



ISM—Greater New Orleans, Inc.

Institute for Supply Management

Greater New Orleans, Inc.

OPERATING GUIDELINES

Prepared by:
ISM-GNO, Inc. Board of Directors
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TITLE: President

APPOINTED BY: Elected by Membership

REPORTS TO: Membership as represented by the Board of Directors

SCOPE OF RESPONSIBILITY:

The President shall be Chief Executive Officer and Chairman of the Board of Directors and shall exercise general supervision over the executive affairs of the Association. He or she shall preside at all meetings of the Association membership and of the Board of Directors and shall be a member, ex-officio, of all Association committees. The President shall have, in addition, the duties made incumbent upon the office by any other provision of these Bylaws and which may be assigned by the Board of Directors. The President, with the approval of the Board of Directors, shall represent or appoint another member of the Board of Directors as a representative of the Association as a member of the Southwest Supply Chain Forum and at all meetings of the Institute for Supply Management (ISM).

OTHER SPECIFIC DUTIES:

1. Ensure Association mission statement is developed, maintained/ revised, and disseminated to membership.
2. Develop long-term (min. 5-year) strategic plan in concert with mission statement.
3. Perform organizational self-evaluation (SWOT analysis).
4. Organize annual planning meeting with all officers, directors, and committee chairs; coordinate implementation of strategic plans and goals.
5. Fiscal/administrative oversight in conduct of Association activities:
 - A. Budget preparation
 - i. Review previous records with treasurer
 - ii. Request budget proposals from committees
 - iii. Total all expenses to determine income needed to support activities
 - iv. Determine income sources (dues, seminars, etc.)
 - v. Balance expenses to income
 - vi. Present budget to Board of Directors for approval
 - vii. Review monthly budget versus actual with Board of Directors
 - viii. Make adjustments to control expenses/income
 - ix. Perform co-sign responsibilities for all Association financial accounts and investments
 - B. Duty assignment to local officers, directors, chairs

6. Preside at all Board of Directors and regularly scheduled membership and special membership meetings; request presentation of officer/committee reports.
7. Work with the Association Board of Directors to develop and introduce suggestions/recommendations for ISM Affiliate Support Council consideration and implement Board of Directors-approved policies, procedures, practices.
8. Recognize available organizational resources to meet demands for volunteer staffing and funding of committees.
9. Coordinate with officers and committee chairs the development/presentation of materials for Association and ISM awards :
 - A. Match qualified candidates with award guidelines for Association and ISM recognition
 - B. Preside over the committee to choose the Emile L. Morvant Award to be presented at the June Annual/Past Presidents meeting.
 - C. Select the Rose M. Ramsey Award recipient to be awarded at the May membership meeting
10. Perform or provide for implementation of policies/practices authorized by the Association Board of Directors.
11. Conduct first Board of Directors meeting as president:
 - A. Review/update officer, director, committee responsibilities; share objectives
 - B. Review financial status; develop budget
 - C. Schedule Board of Directors meetings for the year
 - D. Establish progress report schedule (reports from officers, directors, chairs)
 - E. Reevaluate member communication system
 - F. Discuss reporting responsibilities/communications between ISM and Association
 - G. Review program activity calendar for regular Association meetings
 - H. Appoint the committee chairpersons per the Association Bylaws
12. Lead Association in necessary changes:
 - A. Ensure openness during the change process
 - B. Involve the people most affected
13. Write/assign Association goals, objectives, action steps:
 - A. Develop the strategic plan by writing goals, objectives, action steps, and targets for Association with planning committee or board
 - B. Coordinate implementation of plan, goals, objectives, action steps, and targets with Board of Directors
 - C. Delegate/assign duties to officers, chairs, committees, directors, administrative

staff

14. Establish transitional training for new chairs/directors based on skills found in their job descriptions:
 - A. Allocate resources for Association officer training
 - B. Build a "team" of officers and chairs
 - C. Identify interpersonal skills needed by Board of Directors and committee members
15. Develop and ensure active participation of current and future Association leaders.
16. Ensure Association treasurer completed and filed all tax forms and the State of Louisiana annual report.

