CSCMP BOARD OF DIRECTORS'
Policy Statement

(Updated January 2016)

CSCMP Council of Supply Chain
Management Professionals

Educating and Connecting the World's Supply Chain Professionals.™

TABLE OF CONTENTS

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ROUNDTABLE RECOGNITION

Purpose

In 1967, the Council of Supply Chain Management Professionals' (CSCMP) Board of Directors amended the bylaws to permit local meetings, and the term "roundtable" was applied to the educators and business professionals who meet to dialogue locally. CSCMP Roundtables continue to emerge as members in geographic locales express an interest in meeting to discuss supply chain issues and ideas under the auspices of CSCMP, where members are interested in creating educational programs, career development and networking opportunities, similar to those at the annual conference on a more frequent basis. Roundtable recognition by the board of directors is required to ensure any entity desiring to hold CSCMP Roundtable events has a sustainable infrastructure in that locale to adequately represent the vision, mission, and goals of CSCMP.

Scope

This policy applies to any regional or local groups wishing to set up periodic roundtable discussions related to supply chain management under the auspices of CSCMP.

Responsibilities

CSCMP's Board of Directors is the sole approving authority for roundtable recognition. The pending roundtable ensures that all policies are followed while functioning in pending roundtable status. The Roundtable On-Boarding Committee (ROC) provides assistance and oversight to the roundtable while in pending status. The ROC may recommend approval to the board of directors as an approved CSCMP Roundtable at the end of the 24-month pending period, if it deems that there is sufficient interest, the programs are of educational value, it provides career development and networking opportunities, and that the roundtable functions within the policies and guidelines of the organization.

Policy Statements

1. A regional or local group wishing to set up periodic roundtable discussions related to supply chain management will submit a petition to the board of directors stating its intent and desire to hold roundtable discussions under the auspices of CSCMP. This petition must bear the signature of at least 20 current members of CSCMP.

2. Once the petition is accepted by the board, the local group will be permitted to function as a "pending roundtable" for a period of 24-months while the ROC observes its programs, evaluates local member interest in its activities, and oversees one succession event.

3. If, at the end of the pending period, the ROC deems that there is sufficient interest, the programs are of educational value, and that the roundtable functions within the policies of the organization, it may recommend approval to the board as an approved CSCMP Roundtable.

4. Once a roundtable is approved, it may continue to function without further approval as long as it conducts officer elections according to CSCMP's roundtbale succession schedule, holds a minimum of six educational events annually, is administered by a minimum of five current members serving as Officers of the roundtable, and aligns roundtable operations with CSCMP's roundtable policies and guidelines.CSCMP reatins the right to terminate any roundtable that does not meet the minimum policy guidelines. Once a roundtable has been terminated, a new petition must be submitted to the board of directors and receive roundtable recognition..

5. The signers of the petition appoint or elect a minimum of five Officers to direct roundtable affairs, one of whom will keep 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. The five Officer positions are President, Vice President of Programs, Vice President of Membership, Treasurer, and Secretary. To complete a CSCMP Roundtable Board, potential Committee Chair positions may be added. Possible Committee Chairs include Education Chair, Hospitality Chair, Technology Chair, Registration Chair, Tours Chair, Nominating Committee Chair, Past President, and Board Member at Large. All Officer and Committee Chair positions must be held by CSCMP members. All roundtable volunteers must be members of CSCMP.

6. Any person, acting on behalf of a roundtable so as to bind, obligate, or commit the roundtable must be a CSCMP member.

7. CSCMP membership is required to participate in any voting decision related to the roundtable.

8. All CSCMP memberships are in the parent organization. All dues shall be levied and collected by the executive office. No dues are collected to fund the activities of the roundtable. A class of CSCMP Roundtable membership in which such members would pay dues to a CSCMP Roundtable account is strictly prohibited. NOTE: This should not be construed to prevent roundtables from establishing funds to meet expenses by charging for luncheons, dinners, seminars, etc. Funds established and the management thereof must adhere to the Roundtable Financial Management Policy.

9. Expenses, other than standard event venue costs, totaling $5,000 US or more annually require CSCMP executive office approval. See Financial Management Policy.

10. Each roundtable must hold a minimum of six educational events in a program year. The roundtable program year begins July 1 and concludes June 30. The Advisory Committee must remain informed of roundtables activities per the Roundtable Schedule of Due Dates policy.

