



**institute for  
supply management**

**Institute for Supply Management**

**Greater New Orleans, Inc.**

**OPERATING GUIDELINES**

**Prepared by:**  
**ISM-GNO, Inc. Board of Directors**  
March 6, 2009

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 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 affiliate 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 affiliated 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 for approval
    - vii. Review monthly budget versus actual with board
    - 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 and special membership meetings; request presentation of officer/committee reports.

7. Work with the affiliate board to develop and introduce suggestions/recommendations for Affiliate Support Council consideration and implement board-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 national awards :
  - A. Match qualified candidates with award guidelines for affiliate and national 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. Advance the profession through promotion of professional/personal growth of the membership via education, networking, and community involvement.
11. Sustain an effective organization through:
  - A. Creation and advancement of opportunities to develop and support leadership
  - B. Utilization of membership's formal education/experience
  - C. Refinement of policies/practices conducive to membership retention
12. Perform or provide for implementation of policies/practices authorized by the affiliate board of directors.
13. Conduct first board meeting as president:
  - A. Review/update officer, director, committee responsibilities; share objectives
  - B. Review financial status; develop budget
  - C. Schedule board 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, affiliate
  - G. Review program activity calendar for regular association meetings
  - H. Within 30 days of installation, appoint the committee chairpersons per the Association Bylaws
14. Lead affiliate in necessary changes:
  - A. Ensure openness during the change process
  - B. Involve the people most affected

15. Write/assign affiliate goals, objectives, action steps:
  - A. Develop the strategic plan by writing goals, objectives, action steps, and targets for affiliate with planning committee or board
  - B. Coordinate implementation of plan, goals, objectives, action steps, and targets with board
  - C. Delegate/assign duties to officers, chairs, committees, directors, administrative staff
16. Identify and address the need for volunteers and assess the size and skill of the volunteer pool :
  - A. Identify good volunteer recruitment skills to ensure future leaders
17. Establish transitional training for new chairs/directors based on skills found in their job descriptions:
  - A. Allocate resources for affiliate officer training
  - B. Build a "team" of officers and chairs
  - C. Identify interpersonal skills needed by board and committee members
18. Develops and ensures active participation of current and future affiliate leaders.
19. Develops mentoring programs.
20. Ensure affiliate treasurer completed and filed all tax forms

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

SCOPE OF RESPONSIBILITY:

The 1st Vice President shall perform such duties as may be assigned from time to time by the President, and the Board of Directors of the Affiliate. 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 1st 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. Serve as a member of the Board of Directors.
2. Provide guidance and direction to the Second Vice President and Committee Chairs as requested.
3. Provide the Communications Chair with dinner meeting information (menu, cost, times, reservation phone-in number etc.) write-up on meeting topic, and speaker's biography and photograph on a timely basis.
4. Coordinate menus, arrangement of meeting rooms, needed visual aids, audio/video equipment, and confirm head-count with meeting facility for all regular dinner meetings.
5. Seek out new ideas for topics and new sources of speakers.
6. Solicit feedback from the membership on the programs presented and report these findings monthly to the Board of Directors.
7. Develop a liaison with other professional associations to encourage joint meetings and to explore mutual relationships within ISM guidelines.
8. Monitor expenses on programs against the "General Meetings" budget approved by the membership in the prior fiscal year. Prepare an annual budget for presentation to the membership covering Programs for the upcoming fiscal year.
9. Serve on ad hoc committees as requested by the President.
10. Set annual goals consistent with the aforementioned duties and submit to the President and periodically review and update the goals with the President.

TITLE: Second Vice President

APPOINTED BY: Elected by membership

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

The 2<sup>nd</sup> Vice President shall perform such duties as may be assigned from time to time by the President, 1<sup>st</sup> Vice President, and the Board of Directors of the Association. In the event of the temporary inability of the President or 1<sup>st</sup> Vice President to perform the duties of his or her office resulting from illness, absence or any other cause, the 2<sup>nd</sup> Vice President shall perform all the duties of the office of President or 1<sup>st</sup> Vice President until such time as the incumbent is able to resume the duties of the office. In addition the 2<sup>nd</sup> Vice President is responsible for planning and executing the annual Buyer/Seller Golf Outing and/or other fund raising activities as established by the affiliate.

