
5.1.4 Committee Chairs Selection and Committee Chair Checklist 21
5.1.5 Committee Size and Terms of Office 23
5.1.6 Board Member Requirements 23
5.1.7 Charges 23
5.1.8 Meetings 23
5.1.9 Establishing a New Committee 23
5.1.10 Terminating an Existing Committee 24
5.2 ARO Nominating Committee Process 24
5.3 Whistleblower Policy 25
5.4 Use of ARO Name 26
5.5 Sending Outside Materials to ARO Members 26
Appendix I: ARO Annual Meeting Press Guidelines & Code of Conduct 27
Appendix II: Schedule for Retention of Financial Documents 28
Appendix III: ARO Standards for Meeting Endorsement 29
Appendix IV: Social Media 29

1. Meeting Guidelines

The ARO Council

has prepared and approved the following guidelines to assist the Chairs of the ARO MidWinter Meeting Program Committee in their organization and planning of a meeting that will include the specific activities and sessions that are required for the effective management of ARO and the maintenance of continuity from meeting to meeting. It is, of course, expected that Program Committee Chair(s) and the Program Committee will inject their own ideas into the meeting. The guidelines are meant to be helpful and guiding, although it is recognized that some exceptional situations may arise that require arrangements that differ from the guidelines.

1.1 General Meeting Policies and Guidelines

The ARO MidWinter Meeting (MWM) is the official meeting of the Association for Research in Otolaryngology (ARO) and is governed by the ARO Council. The meetings will generally be held every year in February, unless otherwise approved by the Council and, as far as possible, should not overlap with the timing of any other major meetings and religious holidays.

1.1.1. Board Responsibilities

All aspects of the ARO MWM are subject to Council approval. Adequate time should be allotted at each MWM for the Council to conduct its business.

The President and President Elect will jointly appoint an Incoming Program Chair each year.

1.1.2. Program Committee

The committee works to develop the program and identify speakers for the ARO MWM**.**

The Program Committee leadership is made up of one Incoming Program Chair, one Program Chair, and one Outgoing Program Chair. The full Program Chair commitment is a 3-year term, however only the Program Chair shall serve on the ARO Council as an ex officio member. The year of their Council membership shall align with the Program Chair year of their term.

1.1.3. Executive Office

The Executive Office staff of ARO, working under the direction of the Board and its officers, will act as liaisons with the Program Chairs.

The Executive Office staff will handle all meeting logistics and program collection.

1.1.4. Meeting Standards

• The meeting registration fee will be a line item in the budget approved by the Board.

• There will be student and post-doctoral registration fees that will offer a discount off the normal registration fee. Proof of student status will be required.

• A program book or meeting app will be available to all conference attendees.

• Abstracts from scientific sessions will be compiled into a book and will be made available on the ARO website.

• A post-conference survey will be sent to all conference attendees to collect feedback regarding learning objectives and meeting content, logistics and overall satisfaction. The Long Range Planning Committee and Program Committee will review feedback from the previous year's evaluation when identifying learning objectives and scientific content for the upcoming annual meeting.

1.1.5. Satellite and In Conjunction with Meetings

- No sanctioned meetings will be scheduled at a time that conflicts with the scientific program of the meetings. These meetings are approved by the ARO Executive Office and Council upon written request.
- Satellite symposia fees shall be determined on a case by case basis taking into consideration the relevance/need for the topic amongst ARO membership and their status as a for profit or not for profit entity.

1.1.6. Advertising

- It is expected that each ARO MWM will be widely advertised through other societies and conferences. Promotional emails will be sent to other mailing lists and advertising in professional journals and at other meetings will be sought.
- The ARO website should be available for the ARO MWM.

1.1.7 Press and Press Releases

No members of the press are allowed to attend the ARO MWM unless they are approved or invited.

Press Requests will be funneled in the following way:

- Press request emailed to headquarters@aro.org
- Executive Office requests press' credentials
- Executive Office sends request and credentials to the ARO Council for approval
- Pending approval, Executive Office provides registration link with promo-code for waived registration.

Any press release issued by a presenter, the presenter's employer, or any other outside person or entity about a presentation scheduled for the ARO MWM must be embargoed until the time and date of the presentation and should be clear that it is not sanctioned by ARO. See Appendix II for the full press code of conduct.

1.2 Site Selection

The venue should be selected based on convenience of location, ease and cost of travel to the destination, expense of hotels and overall appeal of the destination. The selected venue must be approved by the Council.

The selected venue should include a range of accommodations of varying costs to accommodate students and those from less affluent countries.

Internet should be available at a minimum or no cost to conference attendees at the conference site.

1.3 Meeting Budget

A conference budget will be developed and sent to the Council for approval once the contract has been signed with the conference hotel. No commitments on behalf of ARO should be made without Council approval. In terms of the meeting budget, the following policies should be followed:

• All income from the meeting, after deducting legitimate expenses as approved in the meeting budget, must be returned to ARO unless the ARO Council has approved in advance an agreement with a local co-sponsor to share in the income.

• A full financial report, including a reconciliation of all meeting income and expenses, of each meeting must be presented to the Coard within a reasonable time frame following each meeting. Normally, that report will be expected within one hundred and twenty (120) days following the meeting.

• The student/post-doc registration fee will be approved as a budget line item by the ARO Council. The current student qualifications are:

Any person who is engaged in formal training toward a baccalaureate, Masters or doctoral degree, or in post-doctoral training in research and/or an appropriate clinical or professional program, and who is engaged in research in the broad area of otolaryngology, and who exhibits an interest in supporting the goals of the Association.

1.4 ARO Non-Member Speaker Funding Policy

This policy defines reimbursable travel expenses, provides for economical and convenient travel incurred for ARO business, and ensures timely and accurate reimbursement to invited non-member speakers. Certain other expenses are also covered in this policy.

The ARO Executive Office is responsible for ensuring that expenditures are proper and have contemporaneous documentation that satisfies any need for justification of such expense to an outside party. Only travel costs incurred for ARO authorized staff and non-member meeting speakers are reimbursable. Costs incurred for staff guests, member guests, or speaker guests who are not in attendance for ARO business are not reimbursable.

Travelers are reminded that travel arrangements should be the most economically feasible, and the procedures herein are not intended to mandate rigid adherence when exceptions will result in lower costs to ARO. ARO recognizes that travel inevitably encroaches on the traveler's personal time. Therefore, this policy attempts to balance economic considerations and traveler convenience.

Since evaluation may require some degree of judgment, the following general guidelines provide a framework. An expenditure is proper only if it meets all the following tests:

1. Necessary to satisfactorily accomplish official ARO mission or goals.

2. Complies with all existing policies and procedures (including federal, state, and local regulations).

3. Does not appear to, nor does it provide personal, political, or other non-business benefit to an employee or member or non-member without a justifiable, primary benefit to the ARO.

