

# ISTSS Policies and Procedures for Affiliation

## *Approved December 2019*

### Overview of Affiliation

Affiliation policies and procedures are intended to reflect the current state of ISTSS, affiliated organizations, and other traumatic stress organizations that are operating globally.

The mission statement for ISTSS provides a starting point for considering the aims of affiliation:

ISTSS is an international interdisciplinary professional organization that promotes advancement and exchange of knowledge about traumatic stress.

This knowledge includes:

- Understanding the scope and consequences of traumatic exposure,
- Preventing traumatic events and ameliorating their consequences, and
- Advocating for the field of traumatic stress.

Affiliation, therefore, aims to support advancement and exchange of knowledge, foster scientific literacy and quality, disseminate educational resources, and increase the standard of care for traumatized individuals on a global scale.

### Roles of the ISTSS Global Initiatives Committee and Executive Committee

GIC is a standing committee that has as its charge: (1) promote global representation on and involvement in Society leadership and professional activities; (2) work with leadership and staff to oversee any ISTSS involvement in Global Meetings; (3) advise and assist with implementation of ISTSS participation in Global Collaborations; (4) work with the Membership Committee toward growth in member involvement worldwide and in the continued implementation of the Corresponding Membership; (5) work with the Annual Meeting Subcommittees toward global breadth of programming at the Annual Meeting; (6) evaluate proposals and offer recommendations to the Executive Committee and the Board regarding options for a future organizational structure for ISTSS; (7) advise and work through the ISTSS President, Executive Committee, and Board in matters of policy and relationships with other organizations; and (8) oversee and review short- and long-term collaborations of ISTSS with other organizations or groups, and evaluate new applications for collaborations. In addition, GIC serves as the body that reviews requests from trauma societies that wish to affiliate with ISTSS and then makes recommendations to the Board of Directors concerning those requests.

ISTSS Executive Committee, in consultation with GIC, is responsible for time-limited arrangements (e.g., cross promotion of meetings) and other partnerships for projects of mutual interest that do not require affiliation.

# ISTSS Policies and Procedures for Affiliation

## *Approved December 2019*

### Assumptions Related to Affiliate Structure

The following list reflects a set of assumptions that have guided thinking about ISTSS structure and the nature of affiliations:

- 1) The costs and logistics associated with maintaining global activities can be substantial. Among existing trauma societies, ISTSS has had the greatest capacity to undertake such activities.
- 2) Global scope is an aspirational goal that will be achieved incrementally over time.
- 3) The most immediate benefits of affiliation are facilitation of communication across trauma societies and establishment of working relationships on which to undertake activities of mutual interest (e.g., joint events, statement papers, guidelines).
- 4) Affiliation must be based on mutual respect and reciprocity between participating organizations.
- 5) Affiliation should promote diversity of perspectives that arise from different cultural, epistemological, and linguistic backgrounds.
- 6) Affiliation is intended as an enduring relationship, with periodic renewal.
- 7) Affiliation will not undermine the autonomy of participating organizations.
- 8) The financial cost of affiliation must be reasonable for all participating organizations.
- 9) Existing affiliate relationships must be respected when the terms of affiliation are revised.

### **Criteria and Procedures for Affiliation**

#### General Qualifications

- 1) The potential affiliate organization must have a primary focus on research, education, clinical services, and/or policy formulation related to severe stress and trauma.
- 2) The mission and bylaws or constitution of the organization must be consistent with those of ISTSS and, by extension, those of existing affiliate organizations.
- 3) The organization must be noncommercial (i.e., nonprofit or not-for-profit).

**ISTSS Policies and Procedures for Affiliation**  
***Approved December 2019***

- 4) The organization must represent a geographic region outside the United States or a non-English-language-speaking community.
- 5) The organization must exist as a stable entity with a substantial number of individual members.