OTHER SPECIFIC DUTIES:

1. Serve as a member of the Board of Directors.
2. Coordinate and fulfill the affiliate's obligations due to the corporate sponsors from the annual Buyer/Seller Golf Outing.
3. 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 Golf Outing to the Board of Directors.
4. Monitor expenses and revenues for the annual Buyer/Seller Golf Outing against the budget approved by the membership in the prior fiscal year. Prepare an annual budget for presentation to the membership covering the Golf Outing and/or fund raising activities.
5. Maintain an updated operational manual on running the Golf Outing to pass along to successor.
6. Serve on ad hoc committees as requested by the President.
7. Set annual goals consistent with the aforementioned duties and submit to the President. Periodically review and update the goals with the President.

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 members of the Association; 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. Serve as a member of the Board of Directors.
2. Print sign-in sheets/reservation lists for monthly meetings.
3. Check in meeting attendees against reservation lists
4. Collect any monies due for event.
5. Record participation activity in CVENT
6. Prepare official correspondence as "Secretary" and Officer when needed (e.g. banking records, ISM records, government records, and filings, etc...)
7. Prepare "Supplies and Postage" budget with Treasurer.
8. Record and keep safe meeting minutes for general and board of director's meetings.
9. Assure delivery of association records to successor.

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. Serve as a member of the Board of Directors.
2. Issue payment for all properly approved expenditures.
3. Deposit all revenue received into ISM-GNO's banking accounts.
4. Maintain accurate records of all receipts and disbursements with adequate documentation to meet audit requirements.
5. Submit a monthly financial report to the Board of Directors.
6. Assist with the preparation of the budget for presentation to the Board of Directors and the membership.
7. Maintain a bondable status, at the expense of the association, for the proper performance of the aforementioned duties.
8. Collect money at monthly meetings, or designate an alternate to assist with the collection of money, and ensure all those in attendance are properly recorded.
9. Forward copies of any dues payment received to Secretary.
10. Submit semi-annual association report to be presented to Southwest Supply Chain Forum when requested by the Director of Southwest Affairs (DSA).

11. Deliver all financial records and books to successor.

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 the Communications and Membership Activities Committee Chairs in their responsibilities
3. Assist in advertising and marketing for all Association activities
4. Serve on committees as designated by the President.

TITLE: Director Southwest Affairs

APPOINTED BY: Elected by the Membership

REPORTS TO: President

SCOPE OF RESPONSIBILITY:

Represent the ISM Greater New Orleans, Inc. affiliate in all Southwest Supply Chain Forum affiliate business and provide necessary affiliate information to the Southwest Supply Chain Forum as required or requested.

OTHER SPECIFIC DUTIES:

1. Serve as a member of the Board of Directors.
2. Attend and represent the ISM Greater New Orleans, Inc. at the annual Southwest Supply Chain Forum.
3. Coordinate ISM Greater New Orleans, Inc. resumes and job postings with the Southwest Supply Chain Forum employment support efforts.
4. Become up-to-date on Southwest Supply Chain Forum affairs and inform the ISM Greater New Orleans, Inc. Board of Directors and memberships of all relevant matters.
5. Facilitate the management and award of Southwest Supply Chain Forum Conference scholarship(s) program.
6. Prepare and manage a budget for Southwest Supply Chain Forum activities.

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.

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

TITLE: Chair, Academic Liaison Committee

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, Membership Activities Committee

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. Serve as a member of the Board of Directors.
2. Create a committee that will support intended programs and provide continuity.
3. 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 neighbouring companies, Work with one of the committee members towards processing to the position of chair.
4. Maintain a prospect list of the companies that have bona fide purchasing personnel within the affiliate'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.
5. Invite prospective members to regular monthly meetings.
6. Explain to prospective members the benefits of belonging to the affiliate and national association.
7. Follow up and secure applications of prospective members.
8. Review applications for membership to ensure that membership requirements and eligibility standards are met.
9. Introduce new members to the association and make them feel welcome.

