

# INCOSE Board Operations Manual (BOM)

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# 1.0 Scope

## 1.1 Purpose

The purpose of this operational manual is to provide overviews of the Board procedures by which the INCOSE Board operates and the INCOSE Awards and Recognition approved by the Board.

## 1.2 Objectives

The objective of the INCOSE Board Operational Manual (BOM) is to house an overview the duties and responsibilities of the INCOSE Board of Directors beyond those outlined in the INCOSE Bylaws. Collectively, the Board Operations Manual replaces the following INCOSE policies – per approval of the INCOSE BOD in Q2 2024.

Policies retired by this BOM:

- ACD-102 Establishment & Sustainment of Student Divisions
- ADM-107 Disciplinary Policy
- BOD-100 BoD
- BOD-104 PPAG
- CHP-100 Chapters
- CMT-100 Committees
- FIN-101 Budget and Planning Committee Charter
- DEI-100 DEI
- ELC-100 N&E Committee
- FEL-100 Fellows Committee
- MGT-100 Search Committee
- REC-100 Recognition Awards
- REC-101 Fellows Award
- REC-102 Outstanding Service Award
- REC-103 IS Best Paper Award
- REC-104 Chapter Circle Award
- REC-105 Founders Award
- REC-106 Pioneer Award
- REC-107 Journal Outstand Paper Award
- REC-108 Certificates of Appreciation
- REC-109 Working Group Awards
- REC-110 INSIGHT Reader’s Choice
- REC-111 Presidential Benefactor Award
- REC-112 Good Neighbor Award
- REC-113 SE Influencer Award
- REC-114 Joint ASEE/INCOSE Educator
- REC-116 Reviewer of the Year Award
- REC-117 Product of the Year Award
- REC-118 Service of the Year Award

This manual also defines the Board responsibility and role in INCOSE Technical Operations and Services Operations, previously defined in TEC-100, SVC-100, and EVT-100. The process-oriented components of these policies are contained in the INCOSE Operations Manual.

## 2.0 INCOSE Board Operations

In this section, an overview of the INCOSE Board will be provided.

### 2.1 Board of Directors

The limits and composition of the INCOSE Board of Directors are specified within the Bylaws. Currently (July 2024), there are 13 voting members and 4 non-voting members.

The voting members of the INCOSE Board are:

- Full Membership elections
  - 4 Officers (President, President-Elect, Secretary, Treasurer)
  - 3 At-Large Directors (Titled per legacy function – Academic, Strategy, Outreach)
- Appointed per Constituent elections
  - 4 Directors (CAB and Sectors)
- Appointed
  - 2 appointed Directors (Value Creation Leaders – Tech Ops, Services)

The non-voting members of the INCOSE Board are 3 Deputy Directors (CAB and Value Creation) and the Executive Director.

#### **2.1.1 BoD Responsibilities**

The affairs of INCOSE shall be governed by a Board of Directors, under such rules as the Board of Directors may determine, subject to the specific conditions of the Bylaws. The Board of Directors shall establish policies for the oversight of INCOSE.

The Board of Directors shall hold a minimum of four (4) regular meetings per year. Meetings shall be scheduled, and notice provided as noted in Article III of the Bylaws.

#### **2.1.2 BoD Elections and Transitions**

Elections for open Board positions are held each fall.

New members of the Board of Directors shall be installed at a plenary session of the International Workshop following their election. If this installation fails to occur, those elected shall take office on 01-February after the election.

The terms of the At-Large Directors shall be staggered so that, within the bounds of integer arithmetic, the terms of one-third of the At-Large Directors conclude every year. The current terms for Officers are 2 years, At-Large Directors and Sector Appointments are 3 years, and other appointments are 2 years. Note that President-Elect and appointed Deputy positions are 2-year terms that ascend into another position with a 2-year term.

The current bylaws provide flexibility in setting the size of the Board. The Board can increase or decrease its size by adding or eliminating At-Large Director positions. At-Large Director positions do not need to have a specified title or functional role.

For current At-Large Director positions, in the year that the term of an At-Large Director concludes, the Board of Directors shall authorize by majority vote prior to March 1 either:

- continuation of that position and title for an additional three years,
- continuation of that position with a new title or no title for an additional three years, or
- elimination of that position.

The default is to continue the role for another term.