TITLE: First Vice President
APPOINTED BY: Elected by Membership
REPORTS TO: President

SCOPE OF RESPONSIBILITY:

The First Vice President shall perform such duties as may be assigned from time to time by the President, and the Board of Directors of the Association. In the event of the temporary inability of the President to perform the duties of his or her office resulting from illness, absence or any other cause, the First Vice President shall perform all the duties of the office of President until such time as the incumbent is able to resume the duties of the office.

OTHER SPECIFIC DUTIES:

1. Provide guidance and direction to the Second Vice President and Committee Chairs as requested.
2. Provide the Communications Chair with Association membership meeting information (monthly schedule, menu, cost, times, reservation phone-in number etc.) write-up on meeting topic, and speaker's biography and photograph on a timely basis. Schedule eight (8) meetings including a Past Presidents (Annual) meeting in June. Send out the Association membership meeting invitation from the online reservation system at least two (2) weeks prior to the meeting.
3. Coordinate menus, arrangement of meeting rooms, needed visual aids, audio/video equipment, and confirm head-count with meeting facility for all Association membership meetings.
4. Seek out new ideas for topics and new sources of speakers.
5. Solicit feedback from the membership on the programs presented and report these findings monthly to the Board of Directors.
6. Work with the Director of Marketing and Membership Committee Chair to develop a liaison with other professional associations to encourage joint meetings and to explore mutual relationships within ISM guidelines.

TITLE: Second Vice President

APPOINTED BY: Elected by Membership

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

The Second Vice President shall perform such duties as may be assigned from time to time by the President, First Vice President, and the Board of Directors of the Association. In the event of the temporary inability of the President or First Vice President to perform the duties of his or her office resulting from illness, absence or any other cause, the Second Vice President shall perform all the duties of the office of President or First Vice President until such time the incumbent is able to resume the duties of the office. In addition the Second Vice President is responsible for planning and executing the annual Buyer/Seller Golf Outing and/or other fund raising activities as established by the Association.

OTHER SPECIFIC DUTIES:

1. Coordinate and fulfill the Association's obligations due to the corporate sponsors from the annual Buyer/Seller Golf Outing.
2. Establish a committee to assist in the coordination and implementation of the Annual Buyer/Seller Golf Outing and/or other fund raising activities. Divide responsibilities among committee members to promote member involvement in the Association. Provide timely update reports on the Annual Buyer/Seller Golf Outing to the Board of Directors.
3. Maintain an updated operational manual on running the Annual Buyer/Seller Golf Outing and other fund raising activities to pass along to successor.

TITLE: Secretary

APPOINTED BY: Elected by Membership

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

The Secretary shall be responsible for the preparation of all minutes of meetings of the Board of Directors and Association membership meetings; the maintenance and safekeeping of all corporate and membership records of the Association; and the serving or publication of all notices required by law or these Bylaws concerning any meeting or any other matter applicable to the Association; and shall perform such other duties as may be assigned from time to time by the President and Board of Directors of the Association or which may be required by law.

OTHER SPECIFIC DUTIES:

1. Print sign-in sheets/reservation lists and name tags for monthly meetings.
2. Check in meeting attendees against reservation lists and record in the online reservation system.
3. Collect any monies due for event when applicable.
4. Prepare official correspondence as "Secretary" and Officer when needed (e.g. banking records, ISM records, government records, and filings, etc...)
5. Prepare "Supplies and Postage" budget with Treasurer.
6. Record and keep safe meeting minutes for Association membership and Board of Directors meetings.
7. Prepare and send annual online renewal notification and invoicing, if ISM does not perform this function on behalf of the Association.

TITLE: Treasurer

APPOINTED BY: Elected by Membership

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

The Treasurer shall have the custody of all Association funds and securities; shall maintain a full and accurate account of all receipts and disbursements in books belonging to the Association; shall deposit all Association funds in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors of the Association; shall disburse the funds of the Association by check countersigned by either the President, Vice President, or the Secretary in accordance with instructions furnished by the Board of Directors of the Association; shall render to the Board of Directors and members of the Association upon request, but at least annually, an account of all his or her transactions and of the financial condition of the Association; and shall perform such other duties as may be assigned from time to time by the President and the Board of Directors of the Association or which may be required by law.