10. After a new member has been approved, send a letter (installation) to the new member, giving those specifics, date, time, place, and cost of meeting.
11. Conduct a new member orientation program.
12. Submit semi-annual association report to be presented to Southwest Supply Chain Forum when requested by the DSA.
13. 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.
14. Forward copies of any dues payment received to Secretary.
15. Attend Board meetings of the association and report regularly on membership activities.
16. Promote materials as developed by the ISM membership activities committee.
17. Report on the activities and plans to Membership Committee at each regular association meeting.
18. Once per year, coordinate membership information drive to check for accuracy of membership data, membership satisfaction, etc...
19. Monitor expenses on Membership activities against to budget approved by the membership in the prior fiscal year.
20. Prepare an annual budget for presentation to the membership covering Membership activities for the upcoming fiscal year.
21. Set annual goals consistent with the aforementioned duties and submit to President. Periodically review and update the goals with the President.
22. Maintain an operational set of manuals and other publications of the national Membership Activities Committee to be passed on to successor.
23. Provide the President a list of members serving on your committee.
24. Update local and national databases with new member information.

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, newspapers, radio, television, magazines, in-plant publications and other professional groups and/or societies concerning the activities of the association and its individual members.

OTHER SPECIFIC DUTIES:

1. Serve as a member of the Board of Directors.
2. Develop a group of enthusiastic, qualified members, each charged with specific responsibilities, one of whom can progress to the position of chair.
3. Establish and maintain the procedure by which pertinent information and articles prepared by members are properly released to the local membership, affiliated purchasing publications, newspapers, other news media, and the ISM membership via Southwest Supply Chain Forum and national chairs.
4. Develop a liaison with outside editors of print media, radio and TV programs, as well as news directors; be aware of their needs and requirements so as to obtain exposure to business and the community. Either serve or name a person to be a resource person for the media.
5. Work with regional association magazines.
6. Appoint PR committee members to work closely with officers of the association, other major committees and individual members.
7. Promote interest in programs, i.e., Professional Development Certification, Membership, and other activities.
8. Handle any special PR projects or problems as may be requested.
9. Promote attendance at Southwest Supply Chain Forum Council meetings, Southwest Supply Chain Forum Conferences, the annual ISM International Purchasing Conference, and other educational activities.
10. Share in the reception and care of visiting Association officers, Southwest Supply Chain Forum and national awardees, etc.

11. Institute new and continuing methods of mass communications with the academic community.
12. Maintain the ISM Greater New Orleans, Inc. 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 Affiliate membership with obtaining ISM Professional Designations and provide continuing educational opportunities.

OTHER SPECIFIC DUTIES:

1. Serve as a member of the Board of Directors.
2. Establish a Professional Development program in support of the Supply Management profession and associated professional certification designations.
3. Encourage the formation of a committee and manage that committee in support of the intended programs.
4. Coordinate efforts with the chairs of the Programs Committee, Membership Activities Committee, Communications Committee, and other committees significant to the operation of your association,
5. Promote the educational material developed and distributed by the ISM's Professional Development Committee.
6. Maintain and refurbish the association's professional library for use by members. Publish up-to-date listings of library material.
7. Carry out such other specific assignments as may be made by the President.
8. Report on the activities and plans of the Pro-D Committee at each regular association meeting.
9. Monitor expenses on Pro-D activities against the budget approved by the membership in the prior fiscal year.
10. Prepare an annual budget for presentation to the membership covering Pro-D activities for the upcoming fiscal year.
11. Set annual goals consistent with the aforementioned duties and submit to the President and periodically review and update the goals with the President.

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 Special Meeting.
4. Serve as a member of the Board of Directors.
5. Assist other Board members as needed.

## 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 organization 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 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 comer.
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 Chairman (MAC).

