

## **Membership Policy**

### **Policy:**

The purpose of this policy is to establish the criteria and other requirements for membership and participation in the Mid-Atlantic CIO Forum. It also establishes membership categories and annual fees. Membership fees, including distinctions by organization type, are defined in the current Fee Schedule Addendum. No exceptions to the fees defined in the Fee Schedule Addendum will be allowed without Board Approval.

### **Scope:**

This policy covers memberships as a CIO, as a vendor, as an Emeritus member, as a CIO Member-In-Kind, and for special membership on an exception basis as defined and approved by the Board of Directors. It also covers participation by guests and other employees of member organizations.

### **Processes:**

#### *Overall membership:*

- Total membership is targeted to be a maximum number of 40 CIO members in any year. This target can be adjusted by the Board at their discretion.
- Three-fourths (¾) of the total membership must be from for profit organizations.
- Full Vendor members are limited to one-third (1/3) of the total membership at any time. SNG Vendor members cannot exceed one-half (½) of the Full Vendor membership.
- There will be no exceptions to the membership fee other than those stated in this policy.
- The Board of the Mid-Atlantic CIO Forum must pre-approve all applications for CIOs and vendors to become a member.
- Every member of the Mid-Atlantic CIO Forum must meet the membership criteria in full or have received approval from Board for an exception to the membership criteria.
- Memberships are company centric. If the CIO leaves a company, the membership remains with that company for the remainder of the Forum year.
- If a CIO member in good standing moves to a non-working CIO status during any Forum year, Board approval is required in order for that CIO to remain as an active member for the remainder of the current year.

#### *CIO Membership Criteria:*

The term CIO is used in this document to represent the person holding the position within an organization, who has the overall responsibility for technology and computing environments.

#### 1) *CIO Membership Criteria*

- a) A prospective CIO candidate for membership may be submitted by any member CIO, vendor member, or other interested party. The Board will be advised of all applications submitted.
- b) A prospective CIO can only be informed of acceptance if the Board approves their application to join the Forum as a member.
- c) CIO membership is good for one membership year and the Board must re-approve all members prior to annual membership renewal.
- d) To become a member, a candidate CIO must satisfy the following criteria:
  - i) Staff size must be => 25
  - ii) Company revenue must be => \$100M
- e) Exceptions to satisfying membership criteria must be approved by the Board.
- f) The CIO membership fee categories and current fees are defined in the Fee Schedule Addendum.
  - i) More than one CIO can participate from an organization with Board approval:
    - (1) Each CIO must still meet the above membership criteria or obtain an exception.
    - (2) Multiple CIOs from one organization cannot be on the Board at the same time during concurrent terms or overlapping terms.
  - ii) Should the Board ask a CIO to discontinue membership, the fee will be returned on a prorated basis for the remainder of the membership year.
  - iii) Should a member decide to terminate membership, a prorated rebate of the annual membership fee will be returned to the member.
  - iv) Should a CIO join after the start of a membership year, the membership fee will be prorated accordingly.
  - v) At the beginning of each membership year, every CIO member must have signed a Non-Disclosure Agreement (NDA). NDAs are required to be in place before a CIO member can participate in meetings.
  - vi) Each member CIO may invite guest(s) of their choosing to any full membership meeting. Board approval for such a guest is not necessary.
  - vii) Member CIOs may invite guests to meetings without the approval of the Board but must coordinate such invitations with the President prior to issuing invitations.
  - viii) Each CIO member may invite one guest of their choosing to any meeting. Board approval for such a guest is not necessary, but an NDA is required. More than one guest invited by any given CIO member can only be accommodated if all other members have first invited a guest or passed on the option and if space allows.

### 2) *Criteria for Participation as a CIO Member-In-Kind*

- a) Any active CIO member or the President can submit someone to be considered for a CIO Member-in-Kind membership.
- b) Qualifications for becoming a CIO Member-In-Kind are:
  - i) Must have served as an active CIO member for at least five years.
  - ii) Must currently be in a continuing IT role but not the CIO role, or within the field, or show a continuing interest in promoting IT within the Mid-Atlantic Region, or retiring but wants to continue to participate in the Forum.