OTHER SPECIFIC DUTIES:

1. Issue payment for all properly approved expenditures.
2. Deposit all revenue received into the Association's banking accounts.
3. Maintain accurate records of all receipts and disbursements with adequate documentation to meet audit requirements.
4. Submit a monthly financial report to the Board of Directors.
5. Assist with the preparation of the budget for presentation to the Board of Directors and the membership.
6. Maintain a bondable status, at the expense of the Association, for the proper performance of the aforementioned duties.
7. Collect money at Association membership meetings, or designate an alternate to assist with the collection of money, and ensure all those in attendance are properly recorded.
8. File taxes and State of Louisiana annual report

TITLE: Director of Marketing

APPOINTED BY: Elected by Membership

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

Create and execute the Marketing Plan of the Association. Guide and assist other Board Members in their responsibilities that help support and achieve the goals of the Marketing Plan.

OTHER SPECIFIC DUTIES:

1. Create, develop, execute, and modify a Marketing Plan for the Association with the goals of:
 - A. Increasing and maintaining membership
 - B. Increasing the awareness of the Association within the business and academic communities.
2. Assist in advertising and marketing for all Association activities

Ensure that the committee is properly staffed and organized to carry out an effective membership activities program, Vice-chairs for recruitment, orientation, attendance, and retention (ROAR) are recommended. It is suggested that committee people be selected from various geographical areas where they are well acquainted with members or potential members of neighboring companies. Work with one of the committee members towards progressing to the position of chair.
3. Work with the First Vice President to maintain a prospect list of the companies that have bona fide purchasing personnel within the Association's area. This list may be compiled through:
 - A. The cooperation of present association members.
 - B. Directories or publications such as that of state or local Chamber of Commerce.
 - C. Direct letters to all eligible companies.
 - D. Referrals from ISM and other affiliated associations.
4. Explain to prospective members the benefits of belonging to the affiliate and

national association.

5. Conduct interviews with non-renewing members to determine reasons for non-renewal. Determine if other prospects may be available from that company. If the member is going to a different location, notify the Secretary for assistance with transferring the membership.
6. Promote materials as developed by the ISM membership activities committee.

TITLE: Director Southwest Affairs

APPOINTED BY: Elected by the Membership

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

Represent the Association in all Southwest Supply Chain Forum affiliate business and provide necessary Association information to the Southwest Supply Chain Forum as required or requested.

OTHER SPECIFIC DUTIES:

1. At the expense of the Association, attend and represent the Association at the annual Southwest Supply Chain Annual Meeting. If the Director of Southwest Affairs so chooses, he or she may also attend the Southwest forum at their own expense.
2. Coordinate ISM Greater New Orleans, Inc. resumes and job postings with the Southwest Supply Chain Forum employment support efforts.
3. Become up-to-date on Southwest Supply Chain Forum affairs and inform the Association Board of Directors and membership of all relevant matters.
4. Facilitate the management and award of Southwest Supply Chain Forum Conference scholarship(s) program.

TITLE: Immediate Past President

APPOINTED BY: Elected by the Membership

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

The Association shall annually elect an Immediate Past President, who shall be a member of the Board of Directors, and/or executive committee, at the option of the Association, the President may be designated to serve as the Immediate Past President as well as President of the Association, and shall have the powers set forth in the Bylaws of the Association. The position shall mentor the new President and the board and ensure a smooth transition of responsibilities for the newly elected Board of Directors.

QUALIFICATION:

To be eligible for election to the office of Immediate Past President, a candidate must have been a member of ISM for not less than three (3) years and have served at least one term as President of the Association. In addition, an Immediate Past President must be, at the time of election or appointment and throughout the term of such office, a regular member of the Association and termination of such membership shall immediately disqualify the candidate or incumbent.

OTHER SPECIFIC DUTIES:

1. Assist the President and Board of Directors with the development and maintenance of the annual budget.
2. Assist the President and Board of Directors with the development of the Strategic Plan to meet budgetary projects.
3. Lead the annual audit of the Association's financial records with the President, Treasurer and First Vice President.

TITLE: Chair, Membership

APPOINTED BY: President

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

Foster continued, healthy growth of the Association and the careful review of the eligibility of prospective members.

