



Corporate Membership Terms and Conditions 2024

OVERVIEW:

Tennessee Oncology Practice Society (TOPS) is a member of The Oncology State Societies at ACCC, a network of 23 State Chapters that are managed by—and collaborate with—the Association of Community Cancer Centers (ACCC) and are members of the American Society of Clinical Oncology State/Regional Affiliate Program.

State Societies within The Oncology State Societies at ACCC network are all individually incorporated and operate as their own entities with a governing Board of Directors and Executive Committee. Corporate Members of each State Society receive select benefits from ACCC and valuable state-specific resources to help them stay ahead of the shifting healthcare landscape and the challenges that directly impact the high-quality care their patients deserve.

As a Corporate Member of TOPS, you'll be recognized as a leader in the field of oncology and cancer care delivery. Corporate membership entitles your company to numerous value-added benefits within the state(s) where your company holds active membership throughout the year.

MEMBERSHIP JOIN & RENEWAL TERMS:

Program benefits run for a full calendar year, 12 months, from January 1 – December 31. The membership renewal period for current Corporate Members in good standing takes place between September 1 and December 31 each year.

New Corporate Members may start at any date. TOPS recommends that new companies join within the fourth quarter of the calendar year to coincide with the standard renewal window for all current members.

If joining or renewing mid-year, membership fees are due in full at the time of activating the membership via submitting the appropriate documentation. Membership fees will not be pro-rated and member benefits will not be retroactively fulfilled if missed due to the timing of membership activation.

For a corporate membership to be considered active, fully executed membership documentation must be on file with Corporate Development and full payment must be received no later than the date specified in the payment policy. Without the appropriate documentation and payment, TOPS will not deliver membership benefits.

Corporate membership with TOPS and the benefits of the program are unique to each company and are non-transferrable to any other company. In cases of mergers and acquisitions, membership may or may not be transferable depending on the nature of the industry consolidation. The Society reserves the right to make this determination on a case-by-case basis.

APPROPRIATE DOCUMENTATION:

We recognize that our industry partners must adhere to specific internal documentation policies and procedures for compliance purposes. In addition to the annual membership packets prepared and disseminated for signature, we also accept company LOA's and corporate membership agreements so long as the details of these documents align with the State Society. Corporate Membership packets contain a welcome letter from the Board President, a copy of the most current membership benefits and cost, and the State Society W9. Letters of request, proof of bank account statements, form 990s, and other documentation needs your company might have can be requested by emailing CorporateRelations@acc-cancer.org or by visiting the Industry Resources page of the State Society website for any available downloadable resources.



Corporate Membership Terms and Conditions 2024

MEMBERSHIP PAYMENT, CANCELLATION & REFUND POLICY:

TOPS accepts payment by check, ACH, and credit card. For all credit card payments, a 3% processing fee will be imposed. The State Society will invoice corporate members annually once membership status is confirmed and prefers receiving payment within sixty (60) days of the invoice date. The deadline for full payments to be received is March 31. TOPS must be notified in writing about any requests for extensions. These will be handled on a case-by-case basis. No extensions will be granted beyond April 30. If joining or renewing after April 30, full payment for the corporate membership will be expected within thirty (30) days of the invoice date. Non-payment by the deadline date will result in immediate termination of corporate membership benefits.

TOPS must be notified in writing in the event of cancellation and will handle any cancellation requests on a case-by-case basis. When determining the appropriate course of action, the State Society will base its decision on the reason for cancellation and nature of the request, the date of cancellation and determination of any membership benefits that may have already delivered.

CORPORATE MEMBERSHIP BENEFITS:

Corporate Member benefits do not roll over or accumulate and must be used within the intended calendar year membership is active. TOPS reserves the right, in its sole discretion, to change the terms under which corporate membership is offered. The most current version of the terms will supersede all previous versions. The State Society encourages its industry partners to periodically review the terms on the website to stay informed of updates.

CORPORATE & COMMERCIAL INFLUENCE:

TOPS maintains a strict policy of independence from corporate and commercial influences, such as those related to specific companies, products, and/or services. The Board of Directors strictly enforces this policy. Participation in the Corporate Membership program does not influence the State Society's policies, positions, or endeavors. All submitted content will be reviewed and approved by leadership for which it is intended. All meetings produced by the State Society are subject to change and Corporate Membership does not provide for any conditions of purchase, use, or recommendation of products associated with the membership.

PRIMARY STATE SOCIETY POINTS OF CONTACT

The State Society requires there be a primary point of contact on file with Corporate Development for all companies who hold active membership. Corporate member companies consent to receive electronic communications from TOPS and ACCC, which is our main form of communication. As such, we need to ensure the primary point of contact has whitelisted us and can successfully receive our communications. Companies who may hold active membership with multiple State Societies within the ACCC network and who have multiple regional points of contact are encouraged to submit a roster to Corporate Development containing the person's full name, mobile number, email address and the state(s) they are responsible for so we can keep our records accurate on your behalf.



Corporate Membership Terms and Conditions 2024

EVENT ATTENDANCE & REGISTRATION:

Attendance and exhibit table display opportunities at TOPS conferences and events are not guaranteed if Corporate Membership is secured **less than 60 days prior** to the event. Registration benefits and quantity allotments provided to Corporate Members of each state are determined based on membership level selected.

Registrations are assigned to one individual only for the duration of the event and are non-transferrable. The exchanging of name badges between company individuals is not permitted at any state society event and a company's total allotment of registrations is determined by the membership level. Any additional registrations needed can be purchased for \$1500 each.

Medical Science Liaisons (MSL) are important members of our industry community; however, to support our policy on corporate and commercial influence and to maintain the accreditation firewall for the many State Society events that are accredited and offer continuing education to certified individuals, MSLs must register as part of the Corporate Member allotment. Only MSLs from Corporate Member companies and accepted non-member exhibiting companies are permitted to register and attend. MSLs coming from companies who are not current Corporate Members of the state will not be permitted to register.

USE OF LOGO & APPROVED IMAGES:

Corporate Member companies grant the Oncology State Societies at ACCC permission to use its name, brand and/or logo on the website, on event signage and in any materials related to the delivery of member benefits.

For more information about these terms and conditions, please contact ACCC Corporate Development by emailing CorporateRelations@acc-cancer.org.