11. Roundtables may only use the roundtable branded CSCMP name, letterhead, logo, and other identifiable symbols to announce and promote roundtable events and activities. Any other purpose requires CSCMP executive office approval. See Public Affairs Policy.

12. Jointly-sponsored functions with an academic institution or professional association are allowed upon notification to, and approval by CSCMP's executive office. See Joint Events Policy.

13. Should a pending or approved roundtable wish to offer a service or conduct an ongoing activity that is available from the executive office, the Officers of said roundtable must seek authorization in writing from the executive office to do so. Upon approval, the CSCMP executive office reserves the right to co-sponsor said ongoing activity.

14. All elected Roundtable positions are two (2) year terms.

15. Roundtables will schedule and conduct a meeting no later than April 1 every other program year, preferably in conjunction with a regular meeting, so that CSCMP members in each roundtable area may elect new officers who will manage the affairs of the roundtable for the next two years.

16. Roundtables shall not use the roundtable branded CSCMP brand for any purpose other than communicating and promoting roundtable events and activities.

17. The purpose of a roundtable is to conduct events that are educational in nature, provide an occasion for professional development, and create networking opportunities. Events such as golf outings, networking events, or other gatherings primarily deemed social in nature are allowed as part of the program year, but are not included in the minimum requirement of six educational events per program year.

Should you have any questions regarding the above policies or if your roundtable wishes to conduct an activity that is in conflict with a CSCMP policy, contact your Regional Advisor and/or the Roundtable Service Center for assistance. It is possible that your roundtable's plans may be restructured to fall within the intent of CSCMP's roundtable policies.

ROUNDTABLE OPERATIONS

Purpose

CSCMP Roundtables provide a forum to both members and potential members in local supply chain communities to meet regularly for continuing education, professional development, and networking opportunities. Roundtables enhance member value by providing a sense of continuity within the organization from one annual conference to the next. Roundtable operational polices are established to ensure good order and discipline, consistency in experience, brand protection, and member information privacy.

Scope

This policy applies to all roundtables.

Responsibilities

The Roundtable President is responsible for ensuring that roundtable officers, committee chairs, and committee members adhere to the provisions of this policy. Failure to comply with the below policy statements can lead to suspension and/or revocation of the roundtable.

Policy Statements

1. A roundtable is structured with a local board that consists of Officers and Committee Chairs who are elected by local CSCMP members and are responsible to the members it serves.

2. Roundtables must have five officers: President, Vice President of Programs, Vice President of Membership, Treasurer, and Secretary. To complete a CSCMP Roundtable Board, potential committee chair positions may be added. Possible committee chairs include Education Chair, Hospitality Chair, Technology Chair, Registration Chair, Tours Chair, Nominating Committee Chair, Past President, and Board Member at Large. All Officer, Committee Chair and committee member positions must be held by a CSCMP member. Duties commonly assigned to Officers and committee chairs are listed within the CSCMP Roundtable Resource Guidebook.

3. Any position that requires entering into a binding, obligating, committing, or contracting relationship on behalf of a roundtable must be held by a CSCMP Roundtable Officer.

4. Roundtable Presidents are required to participate annually in the Presidential Summit/Roundtable Leadership Forum and the Annual Roundtable Meeting held on Sunday prior to Annual Conference.

5. The roundtable program year begins July 1 and concludes June 30.

6. Roundtable policy requires each roundtable to host a minimum of six educational events each program year.

7. Roundtable elections will be held every other year beginning with the 2015-16 program year. Elections must be completed no later than April 1 to provide a transition period from one board to the next, allow new officers an opportunity to start planning the next roundtable program year, and allow enough time for new officers and chairs to make travel arrangements to attend the annual Roundtable Leadership Forum. The election process is detailed under Roundtable Succession in the CSCMP Roundtable Operations Guidebook.

8. Election results via the Election of Officers report must be submitted to the Manager, Roundtable Administration at the Roundtable Service Center and the assigned Regional Advisor no later than April 15 of the election year. Detailed instructions are provided in the CSCMP Roundtable Operations Guidebook.

9. All incoming Roundtable Presidents must have attended at least one Roundtable Leadership Forum and/or Annual Roundtable Meeting held at CSCMP's Annual Conference prior to nomination.