OTHER SPECIFIC DUTIES:

1. Invite prospective members to Association membership meetings, special events, Association activities and seminars.
2. Explain to prospective members the benefits of belonging to the affiliate and national association.
3. Follow up and secure applications of prospective members.
4. Review applications for membership to ensure that membership requirements and eligibility standards are met.
5. Introduce new members to the association and make them feel welcome.
6. After a new member has been approved, send a new member welcome email orientation packet including certificate of membership
7. Conduct a new member orientation program.
8. Forward any dues payment received to Treasurer.
9. Once per year, coordinate membership information drive to check for accuracy of membership data, membership satisfaction, etc...
10. Update Association and ISM databases with new member information

TITLE: Chair, Academic

APPOINTED BY: President

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

Develop and implement seminars and workshops on supply management. Coordinate on a local and national level with other colleges and universities to encourage scholarship and research in the skills that enhance success in the supply management career field. Encourage training for those students who are interested in supply management as a career.

OTHER SPECIFIC DUTIES:

1. Serve as a member of the Board of Directors.
2. Teach classes and perform research in supply management.
3. Act as a liaison between the academic community and the profession of Supply Management.
4. Meet with members of the local academic faculty to encourage research and class offerings in supply management.
5. Encourage attendance of student members to chapter meetings and introduce them to the professional members.
6. Coordinate scholarships for students and grants for academic researchers.
7. Attend Southwest Supply Chain Forum Workshop and national ISM meetings to report on local programs and to encourage the exchange of ideas for academic programs to improve the overall education of our members.
8. Set annual goals consistent with the aforementioned duties and submit to the President and periodically review and update the goals with the President.
9. Maintain documentation of scholarships and research grants to be passed on to successor.

TITLE: Chair, Communications Committee

APPOINTED BY: President

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

Develop and maintain a program of activities to keep all members of the Association as well as the community aware of the activities of the Association, and of each member's significant progress and achievements. Responsible for planning, organizing, directing, and maintaining lines of communications with members, media outlets, concerning the activities of the association and its individual members.

OTHER SPECIFIC DUTIES:

1. Establish and maintain the procedure by which pertinent information and articles prepared by members are properly released to the Association membership, media outlets, and the ISM membership via Southwest Supply Chain Forum and national ISM chairs.
2. Maintain the Association web site.

TITLE: Chair, Professional Development (Pro-D) Committee

APPOINTED BY: President

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

Develop and implement programs which will contribute to the useful knowledge and professional qualifications of the members of the Association. Assist the Association membership with obtaining ISM Professional Designations and provide continuing educational opportunities.

OTHER SPECIFIC DUTIES:

1. Establish a Professional Development program in support of the Supply Management profession and associated professional certification designations.
2. Coordinate efforts with the chairs of the Programs Committee, Membership Activities Committee, Communications Committee, and other committees significant to the operation of the Association,
3. Promote the educational material developed and distributed by the ISM's Professional Development Committee.
4. Explore options for an online library of educational materials.
5. Provide certificates of professional development hours (CEU) at Association functions when applicable
6. Arrange for professional development opportunities, e.g. seminars, webinars, certification review courses, etc.

TITLE: Chair, Special Events

APPOINTED BY: President

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

Primarily responsible for any special activities other than the Golf Outing, including fund-raisers, trade shows, etc...

OTHER SPECIFIC DUTIES:

1. Coordinate and plan special fund-raisers.
2. Assist with the Golf Outing.
3. Assist with the Annual and Special Meetings.

General Board Member and Committee Chair Responsibilities

1. Serve on ad hoc committees as requested by the President.
2. Assure delivery of Association records to successor.
3. Monitor expenses on Membership activities against the budget approved by the membership in the prior fiscal year.
4. Monitor expenses on duties activities against the budget approved by the membership in the prior fiscal year.
5. Set annual goals consistent with the aforementioned duties and submit to the President. Periodically review and update the goals with the President.
6. Develop a group of enthusiastic, qualified members, each charged with specific responsibilities, one of whom can progress to the position of chair.
7. Carry out such other specific assignments as may be made by the President.
8. Identify and address the succession plan for your board position.

GUIDELINES FOR INTERNAL AUDIT FINANCIAL RECORDS

PURPOSE:

To verify the accuracy of the financial records of the Association and to ensure that the organization is properly managed during the time period reviewed (July thru June).