4. Is within approved budgets.

5. Is appropriately approved. Is reasonable under the circumstances.

The specifics of travel policy may vary for a given meeting. For clarity, policy documents specific to a particular meeting may be generated, but all such documents shall be consistent with this overall policy.

1.4.1 Form of Reimbursement

Reimbursement is made for actual costs incurred. Receipts must be submitted for reimbursement. Requests for reimbursement for an amount equivalent to frequent flier, bonus points, discounts, complementary rooms or services, etc. will not be processed.

1.4.2 Cost Reimbursement Guidelines

When the Program Committee determines that reimbursement will be made on a cost basis for a non-member speaker, ARO will provide cost reimbursement for the following items up to the determined maximum amount:

• **Meals:** Individual meals, including beverages and tips, are reimbursed at actual costs.

• **Transportation** to and from the meeting and local (See "Transportation", below)

• **Lodging** at the Meeting (See "Lodging", below)

1.4.3 Transportation

Commercial Airline – ARO encourages travelers to use the lowest practical non-refundable fares at the time of purchase.

In determining the lowest practical fare, the following guidelines should be used:

• The lowest available non-refundable coach or economy fare should be purchased. Travelers are encouraged to take advantage of lower airfares available with a Saturday night stay-over, if the cost of the extra day/night's stay and meals is less than the difference in ticket costs.

• In determining the lowest applicable fare, ARO recognizes that staff and non-member speakers may not be able to fly at times when off peak fares are available. Staff and non-member speakers will not be required to make connections or other travel that will unreasonably increase their travel time.

• Staff and non-member speakers will not be required to remain at their destination longer than the scheduled duration of the meeting. If they wish to remain at their meeting site for longer periods of time, they may do so at their own expense.

• Tickets which are purchased well in advance are generally less expensive. Staff and non-member speakers are encouraged to purchase tickets as early as possible, particularly for regularly scheduled functions. If a meeting time is changed by ARO, and staff and non-member

speakers who purchase tickets more than fourteen days in advance are required to pay a penalty, this penalty will be reimbursed.

• Using these guidelines, ARO staff and non-member speakers may obtain frequent flier credit, advance seating/boarding passes, or special meals as desired and within reason to the rest of this policy.

Commercial transportation other than air travel is reimbursable at actual costs. Receipts are required for taxis, shuttles, or other commercial car services. ARO policy encourages the use of hotel shuttles, airport shuttles, mass transit, and sharing of commercial transportation where feasible.

Toll road charges on the way to or from a meeting are reimbursable.

Bus, train, non-commercial aircraft, etc., is acceptable (up to the costs allowable for the same trip by commercial airline). Use of privately owned vehicles is allowed. Mileage allowances are paid at the rate published in accordance with the IRS mileage rate. Regulation for reimbursement for privately owned vehicles and are deemed to cover all operational expenses including gas, maintenance, and insurance.

Local transportation to and from the airport, between ARO meeting sites and to and from meals is reimbursable when reimbursement is on a cost basis. Only local transportation to and from the meeting and between ARO meeting sites is reimbursable.

1.4.4 Lodging

Because ARO negotiates reduced rates for its travelers at hotels whenever feasible and appropriate, accommodations are to be secured in the designated hotel. Lodging is reimbursable at the actual cost of reasonable accommodations as supported by receipts. Only room charges and taxes may be direct billed (charged to the ARO master account).

Costs for staff incidentals (room service, phone calls, tips, etc.) are reimbursed. They may be direct billed to the ARO master account.

Lodging is direct billed where possible, but the traveler may be required to pay the lodging bill upon checkout and reimbursed per this policy.

1.4.5 Expenses Not Reimbursed

The following are not reimbursed under any circumstances:

- Expenses or costs reimbursed by another source.
- Personal expenses (e.g., personal hygiene items, magazines, movie rentals, golf fees, security or safe fees, personal laundry, personal faxes, internet, fax or phone calls, etc.).
- Travel insurance: Generally, travel insurance expenses are not reimbursable. Special insurance situations may arise which are not covered here; in those cases, contact the ARO Executive office to ensure that the greatest protection possible is arranged for the traveler.
- Parking fees at airports, hotels, or locations of meetings are not reimbursable.
- Car rental expenses are not reimbursable.

- Traffic and parking fines are not reimbursable.
- Should unofficial expenses occur in conjunction with official business, the traveler must obtain approval from ARO staff or an ARO officer and include sufficient documentation to define a clear and just separation and allocation of personal and business expenses.

1.4.6 Expense Reimbursement for Officers and Board Members

Officers and Board Members will not be reimbursed for expenses incurred in association with the MidWinter Meeting except for one night of lodging at the designated hotel which shall be direct-billed to the ARO master account. Should a reimbursement be needed for one night of lodging due to a special circumstance, the ARO Executive Office will work with the Officer or Board Member to arrange reimbursement.

1.5 Programming

1.5.1 Program Committee

The Program Committee will maintain a geographically and research discipline diverse group of the society's members.

1.5.2 Theme

An Annual Meeting theme should be identified one (1) year in advance of the meeting so that a flyer for the next year's meeting can be included in trade journals and distributed at other conferences.

1.5.3 Schedule

The Program Committee will approve the overall design of the Annual Meeting. This includes:

- Symposia and Plenary Sessions
- Number of poster sessions.
- All other design aspects of the scientific program.
- Any major change in the meeting structure must be approved by the officers.

1.5.4 Poster Sessions

Poster sessions should occur during the meeting. Depending on the total number of posters and the overall cost of meeting space, an attempt should be made to keep posters displayed during the entire meeting. If possible given budget restrictions, e-posters should be used to extend the availability of the posters to meeting attendees on a 24/7 basis both during and after the meeting.

1.5.5 Symposia and Oral Sessions

The meeting will consist of plenary and symposia sessions selected by the Program Committee.

1.6 ARO Honorific Awards

The **ARO Award of Merit** recognizes an individual who has made substantial scientific achievements in and contributions to the fields encompassed by otolaryngology. Candidates should be able to present a talk as part of the Award Ceremony at the MidWinter Meeting. ARO membership is not required to nominate a candidate. To nominate a candidate, the following items should be included:

1. A nominating letter that includes a description of the candidates research contributions.

2. The curriculum vitae of the candidate.

3. One-two additional letters of support which can have multiple signatures if desired.

Awardee is selected by the ARO Award Committee. A nominee's package will be considered for up to 3 years in sequence; the package can be updated for the second and third years. Nominations submitted in previous years without meeting the new standards should be resubmitted.