No person shall be elected or appointed as an officer or Director of INCOSE for more than two consecutive terms for a given position. When a person assumes a position in-progress of a term, the remainder of the term assumed does not count as the first term.

### **2.1.3 BoD Approvals**

There are specific items that require full Board approval. For instance, those items requiring Board approval include, but may not be limited to:

- Strategic Plans and Annual Operating Plans,
- Annual Budgets and related recommendations,
- Annual Audit and Tax Return,
- Board meeting minutes,
- Policy recommendations and changes.

### **2.1.4 Attendance at Board Meetings**

Attendance for all Board meetings is required for all voting and non-voting Board members.

Other members, volunteer leaders, or staff may be invited to participate in specific meetings or provided a standing invitation for all meetings upon approval from the President.

## ***2.2 Committees***

### **2.2.1 Overview**

The Committees of INCOSE shall be both standing and ad hoc Committees. Committees shall exist as Committees of the Board of Directors, Advisory Committees, or Value Creation Core Committees.

### **2.2.2 Board Committees**

These Committees are established under the provisions of Article V, Section 1 of the Bylaws. The members of such Committees must be Directors of the corporation, and they act with the authority of the Board of Directors with respect to specific authority granted them by the Board of Directors.

Directors serve on Committees at the pleasure of the Board of Directors, i.e., a Director's term on a Committee concludes when they are no longer a Director, a Director voluntarily resigns membership on a Committee, the Board of Directors removes a Director from membership on a Committee, or an ad hoc Committee terminates.

#### ***2.2.2.1 Executive Committee (ExCom)***

The Executive Committee (Officers and Executive Director) has specific areas of responsibility within the Board of Directors. These responsibilities include, but may not be limited to:

- Executive Director (and general staff) oversight,
- Executive Director and Staff compensation oversight,
- Legal issues (prior to being brought to full Board),
- Urgent actions required in absence of full Board.

#### ***2.2.2.2 Budget Planning Committee (BPC)***

This Committee exists to ensure that adequate resources are available to pursue INCOSE's strategic and operating initiatives, as approved by the Board of Directors (BoD).

The BPC chaired by the President-Elect and comprised of standing members and additional members as appointed by the President and approved by the BoD. The standing members of the BPC include the following: President-Elect, Treasurer, one Sector Director, Technical Director, and Services Director. The Executive Director is a non-voting member of the BPC.

The BPC shall assist the Treasurer in assessing the business plan and resource impact of any budget initiatives proposed as part of INCOSE's on-going operations. Any proposals



requiring INCOSE resources, not already existing in approved budgets, shall be submitted to the BPC, which will evaluate the business case for the proposal within the context of the strategic objectives, initiatives, and long-range planning, and recommend approval, disapproval, or modifications to the BoD.

No part of the BPC charter shall relieve the Treasurer, Executive Director, or other officers of ultimate fiduciary responsibility as set forth in INCOSE Bylaws.

The BPC is responsible in supporting the Treasurer by:

- Reviewing proposed AOPs for consistency with the INCOSE strategic objectives prior to submission to the BoD.
- Evaluating potential sources and uses of resources to advance INCOSE operations and strategy.
- Soliciting and/or evaluating specific proposed initiatives with resource impact for business feasibility, risk, and potential payback.
- Evaluating major investment proposals, regardless of proposal source, for risk, payback, and consistency with INCOSE strategy.
- Evaluating proposals for paid professional services to assist INCOSE in the execution of its operations, including auditors and investment managers.
- Supporting the Treasurer and Executive Director with evaluating investment manager recommendations and performance.
- Approval of the selection of an Auditor and review and approval of the INCOSE annual audit.

### ***2.2.2.3 Honors and Awards Committee (H&A)***

The Honors and Awards Committee shall review Pioneer, Founders, Presidential Benefactor Award, SE Influencer Award, Outstanding Service Award, and Certificate of Appreciation nominations and make recommendations to the Board of Directors. The voting members of the Honors and Awards Committee shall consist of the INCOSE President-Elect, who shall Chair the Committee, the Technical Director, the Services Director, the Sector Directors, the Fellows Chair, and the Chair of the Corporate Advisory Board.