The Process for Requesting New Affiliation

- 1) A request is submitted in writing, in English, to the Executive Director of ISTSS. The request is then passed to the Global Initiatives Committee, which reviews the materials, seeks clarification or additional information if necessary, and makes a recommendation to the ISTSS Board of Directors. Affiliation requests are ratified by majority vote of the Board.
- 2) The person who submits the request must be in a formal leadership position in the requesting organization. The ISTSS Board has indicated a preference for this person being an ISTSS member at the time the request is submitted.
- 3) The written materials for requesting affiliation should include:
  - a) a cover letter from the President (or equivalent leader) of the organization stating the request for affiliation, expressing willingness to engage in a mutual exchange of information and benefits, and providing details regarding any benefits that will be extended to ISTSS or ISTSS members;
  - b) a brief history of the organization, including a copy of incorporation information, if applicable;
  - c) the current mission statement;
  - d) copies of all documents that state the official rules and provisions of the organization (bylaws, constitution, etc.);
  - e) a list of current governance positions and the leaders who occupy them;
  - f) the number of current members in each membership category or a current membership list or directory;
  - g) a current list of rates for membership dues and conference registration fees (if applicable); and

## ISTSS Policies and Procedures for Affiliation *Approved December 2019*

- h) information about activities or initiatives that benefit members and may have impact on the traumatic stress field (e.g., conferences, publications, workshops, or other training opportunities).
- 4) Requests for affiliation should be submitted at least three months prior to the date of the ISTSS Board meeting at which a vote might be taken. Meeting dates vary year-to-year, but March 1<sup>st</sup> (for a Midyear Meeting) and August 1<sup>st</sup> (for an Annual Meeting) are approximate deadlines.

### Annual Updates

Leadership and activities may change annually, therefore, all established affiliate societies will be asked for updated information each year. The timing of the request will generally be prior to the ISTSS Annual Meeting so that relevant information can be shared with the ISTSS Board:

- (a) *Update the commitment to participate in affiliation:* A standardized statement will be endorsed by the President of each participating organization.
- (b) *Update on organizational leadership and the business office:* A current list of elected leaders and their contact information, along with mailing, telephone, email, and website information for organizational operations.
- (c) *Update on organizational status:* This includes the number of current members and any changes that have occurred since the previous update (or original affiliation request) with regard to incorporation status, bylaws or constitution, or the mission of the organization.
- (d) *Update on organizational activities:* A brief summary of key activities of the affiliate organization during the previous year. The aim is to inform ISTSS Board members about affiliate activities and to help identify potential opportunities for joint initiatives.

### The Role for Global Initiatives Committee

Global Initiatives Committee has responsibility for ensuring that affiliate organizations are informed about annual changes in ISTSS leadership, key ISTSS initiatives and activities, etc.

## ISTSS Policies and Procedures for Affiliation *Approved December 2019*

Global Initiatives Committee also works to resolve questions about or difficulties with affiliation arrangements, either acting directly or in conjunction with the ISTSS President.

### Pre-Affiliate Status

Pre-affiliate status is a one-year, renewable option that applies when a submitted request to affiliate does not meet all criteria but has potential to do so if given additional time for development. The form of support provided to assist a pre-affiliate organization will be determined on a case-by-case basis by the ISTSS Board, with guidance from Global Initiatives Committee. This support can include some or all of the benefits offered to affiliate organizations and their members. In addition, members of the ISTSS Global Initiatives Committee are available as consultants to the leaders of a pre-affiliate organization on matters relating to ISTSS and organizational development.

### Termination or Suspension of Affiliation

Affiliation is voluntary and can be ended by either party, but it is generally expected to be a continuing, long-term relationship that involves ongoing communication. Reasonable notice (e.g., 6 months) should be given for actions by either party that change, suspend, or end affiliation between organizations.

## **Benefits from ISTSS to Affiliate Organizations and Their Members**

The benefits for affiliated societies are both material and collegial in nature. Ultimately, the aim of offering benefits is to further the growth and development of the traumatic stress field and to promote a global community of involved professionals. Material benefits exchanged by organizations are expected to change over time as additional options become feasible or current options cannot be sustained.

### Benefits Extended by ISTSS to Affiliate Organizations

- 1) Opportunity for participation in planning and obtaining profit from jointly organized Global Meetings. The distribution of responsibilities and arrangements for profit sharing are negotiated among the participating organizations as appropriate for each jointly organized Global Meeting.
- 2) Opportunity for the affiliate society to identify accepted presentations to be highlighted in the program of the ISTSS Annual Meeting. These will be

**ISTSS Policies and Procedures for Affiliation**  
***Approved December 2019***

presentations having some connection to the affiliate. The mechanism for selection and the number of endorsement opportunities will be set by the ISTSS Annual Program Chair. This opportunity will apply to presentations in English, but it could include non-English presentations with real-time English translation if it is justifiable in terms of level of interest and cost.