The **Geraldine Dietz Fox Young Investigator Award** recognizes accomplishment and promise in research related to otolaryngology, in an area(s) represented at the MidWinter Meeting. Candidates should have a graduate degree (PhD, MD, or equivalent) and be no more than 7 years beyond residency or postdoctoral training at the time of nomination. ARO membership is not required to nominate a candidate. To nominate a candidate, the following items should be included:

1. A letter of nomination that includes a description of the candidates research contributions and potential.
2. The curriculum vitae of the candidate.
3. One additional letter of support which can have multiple signatures if desired.

The **Pioneer Award in Basic Science** recognizes a body of work representing a significant advance in hearing, vestibular or related science, which was established in the awardee's own lab. The topic should be related to the scientific interests of the ARO as represented at the MidWinter Meeting. As the award is for a body of work, the award may be shared among investigators who have worked as a team. ARO membership is not required to nominate a candidate. To nominate a candidate, the following items should be included:

1. A curriculum vitae or curriculum vitaes for multi-investigator teams.
2. A letter of nomination that includes a description of the candidates research contributions.
3. One-two supporting letters which can have multiple signatures if desired.

Awardee is selected by the ARO Award Committee. A nominee's package will be considered for up to 3 years in sequence; the package can be updated for the second and third years. Nominations submitted in previous years without meeting the new standards should be resubmitted.

The **ARO Innovator Award in Clinical Science** recognizes a body of work that constitutes a significant advance relevant to clinical practice in hearing and vestibular disorders. The topic should be related to the scientific interests of the ARO as represented at the MidWinter Meeting. As the award is for a body of work, the award may be shared among investigators who have worked as a team. The awardee(s) should be able to give a scientific talk as a part of the Awards Ceremony at the MidWinter Meeting. ARO

membership is not required to nominate a candidate. To nominate a candidate, the following items should be included:

1. A letter of nomination that includes a description of the candidates research contributions.
2. The curriculum vitae or curriculum vitaes for multi-investigator teams
3. One-two additional letter of support which can have multiple signatures if desired.

Awardee is selected by the ARO Award Committee and may not be awarded annually if a fitting candidate is not nominated. A nominee's package will be considered for up to 3 years in sequence; the package can be updated for the second and third years. Nominations submitted in previous years without meeting the new standards should be resubmitted.

Travel Awards to attend the yearly ARO MWM are granted to students and post graduate residents training in the fields of otolaryngology. The purpose of the travel award program is to support trainees in attending the MWM and becoming active members in the ARO Community. The ARO is committed to inclusiveness. As such individuals with a disability (e.g. loss of hearing, vision, or mobility, as well as individuals with a psychiatric or learning disability) and individuals from groups historically underrepresented in the biomedical sciences (e.g. African American, Hispanic, Native American, Alaskan native, or Pacific Islander) are highly encouraged to apply. Specific travel awardee benefits include:

1. If a US or Canada based awardee, a travel stipend of $500 to help offset travel expenses OR
2. If an internationally based awardee, a travel stipend of $750 to help offset travel expenses OR
3. The highest scoring candidate in each category will be awarded a Don Henderson Travel Award of $1,500 regardless of where the awardee is based.

Any student or trainee may apply for the award by submitting the following in the conference submission page to be reviewed by the Travel Awards Committee:

1. A brief statement about why the candidate wishes to attend the MWM and what they hope to achieve at the ARO MWM (max 500 words)
2. Curriculum vitae
3. Letters of recommendation are NOT required, however if more than one applicant comes from a group/program, the supervisor/director/chairperson may be asked to prioritize applicants.

Travel Award eligibility criteria is as follows:

1. Applicants must be current ARO members at the time of application, and at the time of the MWM.
2. Applicants must be a full-time audiology graduate student or audiology postdoctoral research fellow carrying out research pertinent to the interests of ARO, OR be a Resident in Otolaryngology or a medical student OR, be a full-time graduate student carrying out research pertinent to the interests of ARO OR, be a postdoctoral fellow carrying out research pertinent to the interests of ARO and not have a research-track or tenure-track faculty appointment. Each of these constitutes a separate application category.
3. Applicants must submit a first-author abstract for review with their application materials.
4. Applicants must attend the MWM in person to receive Travel Award funds.

Travel Awardees will be invited to the Travel Awards Luncheon held in person at the MWM each year. They will be honored at this event and receive a certificate. Travel Award funds are dispersed after the

meeting's close once the Executive Office confirms the awardee attended the MWM. Wherever possible, funds will be sent electronically using Bill.com.

2. Membership

All membership details in this section are per ARO Bylaws and cannot be amended without Council approving a voting opportunity for eligible membership.

Members shall be individuals with particular competence or interest in the field of otolaryngologic investigation and research who meet the requirements as established in these Bylaws and who are properly proposed and approved by the Council.

The Executive Director of the Executive Office shall have the prerogative to make initial membership appointments to the categories of Regular, Associate/Student/Post Doc, and Senior Members based on the criteria established in the ARO Bylaws and detailed below. The Executive Director shall present these appointments to the Council at least annually for their review. The Council reserves the right to reject any membership appointment by two-thirds majority vote at any time.

2.1 Regular/Full Membership

Any person with established competence in research in the clinical and/or basic sciences as they relate to otolaryngology, who exhibits an interest in supporting the goals of the Association, and who has demonstrated these qualities by their actions and scientific publications is eligible for Regular Membership.

2.1.1 Regular/Full Membership Fees

Dues are $120 for Full Regular Membership as of 1/1/2024

2.1.2 Application for Regular/Full Membership

All persons wishing to apply for membership will submit a request to join as a Regular member to the Executive Office and as detailed below.

2.1.3 Regular/Full Membership Selection

To become a Regular member, a candidate must be proposed for membership by at least one member in good standing. The Proposing member is responsible for reviewing the applicant's curriculum vitae (or other evidence of research interest and competence), and the Executive Director or their designee shall confirm the proposing member's approval. Any questions about the qualifications or appropriateness of the proposed membership shall be discussed and decided by the Council. There shall be no

specific requirements regarding medical board certification or academic degrees.

2.2 Associate/Student/Post Doc Membership

Any person who is engaged in formal training toward a baccalaureate, master's, or doctoral degree, or in post-doctoral training in research and/or an appropriate clinical or professional program, and who is engaged in research in the broad area of otolaryngology, and who exhibits an interest in supporting the goals of the Association may be elected to associate membership. This category of membership is not

eligible to vote or to hold office but may serve on committees, unless otherwise stated in the Bylaws, of the Association. This category of membership is limited to 5 years. It may be renewed one time for an additional 5-year term. Upon completion of training, or post-graduate education, or fellowship, the member must request reclassification to Regular membership by application to the Executive Office.

2.2.1 Associate/Student/Post Doc Membership Fees

Dues are $50 for Full Associate/Student/Post Doc Membership as of 1/1/2024

2.2.2 Application for Associate Membership

Any person wishing to apply for an Associate/Student/Post Doc membership must present a request to do so to the Executive Office and provide proof of status as a trainee.