FREQUENCY:

The financial records of the Association should be audited once annually by the President or his or her designee, assisted by the Treasurer, preferably prior to the end of the calendar year in which the Treasurer takes office.

SAMPLE SIZE:

A minimum of twenty financial transactions including expenses and receipts should be reviewed, selected randomly from several months throughout the fiscal year.

REVIEW CRITERIA:

1. Concentrate on high dollar amount transactions- those covering payments of \$500 or more.
2. Look for and check out repetitive payments to the same individual or company.
3. Verify the proper receipts, reimbursement forms, or other back-ups for the transactions selected.
4. Ensure that the appropriate organizational approvals support the payment.
5. Cross check payments and deposits against the bank statement to ensure the account was properly charged or credited.
6. Confirm that payments were charged against the correct budget line item.
7. Ensure that each check has an explanation or invoice number noted at the bottom left hand corner.
8. Verify that the signatures on the checks are those who are authorized to sign.
9. Be on the lookout for recommendations that can improve the bookkeeping process, strengthen internal controls, or help to make the Treasurer's job easier.

REPORTING RESULTS:

When the audit has been completed, the Treasurer should notify the President in writing that the audit has been conducted and advise him of the details if any discrepancies were found. The results of the audit should be noted at the first meeting following the audit.

DUES INVOICES/PAYMENTS PROCEDURES FOR HANDLING

These procedures were developed through joint discussions with the Secretary, Treasurer, and Membership Chair and applies if the Association manages the dues invoicing/payment process rather than ISM managing on the Association's behalf

DUES:

Dues usually occur in two forms: 1) from new members upon approval of their applications; and 2) from renewing members at the beginning of a new dues year.

NEW MEMBERS:

It has been recent experience that dues are received at the time of application. In this instance, the Membership Chair holds on to the dues check until the member has been approved. *Once approved*, the Membership Chair makes a copy of the dues check to give to the Secretary for proper record keeping and then sends the actual dues check to the Treasurer for deposit.

If the dues check was sent to the P.O. Box, then the Treasurer should notify the Membership Chair that the check was received, make a copy for the Secretary and then deposit the check.

In the event that dues were not received at time of application then an invoice is sent by the Membership Chair with the congratulatory letter to the new member. It states that the member has been approved, but his/her membership is pending receipt of his/her dues. The invoice represents the amount owed. It lists the return address for the dues payment as that of the Membership Chair. Once dues are received, then the Membership Chair makes a copy of the dues check for the Secretary and sends the actual dues check to the Treasurer for deposit.

RENEWING MEMBERS:

The Secretary handles sending all dues renewing invoices. This is usually done the first of June, It is requested that all renewing dues be sent to the Secretary's address. The Secretary will make copies of all dues checks and forward the actual checks to the Treasurer for deposit.

If the member returns his/her check to the P.O. Box instead of the Secretary, then the Treasurer should make a copy of the check for the Secretary before depositing the check.

MEMBER DUES SUBSIDY PROGRAM

A dues subsidy program allows individuals who have been put out of work through no fault of their own to remain in the Association until such time as they are re-employed.

Qualification Criteria:

Members soliciting dues subsidy must meet the following minimum, criteria:

- A. Be a dues paying member of ISM for 2 prior years;
- B. Actively participated in ISM Greater New Orleans, Inc. functions for at least 1 year prior to the application date;
- C. Attended at least one-third of the regular meetings in the prior year;
- D. Members interested in this subsidy must complete an application to be considered.

Dues subsidy is on an annual basis. Applicants must apply every year for continuance under this program.

SUBSIDY:

The Membership Chairperson or the Membership Committee will sponsor the subsidy program, and the program will be part of Membership budget, the Association will subsidize approved individuals at the membership classification the applicant previously held.

MEAL SUBSIDY:

General meeting meals will also be subsidized under this program. Members approved under this program will pay the student meal rate for meals (\$ 10.00). The balance of the meal subsidy will be part of the program's budget.

EMPLOYMENT:

Applicants will be required to agree during the application process to pay pro-rated dues when the applicant becomes employed, based on the date of such re-employment.

APPLICATION PROCESS:

Members interested in applying for dues subsidy should contact the current President or Membership Chair of the Association. Members will be requested to complete a form containing general information about the applicant. The form will also require the applicant's signature to agree with the provisions that this subsidy is 1) for a one-year term, and 2) that pro-rated dues will be required upon re-employment. The Membership Chair will confirm through membership records that the applicant meets qualification criteria.

