



Policy for the IPOS Federation

Upon motion duly made, seconded and approved **UNANIMOUSLY** by the quorum present, the following policy was **ADOPTED** by the IPOS Board of Directors on 15 May 2008.

This policy was presented to the IPOS members and approved at the annual business meeting on 11 June 2008 in Madrid, Spain.

Introduction

In September 2007, the IPOS Board of Directors and participants in the meeting of national societies agreed to establish an IPOS Federation Board. The IPOS Federation Board is hereby created as a Standing Committee of IPOS, pursuant to Article VI, Section 1 of the Constitution (revised 19 September 2007). The Federation Board shall be comprised of an official representative of Federation Members, as described below.

Objective and Premise of the IPOS Federation Board

The objective of the IPOS Federation is to represent psycho-oncology, world-wide, speaking compellingly in a unified voice the message that all cancer patients and their families throughout the world should receive optimal psychosocial care at all stages of disease and survivorship.

The IPOS Board of Directors recognizes that it can be most effective in promoting psycho-oncology on a global basis if IPOS reaches and serves the several thousand members of national psycho-oncology societies that are already established and supports the development of national societies where they do not yet exist. It has been agreed that the most effective way to reach all of these individuals is to create an IPOS Federation of national or regional psycho-oncology societies, to be called the IPOS Federation.

The premise of this IPOS Federation is that an interested national or regional psycho-oncology society may submit documentation to the IPOS Board of Directors demonstrating its eligibility and interest in becoming a Federation Member. In the first phase, national psycho-oncology societies that qualify per the eligibility criteria below may become Federation Members. Subsequent to establishment of this Federation Board, the Federation Members may discuss and agree to propose to increase the Federation Membership to include other advocacy or psycho-oncology related organizations, subject to approval of the IPOS Board of Directors, which shall not unreasonably be withheld. Ultimate decision making authority for Federation Board recommendations lies with the IPOS Board of Directors. An IPOS Past President shall serve as the Chair of the Federation Board in a non-voting capacity.

Federation Membership Eligibility

Federation Members shall be national or regional psycho-oncology societies. The IPOS Board shall establish the eligibility requirements for Federation Members. Each interested national or regional psycho-oncology society shall demonstrate that it meets the eligibility requirements for inclusion in the Federation. The society shall submit an application form to include an organizational CV, documenting its members, activities, meetings, etc. The following criteria constitute eligibility requirements for the 2008 Federation Members.

The national or regional psycho-oncology society shall:

- be a non-profit, non-governmental organization recognized by the establishing authority* of the respective country or region, if such authority exists; if such authority does not exist, application may be made to the IPOS Board of Directors for special consideration;
- be multidisciplinary in philosophy and governance
- have individual professional members who practice psycho-oncology;
- actively promote psycho-oncology in its country or region;
- sponsor education and networking opportunities with specific psycho-oncology emphasis;
- perform constructive activities in psycho-oncology;
- support IPOS activities such as the Multilingual Core Curriculum of Psycho-Oncology, the World Congress of Psycho-Oncology, IPOS Press, etc.; and
- provide its membership list (names only) to IPOS Headquarters annually, to document the number of members and to provide a reference list for IPOS HQ reference only. The Federation Board members shall be responsible to designate a contact representative who shall be responsible to translate and forward communications from IPOS to their Society members. IPOS shall also call upon this individual to provide translation support for the IPOS website, so that individuals of many languages may easily navigate the benefits of the IPOS website.

In addition, the President of each Federation Member and his/her designee, if applicable, shall be a member in good standing of IPOS.

Organizations that are single-discipline in governance may become Affiliate Societies to the Federation. Privileges shall be proposed by the Federation and approved by the IPOS Board of Directors from time to time.

The Federation Board shall be responsible to review the applications from National Societies and to make recommendation to the IPOS Board of Directors for acceptance into Federation membership.

The IPOS Board of Directors reserves the right to accept or decline an application.

**for example, establishing authority in the US is the State Corporation Commission where the organization was incorporated and the Internal Revenue Service, which confers not for profit status.*

Benefits to Federation Members

The Federation Board shall be comprised of the President of each Federation Member or his/her representative. The purpose of the Federation Board shall be to facilitate discussion, cross-cultural collaboration and programs to improve psycho-oncology care on a global level. Each confirmed Federation Member shall enjoy the following benefits:

- Each IPOS Federation Member shall be represented on the Federation Board by its President or a designee of the President.
- Each IPOS Federation Member representative shall have a single vote on any issue brought before the Federation Board;
- The Federation Board shall be provided with meeting space and time at each IPOS World Congress of Psycho-Oncology;
- IPOS may provide for one or two conference calls per year for the Federation Board representatives on the IPOS conference line, if required (IPOS may pay for the long-distance charges for the representatives from organizations located in low- and middle-income nations as defined by the World Bank);
- IPOS shall provide for a private work space for the Federation Members on the IPOS website;
- IPOS shall create a Federation Members listserv for the President/representative of each Federation Member to enable and support intra-Federation communications;
- Federation Members shall be eligible to partner with IPOS to co-sponsor an IPOS World Congress in their country or region, which will help to raise awareness of psycho-oncology in that country or region and allow it to receive a portion of the Congress profits; final decisions about World Congress partnerships shall be made by the IPOS Board of Directors;
- Upon application to and approval by the IPOS Board of Directors, the IPOS logo may be used by the Federation Members to promote their activities and events;
- With approval of the Federation Member representative, the Federation Member's logo may be incorporated into IPOS World Congress materials, designating the Federation Member as a Federated Member Cosponsor of the Congress and thereby giving it recognition and publicity before an international audience;
- IPOS shall create a new area on its website to feature the Federation Members. This page may feature information about the Federated Members, including contact information, links to their websites, photos (if provided), text about the organization and upcoming meetings, etc.;
- IPOS may assist in the preparation and dissemination of material (e.g. guidelines and standards) and documents (e.g. position statements, legislation, etc.) for use by the Federation Members; and
- IPOS shall facilitate connections with other organizations outside of the Federation for research, clinical care and training.

Formative Meeting of the IPOS Federation

The first meeting of the Federation Board shall be hosted at the 10th World Congress of Psycho-Oncology in Madrid, Spain. The meeting shall be chaired by IPOS immediate past President, Professor Luigi Grassi. Presidents of national societies who have expressed an interest in joining the Federation shall be invited to participate and shall be permitted to propose agenda items for the meeting. Those organizations that are eligible by the criteria established by this Policy document shall be designated as Federation Members at this meeting. Those who do not yet meet the eligibility criteria may attend as observers and will be permitted to participate without vote. National society Presidents who are not able to participate in person may send a delegate with their proxy to vote. This Policy document shall be reviewed and adopted at the subject meeting, or shall be remanded to the IPOS Board of Directors with recommended changes. Other agenda items and plans for future activities shall be proposed by the Federation Members for approval of the IPOS Board of Directors.

Revised effective 13 June 2008, upon recommendation of the Federation and approval of the IPOS Board of Directors.