### ***2.2.2.4 Nominations and Elections Committee (N&E)***

This Committee exists to manage the nominations for INCOSE elected positions and provide recommendations for non-elected positions if desired. The elected positions, for which the Nominations and Elections Committee are responsible, are:

- Officers
- At-Large members of the Board of Directors
- Sector Directors

The Nominations and Elections Committee shall be filled by regular or senior members and be comprised of eight (8) voting positions and two (2) non-voting advisory positions. All voting members of the Nominations and Elections Committee except for the chair and co-chair serve two-year terms that begin at the International Workshop. The co-chair serves a year and then becomes the chair for the following year, a total of two years' service.

The details of the N&E processes are described in Appendix 2.

### ***2.2.2.5 Grievance Committee***

The Grievance Committee shall be a standing Committee appointed by the Board of Directors. All voting members of the Grievance Committee shall serve one-year renewable terms that begin at the INCOSE International Workshop. Membership of the Grievance Committee shall be INCOSE regular or senior members and are approved by a majority vote of the Board of Directors. The Grievance Committee shall be composed of the following:

- Grievance Committee Chair
- A past President or Clerk of the Court;
- A past member of the Board of Directors;
- One or more At-Large INCOSE members who are not a past President or past member of the Board of Directors; and
- The Policy Management Committee Chair shall be a non-voting ex-officio member.

The Grievance Committee shall operate in accordance with Board Policy ADM-109 Grievance, procedure ADM-PROC-02 Filing a Grievance, form ADM-FORM-04 Grievance Report, and form ADM-FORM-05 Grievance Submission Form.

In the event a grievance involves a member of the Grievance Committee, that member shall recuse himself or herself, and the Board of Directors shall appoint another appropriate member to serve as a member of the Grievance Committee for that grievance. The Grievance Committee will use good faith efforts to conduct investigations, make decisions and recommend to the Board of Directors what action, if any, should be taken to resolve the grievance. The Board of Directors may then make the final decision and implement any approved action, consistent with ADM-107 Disciplinary Policy.

### **2.2.3 Advisory Committees**

Advisory Committees do not act with Board authority. They make recommendations to the Board of Directors who shall then decide whether to accept the recommendation or not. These Committees are established under the provisions of Article V, Section 3 of the Bylaws. They are designated by a resolution adopted by the Board of Directors. Except as otherwise provided in the resolution, members of an advisory Committee shall be members of this corporation. Each

such Committee may adopt rules for its own governance consistent with the rules set forth by the Board of Directors.

### ***2.2.3.1 Past President's Advisory Group (PPAG)***

The purpose of the Past Presidents Advisory Group (PPAG) is to provide advice and guidance on strategic issues when requested by the INCOSE President or Board of Directors. All INCOSE past presidents will be invited to participate in the PPAG.

The PPAG Chair shall be the immediate past president, who will be invited to hold the role for the two years immediately following their term of office. The PPAG Co-Chair shall be the outgoing Chair, who will be invited to hold the role for the two years immediately following their period as PPAG Chair. If either the Chair or Co-Chair roles is unfilled, then the PPAG will seek volunteers and advise the INCOSE President of the result.

Standing PPAG Meeting attendance will comprise:

- PPAG Chair
- PPAG Co-Chair
- INCOSE President
- INCOSE President-Elect
- INCOSE past presidents

Others may be invited to a specific meeting based on the agenda. PPAG Meeting agendas will be set in advance by the INCOSE President and the PPAG Chair.

PPAG Meetings:

- Shall occur as needed, but the intent is at least twice a year.
- Will nominally be one hour in duration.
- Will be conducted virtually or include a means for virtual participation.
- Will be scheduled and coordinated by the PPAG Chair and Co-Chair
- May be combined with an in-person meeting where the meeting coincides with an INCOSE International Workshop or International Symposium
- Additional meetings may be scheduled as needed, based on strategic need.

### ***2.2.3.2 Fellows Committee***

The mission of the Fellows Committee is to advance the state of the science, art, and practice of Systems Engineering. The Fellows Committee shall serve as an action forum to achieve its mission and to expand the service of the Fellows to INCOSE and society. Examples of such activities include, but are not limited to, the establishment of expertise groups to advise INCOSE and society and developing of publications, presentations, and position papers pertaining to systems engineering.

The Fellows Committee strives to ensure that the Fellows are demographically representative of the INCOSE membership.

Details of the Fellows Committee processes are outlined in Appendix 1.