10. All roundtable events must be managed through the CSCMP event management system.

11. At no time shall the roundtable event attendee database be used for any purpose other than official CSCMP business. It remains the sole ownership of CSCMP. Should a speaker or sponsor seek database information, please refer them to the Manager, Member Services at the Roundtable Service Center for guidance.

12. The purpose of a roundtable is to conduct events that are educational, create networking opportunities, and provide an occasion for professional development. Events such as golf outings, networking events, or other gatherings primarily deemed social in nature are allowed as part of the program year but are not included in the minimum of six educational events required to maintain approved roundtable status.

13. Roundtable events will be organized and executed in a professional manner to ensure the best possible CSCMP Roundtable experience for all in attendance.

14. CSCMP membership, annual conference, SCPro certification products, and services literature will be clearly displayed near the registration table at each event.

15. Each CSCMP Roundtable event will be kicked off with a membership announcement that includes information on CSCMP membership, the annual conference, and SCPro certification.

16. At no time shall a subject matter expert (SME) participating as a presenter, panel member, or speaker overly sell products and/or services of their organizations. A slide at the opening of a presentation used to establish SME or organizational credibility and presentation materials that contain organizational logos is acceptable.

17. All roundtable reports must be submitted in the approved format and according to the Schedule of Due Dates Policy.

JOINT EVENTS

Purpose

CSCMP is interested in various supply chain programs and events that are held in conjunction with roundtable events. If specific requirements are met, CSCMP is willing to allow roundtable co-sponsorship of programs with both academic and nonacademic organizations.

Scope

This policy applies to all roundtables seeking to participate in an event that is co-sponsored or jointly held with another institution or organization.

Responsibilities

The Roundtable President is responsible for ensuring that roundtable officers, committee chairs, and committee members adhere to the provisions of this policy. Failure to comply with the below policy statements can lead to suspension and/or revocation of the roundtable.

Policy Statements

1. Any co-sponsored or joint event by the roundtable must be preapproved in writing by the executive office prior to any roundtable participation commitment.

2. Roundtables will not participate in any event with a for-profit organization.

3. The co-sponsoring institution will supply the roundtable with the following information at the time of advising of the intention to cohost the event, which will be communicated in writing to the executive office for approval:
   - The objectives of the event
   - The program subject matter and key speaker's names
   - The location, date, and time of the event
   - Approximate attendance size and the limit on attendance, if any
   - Cost to the attendee, and specifically, what the cost covers

4. Favorable pricing is required for all CSCMP members in accordance with CSCMP Pricing Policy. Pricing Policy information can be found under the Roundtable Financial Management policy.

5. At the conclusion of the event, the organization will furnish the roundtable a list of all attendees, including name, business affiliation, title and address, e-mail, and phone number.

6. All press releases and other publicity are to include reference to co-sponsorship by the CSCMP roundtable.

7. The institution must agree to reimburse the roundtable for any out-of-pocket event publicity expenses.

8. CSCMP members will be encouraged, when appropriate, to serve as speakers at the various events.

9. Approval from CSCMP's executive office for one event does not mean approval for another. Each event must be individually approved.

SCHEDULE OF DUE DATES

Purpose

Roundtable reporting schedule of due dates is established to ensure organizational good order and discipline, brand protection, and consistency in our global operation.

Scope

This policy applies to all US roundtables.

Responsibilities

The Roundtable President is responsible for ensuring that roundtable officers, committee chairs, and committee members adhere to the provisions of this policy. Failure to comply with the below policy statements can lead to suspension and/or revocation of the roundtable.

All reports are to be submitted to the Manager, Roundtable Adminsiatration on or before due date.

Policy Statements

1. Roundtable elections are held every other year. For each election year, the current President will submit the **Nominating Committee Chair Submission** report (typically past president), naming the nominating committee chair on or before January 1.

2. The Nominating Committee Chair will submit the **Slate of Roundtable Candidates** report on or before March 1 for approval. **Only an approved slate can be voted on by CSCMP members.**

3. The President will submit the **Student Assistant Liasion Submission** report (typically Education Chair), naming the Annual Conference Liasion on or before March1.

4. The Manger, Roundtable Administration will send the **Student Assistant Sponsorship Pledge Form** to the Annual Conference Liasion on or before March 15.

5. The Annual Conference Liasion will submit the **Student Assistant Sponsorship Pledge Form** requesting the number of student assistants the roundtable wishes to sponsor on or before April 1.