DETERMINATION OF APPROVAL:

Dues subsidy approval will be determined by the President and the Membership Chair. The selection committee is limited due to the extreme need for program confidentiality. Applicants will be notified by the Membership Chair whether or not the application was approved.

RECORDS:

The Membership Chair will maintain the list of those members approved in this program and the respective dues/membership classification. This list will be given to the Secretary for purposes of coordinating the Association's subsidy program with that of the National office of ISM. (ISM's subsidy program allows for affiliate dues for Regular Members to be waived during period of unemployment. They send an annual letter to each affiliate requesting a list of those who meet the requirements of their program).

Neither applications nor the approvals will be presented to the Board of Directors. However, in the interest of prudent Association management, any member of the Board of Directors may have access on an individual basis to the information relative to this program upon request.

Rose M. Ramsey
Distinguished Service Award

Eligibility:

Any Member of the Association who has been on the roster for at least 1 year from the time the nomination is made.

Criteria:

Members who have demonstrated extraordinary effort, dedication, and contribution to the Association and its members

Nominations:

Made by the President by April 30th

Approval:

Majority vote of the Board of Directors

Awards:

Recipient receives a framed certificate or plaque and a Service Award (good for one Continuing Education Hour (CEU) towards the ISM Certification Program)

201 -201 Rose Ramsey Distinguished Service Award

Rose Ramsey served as President of our Association from 1989 – 1990. For many years she served on numerous boards and committees for ISM-GNO. In June of 1993, she was awarded the Emile L. Morvant Outstanding Member Award.

According to former board members that served with Rose Ramsey, the best thing about her is that she was a mentor and a friend. Whenever the affiliate had an event, Rose was one of the first volunteers to arrive and one of the last to leave. By just being around Rose Ramsey, you became a better person.

Just like Rose Ramsey, this year's recipient has been instrumental in the success of ISM-GNO over the past years. This person has a long history of service to ISM and our local affiliate.

ENTER 2 PARAGRAPHS DESCRIBING THE REASONS FOR AWARDS.

It is my pleasure and privilege to present the 201_-201_ Rose Ramsey Distinguished Service Award to _____.

EMILE L. MORVANT
OUTSTANDING MEMBER AWARD

Written nominations are being accepted for the Emile L. Morvant Outstanding Member Award and the deadline is April 30th. Please submit nominations to the attention of the Chair, Emile L. Morvant Committee, ISM Greater New Orleans, Inc. PO Box 52155, New Orleans, LA 70152-2155.

Any person who has been a member for five (5) years or more and has not received the award in the past ten (10) years is eligible.

The criteria used to evaluate the nominees are listed below:

- A. Service to the Association;
- B. Service to their company;
- C. Adherence to ethics of ISM and the By-Laws of the Association;
- D. Professional example;
- E. Personal integrity.

Mr. Morvant served as President of P.M.A.G.N.O. (now called ISM Greater New Orleans, Inc.) from 1940-41. He was employed by Southland Sugars. He and his company supported the association even to the point of direct financial contribution during World War II. He was a very active member who required the utmost professionalism of everyone. His contributions allow us today to continue to benefit from this organization which has been in existence since 1924.

This award is presented at the June meeting.

GILBERT H. BRECHTEL, JR. MEMORIAL SCHOLARSHIPS

PURPOSE:

The Association awards up to two scholarships a year to high school, undergraduate, or graduate students.

GENERAL GUIDELINES:

The Board of Directors of the Association or their delegate (i.e. Scholarship Committee) expects to award up to two scholarships a year to eligible applicants. Scholarship amounts are budgeted each year based on available funds. Eligible applicants are either graduating high school students who are children of Association members and are expected to attend a University or College with the intention of getting a degree in business, or undergraduate and graduate students within the Greater New Orleans area who have successfully completed a supply management project as part of their course work or internship and are nominated for scholarship by Association members.