### ***2.2.3.3 Management Search Committee***

A Management Search Committee is established when it is required to find suitable candidates for INCOSE appointments, both for volunteer roles and salaried roles. The Committee also manages the overall selection and appointment process.

A Search Committee shall be formed at the discretion of the Board of Directors. The President shall appoint a member of the Board of Directors to chair a Search Committee. Membership shall be comprised of additional members as appointed by the President and approved by the Executive Officers.

A Search Committee shall maintain the criteria for selection of appointed roles in accordance with by-laws and policies. They shall prepare and validate a slate of candidates for each appointment. Members shall not be candidates for the appointed roles that the Search Committee is seeking to fill.

Listed below are the responsibilities of a Search Committee -

- Secure funds and include budget estimate and business case for the appointed roles. (Note: Funds include salary, if required by the position, and other budgetary requirements for the position, such as stipend.)
- Develop the process for recruitment, assessment of candidates, and hiring/appointing – includes clarifying roles, position description, terms of reference, performance metrics, selection criteria, and search process.
- Solicit nominations using multiple means to ensure equity and seek candidates who represent the needs of a diverse INCOSE membership. Utilize professional services for searching for suitable candidates, as needed.
- Apply selection criteria in the assessment of qualified candidates.
- Nominate two (2) or more candidates with appropriate credentials for each appointment. Any exception to this must be approved by the Board of Directors.
- Select the preferred candidate and present a recommendation to the INCOSE Board of Directors for approval.
- Notify all candidates of the outcome no later than one month after receipt of approval from the Board of Directors.
- Build/maintain a list of potential candidates for future appointments.

### ***2.2.3.4 Diversity, Equity, and Inclusion (DEI)***

The Diversity, Equity and Inclusion (abbreviated to DEI) initiative was established as an imperative within INCOSE and to ensure that structures and mechanisms are in place to

ensure that INCOSE is an organization where everyone can comfortably be their authentic self, recognizes themselves in other members, and has an equal voice and opportunity in their interactions within the organization.

The INCOSE BOD may create and support a DEI Advisory Committee (referred to as “the Committee”). This Committee will discuss and promote DEI within INCOSE, help INCOSE to drive appropriate change relevant to the imperative, and to engage with members and the wider engineering community. Promotion of DEI includes making suitable guidance material available to INCOSE members.

The principal responsibilities of the Committee shall be to support the Associate Director for DEI to:

- Advise the INCOSE on DEI matters.
- Benchmark INCOSE against related associations regularly.
- Develop an annual DEI plan and budget request for activities to raise DEI awareness and to implement cross-cutting change.
- Maintain connection with DEI initiatives and groups across INCOSE, including within sectors/chapters/other constituencies.
- Provide regular communications on DEI matters.
- Create, and maintain INCOSE DEI Guidance Material.
- Provide an open method by which members and non-members can raise a DEI topic to the Committee, which may be done anonymously.

The President shall appoint a DEI Chair. The DEI Chair shall lead the Committee. Membership of the Committee shall be open to INCOSE members with an interest in DEI, a desire to contribute to this theme within INCOSE, and experience of diversity, equity, and inclusion matters.

The Committee shall meet a minimum of four times a year, and more often as necessary. The Committee may set up task teams to progress topics within its remit.

### **2.2.3.5 Corporate Advisory Board (CAB)**

The CAB is to be the “voice” of the corporate stakeholders for INCOSE. The CAB is the collection of organizations that have satisfied the requirements of CAB membership as stated in the INCOSE Bylaws, who espouse Systems Engineering, and who employ or educate Systems Engineers. As such, the CAB will:

- Provide guidance on overall INCOSE direction, focus, and priorities.
- Provide a conduit between INCOSE and the CAB member organizations for information exchange.
- Encourage its members to support INCOSE activities.

The CAB will have a Chair and a Co-Chair. The Chair and Co-Chair will be elected by the CAB at the International Workshop from those candidates nominated from the CAB organizations.

### **2.2.3.6 Academic Council**

The Academic Council (AC) consists of individuals affiliated with organizations that offer academic degrees (associate, bachelor's, master's, and/or doctorate) in systems engineering and systems engineering related programs and/or who may also conduct academic research in systems engineering and systems engineering related fields, and representatives of K12 education. The AC is the "Voice of the Academic Community" for INCOSE and acts altruistically, not transactionally.