2.2.3 Associate/Student/Post-Doc Membership Selection

The application and supporting documents will be reviewed by the Executive Office and only brought before the Council for approval or disapproval if the supporting documents do not meet the minimum requirements for membership or if there are outstanding questions.

Once the decision has been made by the Executive Office or Council, the applicant will be notified accordingly.

2.2.4 Past Members: Associate/Student/Post-Doc

Past members reapplying for membership will not be required to submit documentation for review even if they would not qualify under current standards.

2.3 Senior Membership

Any Regular member, self-identified as Retired or Emeritus, may be designated a Senior member by action of the ARO Council at the member's request. The decision is made on behalf of Council by the Secretary/Treasurer. Senior members are not eligible to vote or to hold office in the Association; however, they may serve on committees. A Regular member wishing to change membership category to Senior member must notify the ARO Executive Office of their request.

2.3.1. Senior Membership Fees

Dues are $50 for Senior Membership as of 01/01/2024

2.4 Honorary Membership

A person who has contributed in any extraordinary manner to the advancement of otolaryngology and related sciences may be elected by the majority vote of Council. Honorary members shall have all the privileges of membership except the right to vote or hold office and shall not be required to pay membership dues.

2.4.1 Honorary Membership Fees

Dues are $0 for Honorary Membership as of 01/01/2024

2.5 Member Records and Retention

All applicants for membership are required to provide an application, designed by the membership committee to contain complete professional information necessary for membership.

2.4.1. Not Accepted Applicants

For applicants who are not accepted into membership, the materials submitted as a part of the application will be kept in RO files for one (1) year and then will be destroyed.

2.4.2. Accepted Applicants

For applicants who are accepted into membership the application materials will be kept on file in the membership record.

2.4.3. Inactive Members

A member who does not renew their dues within (6) six months of expiration of their current term of membership will be made inactive. The past member's application materials and other membership information will be kept on file in inactive status. If she/he should ever want to renew her/his membership, they will not be required to submit those materials again.

3. Publications

3.1 Journal of the Association for Research in Otolaryngology (JARO)

ARO has formal, contractual relationship with the *Journal of the Association for Research in Otolaryngology (JARO)* and is designated as the official journal of the Association. The Executive Office is charged with the responsibility of reviewing and negotiating as necessary the contracts with the JARO. Any new contract, any revision or renewal to existing contracts should be reviewed by the ARO President and then referred to the Council for approval.

JARO is published quarterly by Springer-Verlag and is available to all Regular, Associate, and Senio ARO members in good standing. It is also available on-line through https://link.springer-ny.com.

3.1.1 Role of the JARO Editor

The JARO Editor is the Chief Executive Officer and Chief Operating Officer of JARO. The JARO Editor makes all scholarly and business decisions for the journal. Each JARO Editor defines how he or she operates the journal.

The JARO Editor appoints several Associate Editors with three-year renewable terms, except that the appointments of all Associate Editors terminate concurrently with the expiration of the term of the JARO Editor who appointed them. The incoming JARO editor is free to reappoint these Associate Editors, or to appoint new Associate Editors.

The JARO Editor is charged with assuring that the Associate Editors represent the breadth of scholarly interests of the ARO membership, that they are among the most prominent scientists in their respective areas, and that the group does not become so large as to be unwieldy. The JARO Editor is encouraged to select Associate Editors who are internationally diverse. Associate

Editors who are not members of ARO are encouraged to join the ARO but are not required to do so.

3.1.2 Appointment of the JARO Editor

The JARO Editor must be a member of ARO and be a highly regarded scholar who has an appreciation of the breadth of scholarship in our field. The JARO Editor also should have editorial, fiscal, and leadership experience, and have the highest professional and personal integrity. The JARO Editor serves a five-year renewable term.

Council can recommend dismissal of the JARO Editor based on poor performance. Recommendations are made to the ARO Council. The ARO President with consent of a simple majority of the ARO Council must act on the dismissal within 30 days of the recommendation submitted by the Publication Committee.

In the middle of the third year of a JARO Editor's term the Council will notify the ARO Council that it is recommending either to renew the contract for the existing JARO editor or to seek a new JARO Editor. In the event of recommending a second term for the existing JARO Editor, the Executive Office will prepare a new contract and submit it to the ARO Council for implementation at the next ARO Council meeting.

ARO members will be invited to submit applications for editor or nominate themselves.

The Associate Editors are available to the JARO Editor to help in making decisions concerning the journal. While the JARO Editor is both Chief Executive Officer and Chief Operating Officer of the journal, the JARO Editor will bring all major issues regarding the journal, including, but not limited to, changes in publication size, frequency, style, format, editorial procedures, cover and journal design, etc. to the Associate Editors for discussion and advice at least five months before the initiation of changes in any of these or other major areas.

3.1.3 JARO Historical Notes

The initial Publisher agreement was signed with Springer-Verlag on August 12, 1999.

The initial JARO Editor agreement was signed with Eric Young, PhD on September 9, 1999.

The first Issue of JARO was published in August 2000.

The initial Publication Committee had two Co-Chairs, Gerald R. Popelka, PhD and Arthur N. Popper, PhD.

The initial Publication Committee member appointments for the first three years varied from one to three years to allow overlapping terms for subsequent years.

No policy provision was made for appointing Publication Committee members from the ARO membership at large. All ARO members are queried yearly for their interest in committee membership on any ARO committee, including the Publication Committee.

The second JARO Editor-in-Chief agreement was signed with Ruth Anne Eatock, Ph.D. on March 20, 2006.

The second Publisher agreement was signed with Springer on November 11, 2008, following a search process overseen by the Publications Committee

3.2 Membership Directory

The Membership Directory is available online. It is maintained by the Executive Office. The information in it is tied each member's profile. Only what the member opts to include will be included in the Membership Directory.

3.3 MidWinter Meeting Program Book

The MWM Program Book contains information about the MWM, the Short Course announcement, special events, a listing of each abstract title and authors, scheduling information and an author index.

3.4 Abstract Book

ARO Abstracts is a publication that contains the complete abstracts of the MWM and is distributed in an electronic version.

The *ARO Abstracts* are also available on the web. Titles are made available when the organization of the meeting has been completed. The full abstracts are available on line one month prior to the meeting. Beginning in 2001, the abstract book is available online in PDF format. Previous year's abstracts are archived back to 1992.

4. Financial Policies

4.1 Budget Development and Approval

The ARO Executive Office is responsible for developing a budget each year with the Treasurer for the ARO Council review and approval. The budget will provide revenue and expense projections in each class, as described in QuickBooks accounting software, and used by ARO for its accounting and financial reports. The budget will be developed in the 4th Quarter each year and before the beginning of the new fiscal year on January 1.