CSCMP

6. The number of approved student assistants by roundtable will be communicated to the Annual Conference Liasion on or before April 15.

7. Each election year, the President will convene an Annual Meeting on or before May 1, preferably in conjunction with a regular meeting, in order for CSCMP members in each roundtable area to vote a new board of elected officers/committee chairs that will manage the affairs of the roundtable for the next two program years.

8. The Annual Conference Liasion will submit a completed **Student Assistant Nomination Form**(s), along with student resume on or before May 1.

9. Each election year, the Secretary will submit the **Election of Officers** report on or before May 15.

10. The President will submit the **Annual Roundtable Financial Audit** Report on or before July 31.

11. The Vice President of Programs will submit the annual **Roundtable Event Calendar** report on or before August 15.

12. The Annual Conference Liasion will submitt the **Student Assistant Travel Details** Report on or before August 30.

13. The Secretary will submit a **Roundtable Activity** Report within seven business days following each roundtable event.

ROUNDTABLE FINANCIAL MANAGEMENT

Purpose

It is accepted and expected that CSCMP and its roundtables will operate with fiscal soundness. It is imperative to the integrity of the organization, its board, the relevant roundtables, and members of CSCMP that all financial transactions are arranged and managed in an ethical and orderly manner at all times.

Scope

This policy applies to all US roundtables.

Responsibilities

The Roundtable President is responsible for ensuring that roundtable officers, committee chairs, and committee members adhere to the provisions of this policy. Failure to comply with the below policy statements can lead to suspension and/or revocation of the roundtable.

Policy Statements

1. Roundtables will operate under the CSCMP approved financial management system.

2. Roundtables approved after June 2013 will have a bank account set up by CSCMP. The President and Treasurer will be given access for daily transactions.

3. Roundtables that were granted approved roundtable status prior to June 2013 are allowed to maintain current banking relationships as long as they provide CSCMP's Director, Finance visibility into its bank account for financial reporting purposes. If visibility is not an option, roundtables will have until August 2014 to move all banking accounts to a CSCMP approved banking partner in order to meet visibility requirements.

4. Roundtables will operate with fiscal soundness by creating checks and balances to ensure that funds accumulated through operations are used in accordance with the mission, vision, and purpose of CSCMP.

5. Appropriate fiscal safeguards will be in place to protect the brand image of CSCMP from any financial impropriety.

CSCMP

6. Any suspected financial impropriety will be immediately communicated to the Roundtable Service Center and Director, Finance so that an independent investigation can be completed.

7. Any person, acting on behalf of a roundtable so as to bind, obligate, or commit the roundtable shall be a member of CSCMP.

8. Each roundtable will create an annual budget for each program year and will operate within the limits of said budget.

9. An officer in the Treasurer position must rotate after a maximum of 24 months and may not serve again in this position for a minimum of 24 months.

10. The President will submit the Annual Roundtable Audit Report on or before July 31 per the Schedule of Due Dates Policy.

11. Except for standard venue costs, all expenses totaling $5,000 US or more annually require CSCMP's Director, Finance approval.

12. CSCMP's Event Management System allows for regular (nonmember) event pricing and member event pricing. Each event will be priced at the local level and will offer a member benefit. At a minimum the regular (nonmember) pricing differential for events will be 25% higher than member pricing. All roundtable events are subject to this pricing policy.

13. The difference between regular (nonmember) event price and member event price will be calculated on each event. There will be a 50% revenue share of said difference.

14. All roundtable funds accumulated under the CSCMP banner remain the property of CSCMP.

15. Roundtables may solicit and accept sponsorships as long as programming remains unbiased, and sponsors have no direct or implied input or involvement in programming. Sponsorships are allowed by roundtable officer or committee chair member companies, provided there is clear, written communication that the sponsorship funds are in no way linked to the sponsor company soliciting, securing, or retaining a position on the local roundtable board.

16. Sponsorship funds must be accounted for and identified separately from event income on all financial reporting.

17. Roundtables are allowed to create scholarships through the local roundtable.

PUBLIC AFFAIRS

Purpose

CSCMP Roundtable leadership may have the opportunity to provide supply chain-related comments, remarks, or statements to either media or government officials. As a representative of CSCMP, any such communication must adequately represent the vision, mission, and goals of CSCMP.

Scope

This policy applies to all roundtables.