NOMINATION PROCEDURES:

The Board of Directors of the Association or their delegate (i.e. Scholarship Committee) is expected to send out a Call for Nominations in the spring semester to all its members. The following items must be submitted to the The Board of Directors of the Association or their delegate (i.e. Scholarship Committee) and the following items are required of each student:

- A. A completed application form
- B. A letter written by the student, addressed to the Board of Directors of the Association or their delegate (i.e. Scholarship Committee), in which the applicant sets forth the details of his/her accomplishments, future interests, and the reason why he/she should be considered for the scholarship
- C. A current, official, school transcript
- D. A copy of the supply management project report (optional for undergraduate and graduate students only)

NOMINATION DEADLINE:

The completed application package must be received by the deadline to be announced in the spring semester on the Call for Applications. Applications are encouraged to be submitted electronically to the Board of Directors of the Association or their delegate (i.e. Scholarship Committee). Any documents that are not electronically available should be sent by mail.

SELECTION PROCEDURES:

The Scholarship Committee is headed by the Academic Chair, if applicable, and formed by at least three (3) additional members of the Association's Board of Directors. The Committee examines all nominations and selects the finalists on the basis of:

- A. Likelihood of "making a difference" in the business community
- B. Academic performance and communication skills

If the Scholarship Committee judges that none of the applicants adequately meet these criteria, it does not select a candidate, and a scholarship will not be awarded that year. The funds for the scholarship will be allocated on a year-to-year basis and will not roll-over to the following year.

SCHOLARSHIP APPLICATION

DUE ANNUALLY BY APRIL 30th

The ISM Greater New Orleans, Inc. Scholarship Committee is accepting applications until April 30 of each year. Up to two students may qualify for one-time scholarship of up to \$1,000 to be awarded in May. Eligible applicants are to be nominated by an ISM-GNO member or a university or other educational organization and include:

- Children of ISM-GNO members who are high school seniors planning on studying business in college
- Undergraduate or graduate students who attend a college in the Greater New Orleans area and whose major area of study is Supply Chain Management and who desires a career in a supply chain field.
- Undergraduate or graduate students who attend a college in the Greater New Orleans area and whose major area of study is marketing or business related curriculum and who has completed a project and/or Supply Chain Management courses in consideration of a career in Supply Chain.

In addition to this application form, each applicant is required to submit (1) a copy of his/her school transcript, (2) a letter written by the student, addressed to the Scholarship Committee in which the applicant sets forth the details of his/her accomplishments, future interests, and the reason why he/she should be considered for a scholarship, (3) and a copy of the supply management project report (optional for undergraduate and graduate students only).

Name: _____

Home Address: _____

Phone: _____ Email: _____

School Name: _____

School Address: _____

Nominating ISM Greater New Orleans, Inc. member (if applicable):

Relationship: _____

Please direct submissions and any questions you may have to:

SUPPLIER RECOGNITION AWARDS

The ISM-GNO, Inc. Professional organization appreciates that our membership's suppliers are a crucial link to successfully executing their companies' business strategies. We are fortunate to work with many suppliers who are committed to providing exceptional services in a variety of industries in the Greater New Orleans region.

Any ISM-GNO, Inc. member, in good standing, may nominate a Supplier any of the three following award categories:

- A. Exceptional Service
- B. Innovation
- C. Supplier of the Year

Only one supplier can be nominated for one category annually.

Award Criteria – Exceptional Service:

- Provides professional, responsive and proactive service
- Provides value beyond the transaction derived from industry expertise, industry contacts and influence with their organization
- Demonstrates category expertise in the products/services they provide

Award Criteria – Innovation:

- Delivers creative solutions to solve business needs
- Solicits continuous improvement input regarding product/service
- Offers moderate to high customization of products and services

Award Criteria – Supplier of the Year:

- Demonstrates commitment to long term relationship and value-added initiatives
- Demonstrates significant value by engaging Supply Management Professionals to ensure high level of customer satisfaction
- Demonstrates commitment to share knowledge such as industry news, new technology, and general market intelligence

The ISM-GNO, Inc. member, in good standing, may nominate a supplier for any of the three awards by submitting a written recommendation that adequately addresses each criterion for the identified award. Member is encouraged to provide specific examples or actual work products in the submittal.

The ISM-GNO, Inc. Board of Directors will review the nominations and select a supplier to be recognized for each award category.

This award is presented at the June meeting. A representative from the nominating company will be asked to participate in the presentation of the award to the supplier.