- iii) Must apply for the CIO Member-In-Kind membership and be approved by the Board.
  - iv) The Board retains the right to approve any application for CIO Member-In-Kind membership even if the above criteria are not met fully.
  - c) CIO Members-In-Kind will enjoy all the privileges and benefits of a CIO member.
  - d) If a CIO Member-In-Kind should return to a CIO role, then they would be expected to apply for a CIO membership accordingly.
- 3) *Criteria for Participation as Guest CIOs*
- a) Guest CIO participation in Forum meetings is restricted to prospective candidates and unemployed CIOs whose invitations were or have been approved by the Board.
  - b) If a CIO is invited to become a member after having participated in one or two meetings as a guest, the fee is prorated back to the first meeting in which the guest CIO participated.
  - c) A guest CIO may not invite another guest.
  - d) Any specific guest CIO may only attend a maximum of 2 Forum meetings. After that, the CIO must pay the membership fee to continue participation.
- 4) *Unemployed CIOs Who are not CIO members who changed to non-working status during a membership Participation Criteria:*
- a) Unemployed CIOs can participate in a maximum of 2 meetings.
  - b) Unemployed CIOs can only be invited to full membership meetings.
  - c) The Board must approve membership for any unemployed CIO who is interested in joining the Forum.
  - d) Unemployed CIO participants do not pay any fees for participation in the two meetings they may attend.
- 5) *Vendor Membership Criteria*
- a) A candidate for vendor membership may be submitted by any member CIO, vendor member or other interested party. The Board and Vendor Liaison will be advised of all applications submitted.
  - b) A candidate for vendor membership can only be informed of their acceptance if the Board approves their application.
  - c) Vendor membership is good for one membership year, and the Board must re-approve all vendor members prior to annual membership renewal.
  - d) Vendor membership categories and fees are provided in the Fee Schedule Addendum.
  - e) Full Vendor members participate in all Forum meetings and events. SNG Vendor members only participate in the March and November Forums and the social events planned each year.
  - f) Vendors must sign Non-Disclosure Agreements (NDAs) to participate in meetings.
  - g) Should the Board ask a vendor to discontinue membership, the fee will be returned to the vendor on a prorated basis for the remainder of the membership year.
  - h) Should a vendor member decide to terminate membership, a courtesy prorated rebate of the annual membership fee may be returned to the member.

### 6) *CIO Emeritus Membership Criteria*

- a) A candidate for CIO emeritus membership may be submitted by any member CIO. Founding members will be submitted by the President upon their retirement. The Board will be advised on all candidates submitted.
- b) Emeritus membership consideration should coincide with retirement as a CIO.
- c) Emeritus members must have been a Founding Member or have made a particularly significant and lasting impact on the Forum. Unanimous Board approval is required for an Emeritus membership.
- d) It is strongly desired that any Emeritus member would have served on the Board.
- e) Emeritus members must have an interest in continuing to be involved with and in the Mid-Atlantic CIO Forum.

### **Practices:**

- The President will deny applications for membership to the CIO Forum based upon the criteria approved by the Board. The President will advise the Board on the applications for membership received, applications accepted, and requests denied in the previous month.
- At any time, the President or a Forum member can ask the Board to consider an exception.
- For every candidate, CIO or vendor, the Board must always pre-approve applications to join before the candidate is notified of their membership acceptance.
- A membership year runs from July 1 through June 30.
- The Board may, at times, unanimously designate a CIO member to be in an Emeritus role based on the criteria in this policy. An Emeritus member is not charged a fee. The Emeritus designation is a lifetime one.
- By Board designation, either a Board member or the President will offer the invitation to become a member to a chosen party on behalf of the Forum organization. All parties must apply for membership and be approved by the Board.

Note: This policy has been defined and approved by the Board of Directors of the Mid-Atlantic CIO Forum. The Board of Directors has the right to change this policy at any time without prior notice.