- Provide guidance on overall INCOSE direction, focus, and priorities.
- Provide a conduit between INCOSE and the academic community for information exchange.
- Encourage its members to support INCOSE activities.

The AC will elect the Chair of the AC among the members of the AC that are also INCOSE members.

### **2.2.4 Value Creation Core Committees**

Value creation core Committees account for the main activities of the volunteers within INCOSE. Technical operations, service operations, and events all separately and uniquely deliver value to INCOSE members.

#### ***2.2.4.1 Technical Operations***

Technical Operations (TechOps) includes all members who are involved in Technical activities such as Working Groups, Technical Initiatives, and the governance of each. The primary objective of Technical Operations is to advance world-class systems engineering through activities that relate to all facets of systems engineering across all sectors of application.

Technical Activities include the development of Systems Engineering reference products, contributions to SE standards, assistance with SE events, contributions to promotional materials specific to a Systems Engineering topic or domain and fostering working relationships with other organizations that have similar interests.

#### **Roles and responsibilities:**

- The Technical Director shall lead the TechOps organization.
- Working Groups and Technical projects shall be part of the TechOps Infrastructure.

- Members of these groups shall be full members (i.e., regular, senior, or student).
- Members of INCOSE Alliances may participate in related Working Groups per their collaboration agreements.
- TechOps may provide resources to advance the use of INCOSE products by any group (aligned with the INCOSE Member Benefits Table), within or outside of INCOSE, with approval by the Technical Director.
- Exceptions to Working Group membership requirements can be made on a case-by-case basis with approval by the Technical Director.
- INCOSE will maintain a list of Working Groups, their members, and leaders.
- The TechOps organization shall maintain descriptions of the roles and responsibilities of its members.
- Working Groups may send out periodic updates to and receive feedback from interested people.

### **Methods of Appointment**

- The Technical Director is appointed by the BoD on the recommendation of the President.
- The Deputy Technical Director is appointed by the BoD on the recommendation of the President.
- Other TechOps positions are appointed by the Technical Director.

### **Terms of Office**

- The term of office of the Technical Director is defined as a two-year term.
- The term of office of the Deputy Technical Director is concurrent with the term of the Technical Director. The Deputy succeeds the Technical Director at the end of this term
- Terms of office of other TechOps leadership are either three (3) years for positions without a deputy and two (2) years for positions that have a deputy except for the Standards Development Department leadership terms which are set at three (3) years.

#### ***2.2.4.2 Service Operations***

Services Committee includes, but is not limited to, Education and Training, Certification, Community Offerings, development of new services, and governance of each. The primary objective of Services is to, “Provide value through impactful services.” This relates to all facets of systems engineering across all sectors of application.

### **Roles & Responsibilities**

- The Services Director shall lead the Services organization.
- The Deputy Services Director shall support the Services Director as needed.

- The Services organization shall maintain descriptions of the roles and responsibilities of its leadership.
- The current Services leadership also includes, but not limited to:
  - Certification – Oversee the INCOSE Certification Advisory Group (CAG) and Certification Program Manager to ensure the successful planning and execution of the INCOSE Professional Certification program.
  - Education and Training – Lead the INCOSE education and training activities and ensure the successful planning and execution of INCOSE education and training initiatives.

### **Methods of Appointment**

- The Services Director is appointed by the BoD on the recommendation of the President.
- The Deputy Services Director is appointed by the BoD on the recommendation of the President.
- Other Services positions are appointed by the Services Director.

### **Terms of Office**

- The term of office of the Services Director is defined as 2 years.
- The term of office of the Deputy Services Director is concurrent with the term of the Services Director (2 years). The Deputy Services Director succeeds the Services Director for another 2 years.
- Terms of office for Services leaders are a maximum of three (3) years

### ***2.2.4.3 Strategic Events Committee***

The Strategic Events Committee includes the determination and development strategy for INCOSE's International Events Portfolio. It is responsible to ensure consistent information is delivered across INCOSE events, to establish and maintain a database of INCOSE events, and to lead strategic planning for new INCOSE Global Events (international, regional, and working group levels).

### **Roles & Responsibilities**

- The composition of the Strategic Events Committee is TBD (To be completed by Jan 2025).
- The Strategic Events Chair will lead the Committee.
- The Committee will work in coordination with the INCOSE Staff Events leader to ensure the proper budgeting, resourcing, and scheduling of INCOSE supported events.

