



Roundtable Petition Guidelines

Thank you for expressing interest to starting a new Roundtable. As in many endeavors, a successful roundtable starts with one interested CSCMP Member taking ownership of the idea.

CSCMP policy states that a regional or local group wishing to set up periodic Roundtable discussions related to supply chain management and logistics will submit a [petition](#) to CSCMP's Board of Directors stating their intent and desire to hold Roundtable discussions under the auspices of the Council of Supply Chain Management Professionals. This petition must bear the signature of at least twenty (20) current members of the Council of Supply Chain Management Professionals.

Once the Executive Committee accepts the petition, the local group will be permitted to function as a Pending Roundtable for a period of twenty-four months while CSCMP Headquarters observes its programs, evaluates local member interest in its activities, and oversees one CSCMP Roundtable Board election process.

At the end of the pending period, CSCMP Headquarters with assistance from the Executive Roundtable Committee deems that there is sufficient interest, that the programs are of educational value, a successful Roundtable Board election process has been completed and that the RT functions within the policies of the organization, it may recommend approval to the BOD as an approved CSCMP Roundtable.

The Council of Supply Chain Management Professionals roundtables are an extension of the organization and must adhere to the following policies:

- o Once a Roundtable is approved, it may continue to function without further approval as long as it holds a minimum of six events/meetings annually, is administered by a minimum of five current members serving as Officers of the Roundtable Board, and complies with the policies and best practices with respect to Roundtables of the Council of Supply Chain Management Professionals. Failure to do so shall terminate the Roundtable and require a new petition be submitted to the Board of Directors.
- o Roundtables must have at least five officers: President, Vice President Programs, Vice President Membership, Secretary, Treasurer and Young Professionals Chair (required after approved by Board.) Potential cabinet positions may include; Education Chair, Hospitality Chair, IT Chair, Registration Chair, Past President. All officer and Cabinet positions must be held by a member of the

Council of Supply Chain Management Professionals.

- o Any person, acting on behalf of a Roundtable so as to bind, obligate or commit the Roundtable shall be a member of the Council of Supply Chain Management



Professionals.

- o The signers of the petition appoint or elect a minimum of five Officers to direct Roundtable affairs, one of whom will keep CSCMP Headquarters and the Roundtable Chair of the Board of Directors informed of the group's activities through the approved event management process and according to the Roundtable Schedule of due dates.
- o Council of Supply Chain Management Professionals membership is required to participate in any voting decision related to the Roundtable.
- o No dues are collected to fund the activities of the Roundtable. A class of Council of Supply Chain Management Professionals Roundtable membership in which such members would pay dues to a Council of Supply Chain Management Professionals Roundtable account is strictly prohibited.
- o Each Roundtable must hold a minimum of six meetings each year.
- o Roundtables are required to use CSCMP's Event Management system (iMis). This system allows for Regular (non-member) event pricing and Member event pricing. The difference between regular (non-member) event price and member event price will be calculated on each event.
- o Roundtables may use the Council name, letterhead, logo, and other identifiable symbols to announce and promote Roundtable meetings and activities.
- o Roundtables shall not use the Council of Supply Chain Management Professionals' brand for any purpose other than communicating and promoting Roundtable meetings and activities.

Please let me know at your earliest convenience and will schedule a conference call to discuss the on-boarding process.