### 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 MAC holds on to the dues check until the member has been approved. *Once approved*, the MAC 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 MAC 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 MAC 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 MAC. Once dues are received, then the MAC 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 local 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:

Membership Committee will sponsor the subsidy program, and the program will be part of Membership budget, ISM Greater New Orleans, Inc. 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 Programs 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 ISM Greater New Orleans, Inc. 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 ISM Greater New Orleans, Inc. subsidy program with that of the National office of ISM. (National'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.

APPLICATION DUES SUBSIDY PROGRAM

NAME: \_\_\_\_\_

ISM ID NO. \_\_\_\_\_ (for regular members only)

MEMBERSHIP STATUS: REGULAR \_\_\_\_\_ ASSOCIATE \_\_\_\_\_

(If regular member, then national dues will be subsidized as well)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

- 1) How long have you been a member of ISM Greater New Orleans, Inc.?
- 2) What committee(s) have you been a member of during the last year?
- 3) Are there any special circumstances that should be known by the subsidy committee as part of this application? Yes no

If so, what are they?

I understand and accept the terms of this application and, if approved, will abide by the provisions as outlined in the ISM Greater New Orleans, Inc. DUES SUBSIDY PROGRAM document while I hereby acknowledge receipt of.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

-----  
Approved/Not Approved

Name

Title

Date

If not approved, why?

Rose M. Ramsey  
Distinguished Service Award

Eligibility:

Any Member of ISM Greater New Orleans, Inc. 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 30<sup>th</sup>

Approval:

Majority vote of the Board of Directors

Awards:

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

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 New Orleans Association;
- B. Service to their company;
- C. Adherence to ethics of ISM and the By-Laws of the New Orleans 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 ISM Greater New Orleans, Inc. awards up to two scholarships a year to high school, undergraduate, or graduate students.

### GENERAL GUIDELINES:

ISM Greater New Orleans, Inc. 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 ISM Greater New Orleans, Inc. members and are expected to attend a University or College in Louisiana 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 ISM Greater New Orleans, Inc. members.

### NOMINATION PROCEDURES:

ISM Greater New Orleans, Inc. Scholarship Committee is expected to send out a Call for Nominations in the spring semester to all its members. Following items must be submitted to the ISM Greater New Orleans, Inc. Scholarship Committee Chair. The following items are required of each student:

- A. A completed application form
- B. 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 the scholarship
- C. A current, official, school transcript
- D. A copy of the supply management project report (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. Applicants are encouraged to submit electronically to the chairman of the ISM Greater New Orleans, Inc. 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 and formed by four additional members of the ISM Greater New Orleans, Inc. 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 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

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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 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 has successfully completed a project related to supply management

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 (for undergraduate and graduate students only).

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Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Nominating ISM Greater New Orleans, Inc. member:

\_\_\_\_\_

Relationship: \_\_\_\_\_

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Please direct submissions and any questions you may have to:

Yasemin Aksoy, Ph.D.  
ISM Greater New Orleans, Inc. Scholarship Committee Chair  
ISM Greater New Orleans, Inc.  
P.O. Box 52155-2155, New Orleans, LA 70152-2155  
Phone: 504 251 4985  
E-mail: [dostropa@gmail.com](mailto:dostropa@gmail.com)

## Budgetary Approvers

### By Expense Feature

Expense Code	Description	Approver
101	Dues	Secretary
102	Member Badges	Membership Activities Chair
103	Seminars	Professional Development Chair
104	Golf Outing	2 <sup>nd</sup> Vice President and/or Golf Outing Chair
105	Buyer/Seller Roundup	Special Events Chair
106	Board Expense	President
107	General Meeting	1 <sup>st</sup> Vice President
108	Workshop	President
109	Special Meeting	1 <sup>st</sup> Vice President and/or Special Events Chair
110	Bulletin	Communications Chair
111	Professional Development	Professional Development Chair
112	Membership	Membership Activities 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 1 <sup>st</sup> Vice President
117	Printing/Supplies	Secretary
118	SWA Expense	President
119	Morvant Award	President and/or Morvant Committee Chair
120	Entertainment—Nat'l.	President
121	Insurance	Secretary
122	Electronic Commerce	Communications Chair
123	Legal Fees	Secretary
124	Records Storage	Secretary