

MEMORANDUM

TO: Members of SWOG
FROM: SWOG Operations Office
DATE: November 2018
SUBJECT: Policy and Procedure Revisions

The following SWOG policies have been revised as summarized below. These and all policies can be viewed and printed from the Group's web site at <https://www.swog.org/about/policies-procedures>.

Policy Revision Summation

Policy 2 Constitution/Bylaws

This policy has been revised as follows:

1. To clarify the role of the Vice-Chair for Operations, to add the role of the Vice-Chair of SWOG-Clinical Trials Partnerships and to distinguish between Administrative Committees and Research Support Committees.
2. To revise the term length and number of terms for the Group Chair.

Policy 3 Guidelines for full Group Institutional Membership in SWOG

This policy was revised to allow non-U.S. accruing members institutions, that have not reached full accruing member status within a period of six to eighteen months, to be granted an additional three year provisional probationary period if one or more criteria have been met.

Policy 35 Financial Conflict of Interest Policy

This policy has been revised to include information about management plan triggers for executive officers and to include the following statement:

“Investigators who do not report this information in a timely way may have their SWOG leadership role re-assigned to another investigator.”

Policies 4, 10, and 11 had minor editorial (non-substantive changes).