- 3) Opportunity for the affiliate society to publish informational articles and announcements without cost in the ISTSS newsletter, StressPoints. This publication is subject to normal oversight by the newsletter editor.
- 4) Opportunity for cost-free or at-cost postings on the ISTSS website, subject to normal website governance procedures.
- 5) Opportunity for ex-officio (non-voting) participation in relevant portions of the ISTSS Board of Directors meeting held in conjunction with the ISTSS Annual Meeting, subject to the discretion of the ISTSS President. Affiliate society presidents may attend or may appoint a mutually suitable representative.
- 6) Opportunity to participate in the annual Leadership Summit hosted by ISTSS at its Annual Meeting. This gathering of leaders representing traumatic stress societies worldwide fosters acquaintanceships and provides a forum for exchanging information and gaining perspective on issues of common interest. It can serve as a starting point for collaborative activities such as joint meetings or Global Collaboration projects.
- 7) Opportunity to obtain StressPoints articles prior to publication so that they can be translated and distributed to non-English-speaking members of the affiliate society. Permission for affiliate organizations to distribute StressPoints articles is based on the added value they provide by arranging for translation. English-language versions of StressPoints are distributed by ISTSS exclusively.
- 8) To the extent allowed under law and regulation, ISTSS will distribute email announcements on behalf of affiliate societies to the same comprehensive member list used for ISTSS broadcast emails.
- 9) Each full or student member of an affiliate society is eligible for a discount on full membership dues. The current discount is 20%, with the World Bank discount rate being applied if it results in a lower cost for the applicant.
- 10) Each full or student member of an affiliate society is eligible to become an ISTSS corresponding member at no cost. This status confers the ability to self-nominate for travel awards.

**ISTSS Policies and Procedures for Affiliation**  
***Approved December 2019***

- 11) Expedited processing of requests for ISTSS promotional endorsement of conferences and other professional activities organized by the affiliate, subject to standard criteria used by the ISTSS Executive Committee.
- 12) Increased opportunities for presentations by prominent ISTSS members at affiliate conferences, including efforts by ISTSS to facilitate such contacts. Affiliate conferences that coincide with the annual mid-year meeting of the ISTSS Board historically have been able to take advantage of this opportunity.
- 13) As feasible, ISTSS will continue to consider scheduling the midyear meeting of the Board of Directors in conjunction with a conference hosted by an affiliate society.

**Benefits from Affiliate Organizations to ISTSS**

This section outlines a set of benefits that is reciprocal to those pledged by ISTSS to affiliated trauma societies. As with the preceding list, the aim of offering benefits is to further the growth and development of the traumatic stress field and to promote a global community of involved professionals. The benefits list is expected to change over time as additional benefits become feasible or current benefits cannot be sustained.

*Benefits Extended to ISTSS*

- 1) To the extent feasible, the affiliate organization is committed to participate in Global Meeting planning and support.
- 2) There is opportunity for ISTSS to endorse (i.e., highlight) presentations at major meetings organized by the affiliate society.
- 3) There is opportunity for ISTSS to publish informational articles and announcements without cost in the newsletter or similar publications of the affiliate society.
- 4) There is opportunity for ISTSS to post material cost-free or at-cost on the website (if any) of the affiliate society, subject to normal website governance procedures.
- 5) There is opportunity for ex-officio (non-voting) participation by the ISTSS President at relevant portions of the Board of Directors meeting of the affiliate society. The ISTSS President may attend or may appoint a mutually suitable representative.
- 6) As feasible, there is opportunity for ISTSS to obtain articles from affiliate society publications (e.g., newsletters; possibly professional journals) so that they can be translated (if necessary) and distributed to ISTSS members.

**ISTSS Policies and Procedures for Affiliation**  
***Approved December 2019***

- 7) To the extent allowed under law and regulation, the affiliate society will distribute email announcements on behalf of ISTSS to its comprehensive member list.
- 8) To the extent feasible, discounts are offered to full and student members of ISTSS on membership dues. The amount of any discount is determined by the affiliate society.
- 9) Priority comparable to full and student members of the affiliate society with regard to financial aid opportunities, if any (e.g., travel awards).
- 10) Promotional endorsement of conferences and other professional activities organized by ISTSS, subject to normal approval procedures and criteria used by the affiliate organization.
- 11) Efforts by the affiliate to facilitate presentations by prominent affiliate society members at ISTSS conferences.
- 12) Willingness of the affiliate society to assist with planning and arrangements for a mid-year meeting of the ISTSS Board in conjunction with an affiliate-sponsored conference.