Responsibilities of the Treasurer: Per the ARO Bylaws, the Secretary-Treasurer has oversight responsibility of all financial activities of the Association. The Secretary-Treasurer will work with the Finance and Investment Committee to establish procedures to monitor the work of the executive staff, charged with carrying out the financial activities of the corporation.

4.2 Accounting

4.2.1 Accounting Method

ARO uses the accrual basis of accounting that recognizes revenues when they have been earned and expenses when they have been incurred. Revenues that have not been earned will be included with deferred revenues on the financial statements and recorded as revenue when earned.

4.2.2 Check Signing

The ARO Council has designated the Parthenon Management Group (PMG) Chief Executive Officer, the President and the ARO Secretary-Treasurer as having the authority to sign checks drawn on the ARO bank accounts. Any PMG staff member who approves the expenses committed, prepares checks and/or reconciles bank statements is prohibited from having check signing authority.

4.2.3 Accounts Payable/Cash Disbursements

Vendor invoices are initially routed to the Financial Manager. He or she then routes them to the responsible individual (usually the Executive Director) for approval to pay.

Each Friday, the financial manager prints checks and sends them, along with supporting documents, to the PMG CEO to review and sign. The Financial Manager is not given the authority to sign checks.

4.2.4 Bank Reconciliations

Bank statements are received online at the Executive Office, Parthenon Management Group. The bank statement is delivered to the ARO Executive Director to open and review. The process is as follows:

1. The Executive Director reviews all canceled checks and deposits, looking for discrepancies or unusual payees.

2. If the Executive Director identifies any checks or deposits that they do not recognize as legitimate they will investigate that immediately.

3. After review and approval of the statement, the Executive Director will then give it to the PMG Financial Manager.

4. The Financial Manager will reconcile the bank statement within (5) five days after receiving it.

5. The reconciled bank statement will be forwarded to the PMG CEO to review.

6. The PMG CEO will randomly select deposits on the bank statement to compare with the checks received log, and will review to see that all check numbers, including those of voided checks, are accounted for.

7. The bank reconciliation will be filed with the internal financial statements and will include documentation of voided checks.

4.2.5 Financial Statement Preparation and Distribution

The Financial Manager will provide *monthly* financial statements to the ARO management team. After review and approval by management, the financial statements will be distributed to the Secretary-Treasurer, Finance and Investment Committee, and President. These statements will include the Balance Sheet, Income Statement, and a detailed list of transactions.

4.2.6 Financial Audits

ARO will have audits of its financial records done by an independent public accountant arranged by the Executive Office. An audit will be completed annually. The ARO Council may, at any time, commission an audit by a firm chosen without any input from the Executive Office if they choose to do so. Copies of audited financial statements may be made available upon request at the discretion of the ARO Secretary-Treasurer or Executive Office staff to any member of ARO, any bank, vendor, contractor, or others who have a legitimate business reason for requesting a copy of ARO financial records.

4.2.7 Deferred Revenues

Consistent with standard accrual-based accounting procedures; revenues that have not been earned will be included with deferred revenues on the financial statements and recorded as revenue when earned.

4.2.8 Access to Financial Records

Copies of audited financial statements may be made available upon request at the discretion of the ARO Secretary-Treasurer or Executive Office staff to any member of ARO, any bank, vendor, contractor, or others who have a legitimate business reason for requesting a copy of ARO financial records.

The United States tax return of non-profit organizations, the IRS 990, is a matter of public record. Non-profit organizations are required to provide copies of it upon request by any interested party. These returns are readily available online at www.guidestar.org. ARO will refer anyone asking for a copy of its tax return to Guidestar. However, if an individual does not want to use that convenient source a copy of the IRS 990 will be given to them.

4.2.9 Contract Signing Authority

The ARO Council reserves the authority to approve contracts for signatures. Officers and/or Executive Office may only sign contracts on behalf of the organization if the Council has approved it or if the financial obligation incurred in the contract has been specifically included in the annual budget or in a meeting budget.

4.2.10 Financial Records Retention and Destruction

ARO will retain all records as required by applicable law. See Appendix II for the schedule, outlining retention of financial documents.

All financial records will be shredded once the retention period has expired.

4.3 NIDCD Conference Grant R13 DC00275

The ARO has had a conference grant from NIDCD since about 1983 entitled “Symposia for Association for Research in Otolaryngology” to support the ARO MWM. The Secretary-Treasurer at renewal time serves as the Principal Investigator, writes the application, and submits the grant through his/her Institution. The Award is administered by the ARO Executive Office. Funds are requested to support travel/lodging and per diem invited speakers at the MWM who are not ARO members and would not

otherwise attend the meeting. Reimbursement of expenses is provided following the submission of a Travel Reimbursement Form to the ARO Executive Office. Valid expenses are round-trip coach travel to the MWM, 2 nights lodging, and meals up to each speakers allocated funding. Funding is allocated by the session Chair after the Program Committee has approved funding. Travel awards are also sponsored for Residents and Medical Students. In recent years NIDCD has also provided a Supplement to cover the costs of assistive listening devices for individuals with hearing impairment.

5. General Operations

The aims of the Association shall be encouragement and promotion of research, both basic and clinical, in the broad field of Otolaryngology and related areas; to foster friendly assembly and stimulate scientific interest among its members; to this end, the Association shall hold scientific meetings at regular intervals and engage in such activities as the membership deems appropriate to achieve these objectives.

In furtherance of the purpose of the corporation, it may purchase, lease or otherwise acquire, hold, sell, lease, convey or otherwise dispose of real and personal property or any interest therein to receive, hold and invest funds and endowments and to receive and expend the income thereof, and to hold and dispose of such sums of money as may be necessary or proper in connection with the objects and purposes of the corporation and which may not be contrary to law.

The corporation is not formed for pecuniary profit or financial gain, and no part of the assets, income or profit of the corporation is distributable to, or inures to the benefit of its members, director or officers or any private person except for scientific honors and awards and to the extent permissible under the Not-for-Profit Corporation Law.

Officers of the Association shall be President, President-Elect, Secretary-Treasurer, Editor, Communications Officer, Immediate Past President, Immediate Past Past President, and three Council Members at Large. All officers of the Association shall serve without compensation. The chairs of the Membership Committee, Program Committee and a representative of the American Academy of Otolaryngology/Head and Neck Surgery Foundation shall be ex officio non-voting members of the Council.