MEMBERSHIP REWARD PROGRAM GUIDELINE

The ISM-GNO, Inc. organization is proud of its members and appreciates the time taken from their busy schedules to attend monthly meetings and events. To show this appreciation and to encourage NEW membership, this Membership Rewards Program will provide for two (2) separate drawings will be held at each General Meeting.

1. CURRENT ISM-GNO, INC. MEMBERS IN GOOD STANDING

- Prior to each General Meeting, the Membership Chairperson, or designee, will download the names of all ISM-GNO, Inc. members in good standing from the ISM National Website and make available for a drawing.
- *Good Standing* status is attained by being current on payment of ISM-GNO, Inc. membership dues.
- The ISM-GNO, Inc. Treasurer, or designee, will provide \$50.00 for the drawing at each General Meeting.
- ONE (1) name will be drawn at the close of the meeting; the member MUST be present to win.
- In the event the member whose name is drawn is NOT present, the cash rolls over to the next general meeting and another \$50.00 will be added.
- This process continues until the member whose name is drawn is present and he or she wins ALL Jackpot proceeds.
- The process starts over at the next General Meeting with \$50.00.
- Each General Meeting Invitation should reflect the amount in the Members' Jackpot as an incentive for attendance.

2. ALL GENERAL MEETING ATTENDEES

- In order to thank all attendees for their participation and attendance at the General Meeting, a standard ticket raffle will also be held.
- All attendees include members of associate organizations (i.e. APICS), students, guests, ISM members and speakers.
- Upon signing into the meeting, attendees will receive a standard raffle ticket, one end is kept by the attendee and the other is held for the drawing.
- The winner receives the door prize of the Month, valued at approximately \$25.00. (Door prize examples are gift cards, ISM-GNO, Inc. shirts, books, or similar items.)
- The Membership Chairperson, or designee, will coordinate procurement of the \$25.00 door prize.
- This drawing will be conducted prior to the ISM-GNO, Inc. Member Jackpot drawing.

Budgetary Approvers

By Expense Code

Expense Code	Description	Approver
101	Dues	Secretary
102	Member Badges	Membership Chair
103	Seminars	Professional Development Chair
104	Golf Outing	Second Vice President and/or Golf Outing Chair
105	Buyer/Seller Roundup	Special Events Chair
106	Board Expense	President
107	General Meeting	First Vice President
108	Workshop	President
109	Special Meeting	First Vice President and/or Special Events Chair
110	Bulletin	Communications Chair
111	Professional Development	Professional Development Chair
112	Membership	Membership Chair
113	Public Relations	Communications Chair
114	Depreciation	N/A
115	Scholarship	President and/or Scholarship Committee Chair
116	President/Board Gifts	President and/or First Vice President
117	Printing/Supplies	Secretary
118	SWA Expense	President
119	Awards	President and/or Committee Chair
120	Entertainment—	President
121	Insurance	Secretary
122	Electronic Commerce	Communications Chair
123	Legal Fees	Secretary
124	Records Storage	Secretary

ISM – GNO REMITTANCE FORM

DATE: _____ AMOUNT: _____

REMIT TO: _____

SUBMITTED BY: _____

AUTHORIZED SIGNATURE: _____

CHARGE TO THE FOLLOWING ACCOUNT: (CHECK ONE ONLY)

	101	DUES ISM NAT'L		113	PUBLIC RELATIONS
	102	MEMBER BADGES		114	INT'L COMMITTEE
	103	SEMINARS		115	SCHOLARSHIP
	104	GOLF OUTING		116	PRES. & BOARD GIFT
	105	BUY/SELL RNDUP		117	PRINTING/SUPPLIES
	106	BOARD EXPENSE		118	DSWA EXPENSE
	107	GENERAL MTG		119	AWARDS
	108	WORKSHOP		120	ENTERTAINMENT NAT'L
	109	SPECIAL MEETING		121	INSURANCE
	110	BULLETIN		122	ELECTRONIC COMM.
	111	PROF. DEV.		123	LEGAL FEES
	112	MEMBERSHIP		124	RECORDS STORAGE
	_____	Other: _____		___	Other: _____

BREIF EXPLANATION:

TREASURER'S USE ONLY:

CHECK NUMBER: _____

DATE: _____

NOTES: _____