Responsibilities

The Roundtable President is responsible for ensuring that roundtable officers, committee chairs, and committee members adhere to the provisions of this policy. Failure to comply with the below policy statements can lead to suspension and/or revocation of the roundtable.

Policy Statements

1. Executive office approval is required in writing prior to any written, oral, or electronic communication with media when representing CSCMP in an official capacity to either media or any local, state, federal, or other government body.

2. The request to represent CSCMP must include a transcript of the discussion.

3. Once written approval is received, the roundtable may communicate within the limits of the approved script.

4. Roundtables may use the CSCMP Roundtable branded name, letterhead, logo, and other identifiable symbols to announce and promote roundtable events and activities. Any other purposes require CSCMP executive office approval.

ROUNDTABLE SUSPENSIONS AND REVOCATIONS

Purpose

Roundtable polices are established to ensure good order and discipline, consistency in experience, and brand protection. Should a roundtable fail to remain in alignment with the established policies, roundtables will be subject to corrective action measures to reestablish compliance. Continued failure to maintain alignment to policy may result in revocation of approval to assemble as a CSCMP Roundtable.

Scope

This policy applies to all roundtables.

Responsibilities

The Roundtable President is responsible for ensuring that roundtable officers, committee chairs, and committee members adhere to the provisions of this policy. Failure to comply with the below policy statements can lead to suspension and/or revocation of the roundtable.

Policy Statements

1. All roundtables are expected to protect the brand and uphold the vision and mission of CSCMP by following set policies and guidelines.

2. Notice of intent to suspend roundtable functions will be communicated in writing to the Roundtable President and Treasurer. The written communication will provide compliance instructions and timeline.

3. Should the roundtable fail to comply within the timeline, all Roundtable Board members will receive written communication of suspension to function as a roundtable. The roundtable will remain suspended until it reestablishes compliance.

4. If a roundtable remains in suspended status for 180 days, all Roundtable Board members will receive written notice that it is subject to revocation of approval to assemble as a CSCMP Roundtable. The written communication will provide compliance instructions and timeline.

5. The Roundtable On-boarding Committee will provide alignment support to the roundtable should it request it in writing.

6. Should the roundtable fail to comply within the revocation timeline, all Roundtable Board members will receive written communication of the revocation to assemble as an approved CSCMP Roundtable.

7. Once a revocation notice has been served, all CSCMP materials, tools, databases, and funds accumulated under the CSCMP banner must be returned to the executive office within 30 days.

8. Reassembly as a local roundtable will require a new petition to be submitted to CSCMP's Board of Directors according to the Roundtable Recognition Policy.

ROUNDTABLE LEADERSHIP SUPPORT

Purpose

CSCMP's Board of Directors is committed to supporting Roundtable Leadership in its mission to locally execute the vision, mission, and goals of CSCMP. This support includes staff members at the executive office, the Roundtable Chair and the Roundtable Advisory Committee. It also includes systems, tools, supplies, and processes to ensure consistency of experience and brand protection.

Scope

This policy applies to the Roundtable Chair and all members of the Roundtable Advisory Committee.

Responsibilities

The Roundtable Chair is responsible for ensuring that strategic teams, advisor teams, process teams, and their members adhere to the provisions of this policy.

Policy Statements

1. Roundtables report to CSCMP's Board of Directors through the Roundtable Chair, a seated position on the board.

2. The Roundtable Advisory Committee will create support and guidance for each of the roundtables.

3. The Roundtable Advisory Committee is structured into Strategic Advisors, Regional Advisors, and Process Teams.

4. Strategic Advisors will focus on addressing strategic issues that impact roundtables and assist in developing policies and guidelines needed to govern in a specified geographical area. They will develop ideas on how CSCMP will grow relationships with other local international organizations and grow CSCMP's presence within the international community while increasing roundtable attendance and CSCMP membership.

5. Regional Advisors will provide a "single point of contact" for roundtable officers, committee chairs and members to get questions answered, share concerns and best practices, and provide feedback and opinions.

6. Process teams are staff and volunteer experts in areas focused on providing in-depth administrative and process support for the Roundtable Boards around the globe.

7. Process teams are established in the areas of Programs, Membership, Marketing, Finance, Technology, Education, Officer Development and Volunteer Recruitment.

8. The Roundtable Advisory Committee will create a Roundtable On-Boarding Committee (ROC) from existing committee members by program year 2015-2016.

CSCMP