Each director or officer, present or former, or member of the Association serving in another elected or appointed capacity, as well as employees, volunteers and agents, shall be indemnified by the Association against all costs and expenses reasonably incurred by or imposed upon him/her in connection with or arising out of any action, suit, or proceeding in which he/she may be involved by reason of his/her being or having been such director, officer, or other officially recognized representative, such expenses to include reasonable attorney's fees and the cost of reasonable settlements (other than amounts paid to the Association itself) made with a view to curtailing costs of litigation. The Association shall not, however, indemnify any director or officer with respect to matters as to which he/she shall be finally adjudged in any such action, suit, or proceeding to have been derelict in the performance of his/her duty as such director or officer, nor in respect to any matter on which any settlement or compromise is effected, if the total expense, including the cost of such settlement, shall substantially exceed the expenses which might reasonably be incurred by such director or officer in conducting such litigation to a final conclusion. No officer or director shall be indemnified with respect to any matter as to which he/she shall have been adjudicated in any proceeding to have acted in good faith in the reasonable belief

that his/her action was in the best interests of the Association. The foregoing right of indemnification shall not be exclusive of other rights to which any officer may be entitled as a matter of law. In determining the reasonableness of any settlement, judgment of the Council of the Association shall be final.

The Executive Director assigned to ARO by the management company (PMG) develops an annual plan of work for ARO each year. That plan of work is in the format of an annual task list which outlines all the major tasks to be completed and the dates by which they should be done. The annual plan of work will be modified each year with deadlines being adjusted as appropriate.

5.1 Committee Operations and Structure

The Position Descriptions and Individual Calendar for each Officer, Council member, and Committee Chair are to follow on their own page. *All ARO committees should be proportionally represented to reflect the membership of ARO by geography, gender and discipline*.

5.1.1 Bylaw Committees

The Bylaw Committees are the Membership Committee (see Article VI and Article IX, section Ig), the Nominating Committee (Article III, section IVb), and the Long Range Planning Committee (Article Xa and Article IX, section Ig). The Bylaws and the following descriptions of each committee's charge should be consulted for the specific duties and membership of these committees.

5.1.2 Standing Committees

Standing Committees are named to assist the Council in tasks that appear to require year-in and year-out attention, and whose responsibilities are not covered by one of the committees named in the Bylaws. The Bylaws (Article Xb) stipulate that standing committees are 1) formed by the President with a two-thirds majority approval of Council; 2) assigned a termination date when they are created; 3) may be continued beyond the termination date or disbanded at any time by a two-thirds majority vote of Council; and 4) members serve three consecutive years with staggered terms with the method of membership selection being specified at the time of the committee's creation. In general, members are appointed by the President in consultation with Council and the committee chairperson, using the MWM questionnaire and MWM Committee sign-up sheets as sources of potential committee members. The usual term for Standing Committees is 3 years. All Standing Committee Chairs should prepare a report for each Council meeting (one in February, one in September). Chairs may be asked to attend Council Meetings.

5.1.3 Ad Hoc Committees

Ad Hoc Committees are named to help the President and Council manage the ARO on issues or tasks that do not appear to demand a long-term committee. The Bylaws (Article X, section c) stipulate that Ad Hoc Committees are 1) established by the President at any time during his/her term and 2) disbanded after the current President leaves the Council as the outgoing Past President. Committees are usually disbanded when the President leaves, but the new President may re-appoint an Ad Hoc Committee or an Ad Hoc Committee can be made into a Standing Committee (see above).

The ARO committee responsibilities will be as follows with additional information as outlined in the current ARO Strategic Plan. Some committees may not have strategic charges while others may have many.

1. The **Program Committee** is responsible for reviewing all program submissions and the overall design of the ARO MWM.

2. The **Education Committee** seeks to further the year-round educational aims of ARO.

3. The **Accessibility & Accommodations Committee** aims to ensure that ARO initiatives, virtual and in person, are accessible to our members and that any reasonable accommodations are made that will remove barriers to our offerings for our members.

4. The **Membership Committee** works to retain and increase ARO membership, with a focus on growing international membership.

5. The **Diversity & Minority Affairs Committee** works to further AROs dedication to DEI initiatives and to help ARO members be effective stewards of DEI principles. The committee is also responsible for the review and selection of ARO Scholar awardees.

6. The **Awards Committee** is responsible for reviewing the candidates for the ARO Award of Merit, the Geraldine Dietz Fox Young Investigator Award, the ARO Pioneer Award in Basic Science, and the ARO Innovator Award in Clinical Science.

7. The **Nominating Committee** conducts and oversees the processes of nomination and election of any seat being vacated on the ARO Council. The committee oversees this process annually.

8. The **Travel Awards Committee** is responsible for reviewing the applications submitted for Travel Awards funds. Once the committee has completed its selection process, the remaining candidates of diverse or underrepresented backgrounds will be handed over to the Diversity & Minority Affairs Committee for their selection of awardees up to the allocated budget amount.

9. The **Long Range Planning Committee** oversees the results of the annual MWM Evaluation and is responsible for presenting the results and their recommendations to ARO Council each year.

10. The **Clinician Scientist Committee** works to provide career development support for clinician scientist members of ARO.

11. The **Finance and Investment Committee** shall work in conjunction with the Secretary-Treasurer and Executive Office to carry out the financial aspects of the ARO business as well as make recommendations for the future based on fiduciary responsibility.

12. The **Communications Committee** is responsible for working with the Executive Office to ensure ARO membership has access to Association related information. The committee works to define new communication procedures, or modernize old communication procedures, as needed.

13. The **spARO** is the student/post-doc group within ARO. spARO is responsible for assigning a representative(s) to each eligible committee to ensure a student/post-doc perspective is ingrained in ARO activities. Members of spARO will also form task forces to contribute to year-round virtual activities as well as MWM events.

Committee Chairs and, where applicable, Co-chairs may create and structure subcommittees/task groups/task forces for doing specific tasks on behalf of the committee. Subcommittees/task groups/task forces report to the committee Chair and, where applicable, the Co-chair. Subcommittees/task groups/task forces will be terminated by the Chair and Co-chair when their tasks are completed.

5.1.4 Committee Chairs Selection and Committee Chair Checklist:

Each committee will have a Chair and, in some cases, Co-Chairs. The Chair or Co-Chairs will be appointed by the President-Elect, approved by the ARO Council, and serve three-year terms in that role. Committee Chairs may remain on the committee by appointment and/or volunteer to serve again. An outgoing Chair or Co-Chair will be asked to remain accessible to the incoming Chair for guidance and continuity.

If a Chair or Co-chair is unable to complete their term, this will be communicated in writing to the President who will then appoint a new Chair or Co-chair to serve the remainder of the outgoing Chair or Co-chair's term.

Getting Started

As a Committee Chair and active member of ARO your involvement is critical to ARO's growth. We will look forward to not only hearing about the activities of your committee at the Council meetings, but also to hearing about your views on issues concerning ARO.

- If you are new to your position, talk with your predecessor in office. Read over minutes from the last few meetings to better familiarize yourself with your new role and the association.

- Review the ARO bylaws and policy manual for further information about your position.

- Secure a committee by confirming continuing committee members and by recruiting members who may have an interest in your committee's activities. Check the bylaws for any restrictions. The ARO Executive Office issues a call for volunteers before and during the MWM each year and will provide a list of interested volunteers the chair of each committee in March. Inform the President Elect of your suggestions so they can approve them (bylaws provision).

Ongoing

- Keep in touch with your committee frequently during the year, by phone, fax, e-mail, or mail. It is this frequent contact that serves as a reminder/reinforcer and keeps things moving along. The Executive Office can help with certain committee communications such as scheduling, but the office is not meant to issue all committee communications. It is important that the committee members hear

from you often as their chair and leader.

- Remember, you are a committee chair and need not have sole responsibility for all committee responsibilities. Delegate responsibility as you feel comfortable.

- Copy the Executive Office on all committee correspondence.

- Prepare/revise your committee budget request prior to each of the council meetings with justifications/facts/details to support your request. If you anticipate revenue from your committee actions, also guesstimate the revenue and any associated costs (mailing).

- Prepare a written report of your committee's progress for distribution at the August and January Council meetings. Please submit the report to the Executive Office at least 30 days ahead of the meeting so that it can be distributed in the Council Agenda sent to participants in advance. Reports should include names of committee members and their terms, accomplishments of the committee since the last report, and should indicate any items to be added to the Council agenda including any issues that will require Council discussion or decision.

- A Council Liaison is appointed from the at large Council members to represent your committee to Council in your absence. Discuss your report with the liaison or other member of the Council who will attend the meeting so that if questions arise about your report or committee activities there is someone who may be able to answer the questions and relay messages/concerns/words of praise back to you.

- Each November, provide suggestions to the President Elect for new committee members or re-appointments to fill the committee member terms that will expire after the MWM in February.

At the end of your term

- To facilitate the transition to the next chair, you may be asked to serve one additional year as an ex-officio member of the committee.
- Review the existing SROP in the ARO Policy Manual for your committee and recommend revisions.
- Provide a report of your committee's accomplishments for the ARO archives.
- Evaluate committee member participation for continuing committee membership.

EXPECTATIONS OF THE CHAIR

- Understand committee objectives and scope of authority.
- Prepared and organized.
- Controls without domination; creates positive atmosphere for work.
- Anticipates issues or concerns; avoid surprises.
- Maintains effective communications with others.
- Evaluate if there are committee members who should be asked to stay on the committee longer for continuity or if members should be removed due to lack of

participation.

5.1.5 Committee Size and Terms of Office:

The ARO Council and Committee Chair or Co-Chairs will decide the size during committee member selection based on the workload of the committee and charges per the Strategic Plan.

Committee members will be appointed for three-year terms. Every year the Executive Office will place a call for committee volunteers. The Executive Office will survey membership in the registration process and in a Call for Committee Volunteers after the MWM. The President Elect and committee Chair or Co-Chairs will review appointments immediately after the MWM. New committee members will be notified of their selection and will begin serving on the committee immediately. Committee members completing their three-year term will end their service on the last day of February or at the conclusion of the MidWinter Meeting, whichever is later. Committee service is contingent on membership (including regular, associate/student/post-doc, and senior) in ARO. Industry members are not permitted to serve on ARO Committees.

Committee members who are rotating off will receive thank you letters from the President. If a committee member wishes to remain on the committee, they can submit a letter of request to the Committee Chair, who will present the request to the ARO President and Executive Office during committee member selection.

5.1.6 Board Member Requirements

Each committee will have at least (1) one Council member serve as committee liaison. This Council member will serve as a liaison with the Council and a consultant for any questions that the Council could assist the committee with. Having a Council member serve in this capacity will also facilitate continuity of the committee charges per the Strategic Plan.

5.1.7 Charges

Before the MWM in January of each year, each committee Chair and Co-chair will briefly update the Council regarding progress made on the previous year's charges, make recommendations for committee charges for future strategic plans, and receive feedback from the Council. The update will come in the form of a Committee Report. Chairs and Co-Chairs can request a timeslot to address Council at the 4th Quarter Virtual Council Meeting should they want to address Council directly.

5.1.8 Meetings

Committee Chairs, Co-chairs, and committee volunteers will meet via teleconference throughout the year as needed to accomplish their charges.

5.1.9 Establishing a New Committee

To establish a new committee, an ARO member must propose, in writing, the overall goal of the committee, the rationale for the new committee, and roles and responsibilities to the ARO Council. The Council will discuss the proposal. If the Council agrees that a new committee is needed, it will agree upon the committee's goals, roles, and responsibilities and provide charges to the committee in alignment with the current Strategic Plan. The Executive Office will send a memo to the membership asking members to voice their interest in serving as Chair, Co-chair, or

as a member of the committee. Appointments to the committee will be made by the President Elect and Council.

5.1.10 Terminating an Existing Committee

A committee may be terminated if the existing committee is no longer needed or beneficial to the Association. A Standing Committee may be continued beyond the termination date or disbanded at any time by a two-thirds majority vote of Council. Upon termination of a committee, the Executive Office will notify the Chair, Co-Chairs, and committee members and thank them for their service.

5.2 ARO Nominating Committee Process

Step 1: Identify Nominating Committee Ballot

• Deadline will be set for Executive Committee to identify opening seats for Nominating Committee to create a slate of candidates, no more than two per opening seat.

Step 2: Identify Nominating Committee

• Nominating Committee candidates are confirmed via an annual election.

• Nominating Committee for the current year will nominate 4 candidates who have confirmed their interest in the position. All 4 candidates will appear on the annual ballot with a write-in option. The list of written in candidates shall be kept to use for the following year. All 4 candidates shall make up the Nominating Committee for the upcoming year.

• The ARO Past President and Past Past President will be invited to co-chair the committee

• Nominating Committee members will not be nominated for ARO Council positions the same year they serve on the committee.

Step 3: Positions for Election

- The Chair of the Nominating Committee will approve the draft of an email to be sent to all ARO members requesting suggestions for nominations for:
    - President Elect
    - Treasurer
    - Council at Large
    - Nominating Committee

Step 4: Solicitation of Nominations

• The Nominating Committee will nominate eligible current/former members for an elected office. The Executive Office will confirm that the nominee accepts the nomination.

• The Executive Office will send the list of nominees with an updated CV to the Nominating Committee.

Step 5: Slate confirmation

• The Nominating Committee will review the list of suggestions from the committee and determine the slate.

• A slate of no more than two candidates will be on the ballot for each opening seat.

• The Executive Office will contact each of the nominees on behalf of the Nominating Committee to see if they are willing to run for the office or board position. If so, the Executive Office will solicit a statement, CV, and headshot for the ballot.

Step 6: Voting

- Once the slate is confirmed with the candidates, an electronic ballot will be developed by the ARO Executive Office.
- Email membership ballot for voting. Deadline will be set. Ballot shall remain open for voting for 30 days.
- Weekly emails will be sent to eligible members who have not voted.

Step 7: Results

- The Executive Office will notify the Nominating Committee chair of the election results.
- Emails will be sent to all candidates with the results with a return response requested.
- The Executive Office will email the membership announcing the election results.

Step 8: Transition

- All officers will be invited to join the monthly conference calls immediately to ensure Society leadership continuity but shall not vote on association business until their term officially begins.
- The officers and elected board members will officially take office at the Business Meeting at the MWM.

5.3 Whistleblower Policy

The Association for Research in Otolaryngology (ARO) expects its Council Member, Committee Chairs, Committee Volunteers, Members, and management company employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of ARO, we must practice honesty and integrity in fulfilling our responsibility and comply with all applicable laws and regulations.

It is the responsibility of all Council Member, Committee Chairs, Committee Volunteers, Members, and management company employees to report violations or suspected violations of ARO policies in accordance with this Whistleblower Policy. No Council Member, Committee Chairs, Committee Volunteers, Members, and management company employee, who in good faith reports a suspected violation, shall not suffer harassment, retaliation, or adverse employment consequence. A member of the management company who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within ARO prior to seeking resolution outside of the Association. Any allegations which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

This policy provides an opportunity for anyone with a fiduciary responsibility to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Management company employees are encouraged to speak to their Human Resource representative. The Human Resource representative is required to report suspected violations of ARO policy to the ARO Council. The Council is responsible for investigating and resolving reported complaints and allegations concerning violations of ARO policy and, at their discretion, shall advise the Executive Director.

The ARO Secretary-Treasurer and the ARO Council shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Secretary-Treasurer shall

notify the Finance and Investment Committee of any such complaints and work with the committee until the matter is resolved.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The Human Resource representative will notify the sender (if known) and acknowledge receipt of the reported violation within five business days. All reports will be promptly investigated by the Human Resource representative and/or the ARO Council and appropriate corrective action will be taken if warranted by the investigation.

5.4 Use of ARO Name

The Association for Research in Otolaryngology (ARO) does not allow the use of its name, logo, or the Annual Meeting name and logo in association with any In Conjunction With meeting or Satellite Symposia unless approval is granted by the Association. The ARO logo would only be allowed if it is utilized as a resource or to direct visitors to the ARO website. Use of the logo will not be permitted in an email signature or as a personal promotion or endorsement. To obtain permission to use the ARO name for such purposes a member must contact the Executive Office.

5.5 Sending Outside Materials to ARO Members

A key ARO goal is to involve membership in decisions surrounding ARO business and initiatives. To that end, ARO may occasionally survey members to provide recommendations and opinions based on their expertise and knowledge of the field. Copies of the proposed surveys will be sent to members of the Long Range Planning Committee for review and approval. Once the survey is approved, it is fit to be shared with the membership.

1. Such materials must be grounded in evident-based research.
2. Such materials must be reviewed and approved for accuracy and balance by the Long Range Planning Committee.
3. Such materials must explicitly state the expected time required to complete the survey.
4. Such materials must explicitly state that participation is voluntary.
5. Such materials must be in accordance with ARO policies, goals, and objectives.

Appendix I: ARO Annual Meeting Press Guidelines & Code of Conduct

The ARO Annual MidWinter Meeting (MWM) is sponsored by **the Association for Research in Otolaryngology**. Programs presented at the MWM are for the education of attendees. ARO reserves the right to deny or terminate press privileges to credentialed press at any time during the meeting, if found to be a disturbance to the meeting or the meeting attendees.

Code of Conduct:
Interaction with presenters and/or other attendees is permitted before and after the session; however, we do ask that you submit requests to the Executive Office (headquarters@aro.org).

Proper Sourcing:
All content from the conference must mention the ARO MidWinter Meeting or ARO. In addition, please cite the speaker and/or company presenting the information.
ARO is to be listed in the following way:
· ARO
· The Association for Research in Otolaryngology

Handouts:
Handout materials are prepared and submitted for distribution by presenters who are solely responsible for its content. The views expressed by the speakers at ARO sponsored sessions are not necessarily shared or endorsed by ARO.

Embargo Policy:
Press releases and sessions are embargoed until the meeting date and time of the presentation. ARO strictly enforces its embargo policy, which prohibits the publication of research ahead of the embargo date and time. Proper sourcing of research partners and attribution to ARO and the ARO MidWinter Meeting are required. Press Releases or summaries of content from the meeting must be approved by the presenting author before release.

Audio and Audiovisual Policy
Audio and video recordings of the ARO MidWinter Meeting may not be sold without prior written consent from ARO. Permission for photography or video interviews of individual presenters must be secured from the individual author/presenter. Media that repurpose or have repurposed ARO MidWinter Meeting content in a stand-alone medium either for revenue or without charge, unless by agreement with ARO, are ineligible to receive press credentials. Press that produce or have produced content in a standalone medium that uses the ARO name or logo to imply endorsement, without ARO's expressed permission, are ineligible to receive press credentials.

Appendix III: Schedule for Retention of Financial Documents

Financial Records	Retention Period
Bank Statements, Reconciliations,	Seven years
Deposit Slips and Cancelled Checks	Seven years
Accounts Payable	Seven years
Accounts Receivable	Seven years
Audit Reports	Permanent
Expense Records	Seven years
Monthly Financial Statements	Three years
General Ledger	Permanent
Loan Documents after final payment	Seven years
Purchase Orders	Seven years
Sales Records	Seven years
Tax Returns	Permanent
Inventory Records	Seven years
Supporting documents for items of income & expense	Seven years
Expired Insurance Policies	Permanent
Insurance related documents such as Claims for loss/damage, accident reports, appraisals etc.	Permanent

Appendix III: ARO Standards for Meeting Endorsement

1. The scientific program of the endorsed conference should be the responsibility of a Program Committee that aids in constructing the program with a chairperson or co-chairpersons. This committee should consist of a broad and representative group of experts in the field of otolaryngology.
2. The endorsed conference should be in compliance with ARO guidelines. In particular, the content of any satellites should be approved by the Program Committee. There should be no sponsored symposia other than satellites that are clearly distinct in time from the body of the conference. The source of funding for all satellites should be disclosed in the program.
3. The registration fees for the annual meeting should be calculated from the expenses outlined on the financial spreadsheets in a budget and should not be higher than necessary based on projected revenues. There should also be a reduced registration fee for documented students.

Appendix V: Social Media

ARO uses a combination of social media platforms as a part of their communications and marketing. The Executive Office will provide the singular voice to monitor, update and post on ARO social media accounts. ARO uses social media to highlight its own material, including programs, new content to the website, reports, and other ARO resources.

Frequency Goals:

- Twitter: one to five tweets per week
- Facebook: one to five posts per week