### **Methods of Appointment**



- The Events Chair is appointed by the BoD on the recommendation of the President.

### **Terms of Office**

- The term of office of the Events Chair is defined as 2 years.
- Terms of office for Events Committee members are a maximum of three (3) years with a maximum of two terms.

## 3.0 Chapters

Per the INCOSE Bylaws, the Board may approve local entities to serve as a chapter of INCOSE. Chapters of INCOSE may be either chartered chapters, those that agree to abide by all INCOSE rules and policies, or a Memorandum of Agreement (MOA) chapter, those that are entities that align with INCOSE but maintain a separate set of local operating rules. The Board may also dissolve chapters.

Student chapters or student divisions are a special group within a chapter, but the Board has full authority to create or dissolve student divisions.

The details for chapter approval, operation, and dissolution are described in Appendix 3.

## 4.0 Awards and Recognition

In this section, an overview of the INCOSE awards and recognition is provided. In the third column is the section number with the information about the award or recognition.

### 4.1 Overview

INCOSE presents awards to recognize outstanding performance and contributions to both INCOSE and the profession of systems engineering. Table 1 itemizes the INCOSE Awards and Recognitions.

<b>Award / Recognition</b>	<b>Purpose</b>	<b>ARM Section</b>	<b>Presented</b>
Founders	To recognize INCOSE members who have made major contributions to INCOSE	4.1	IS
Pioneer	To recognize individuals or teams who have contributed uniquely to major products or outcomes that meet or exceed the needs of society	4.2	IS
Benefactor Award	To recognize an individual member or group, who has contributed uniquely to the enhanced reputation and recognition of systems engineering in society-At-Large	4.3	IS
Systems Engineering Influencer	To recognize efforts and achievements of a person(s) who has been instrumental in influencing the acceptance, adoption and implementation of Systems Engineering	4.4	IS
Outstanding Service	To recognize INCOSE members who have volunteered significant, extended and arduous effort on behalf of INCOSE	4.5	After approved at a BoD Meeting.
Certificates of Appreciation	To recognize INCOSE members and non-members who have made notable individual contributions to INCOSE	4.6	Any event
Fellows	To recognize INCOSE members who have made significant verifiable contributions to the art and practice of Systems Engineering	5.1	IS
Chapter Circle Awards	To recognize INCOSE chapters and/or individuals within chapters that have made extraordinary achievements	6.1	IS
Good Neighbor Award	To recognize INCOSE Chapters who contribute toward the growth and success of fledgling and struggling Chapters	6.2	IS
Product of the Year	This policy recognizes efforts and achievements by any team creating an INCOSE Technical Product or INCOSE Affiliate Product.	7.1.1	IW
Working Group	To recognize Working Group efforts and achievements in support of INCOSE's mission	7.1.2	IW
Service of the Year	This policy recognizes efforts and achievements by any team creating, delivering, or updating an INCOSE Service for our members.	7.1.3	IW

INCOSE International Symposium (IS) Best Papers	To recognize selected IS papers as “best” in their respective categories.	7.2.1	IS
Journal Outstanding Paper	To recognize INCOSE members who author outstanding papers published in the INCOSE Systems Engineering Journal	7.3.1	After approved at a BoD Meeting.
Reviewer of the Year Award	This policy outlines recognition by the Journal Awards Committee for peer reviews conducted while processing papers for the INCOSE Systems Engineering Journal.	7.3.2	After approved at a BoD Meeting.
INSIGHT Readers’ Choice	To recognize the best issue and best paper published in the INCOSE magazine INSIGHT	7.3.3	After approved at a BoD Meeting.
Joint ASEE SED/INCOSE Outstanding Systems Engineering Educator Award	Recognizes an individual, who provides/provided outstanding contributions in the field of systems engineering education and/or the education of systems engineering.	8.1	ASEE Annual Conference

**Table 3 – INCOSE Awards and Recognitions**

The Awards and Recognition listed in Table 1 should contain the following information regarding their respective award in sections 4-8:

- Purpose of the award
- Eligibility or criteria for the award
- If applicable, details about the nomination such as:
  - who is eligible to make a nomination,
  - what is to be included in the nomination package,
  - to whom it is to be delivered, and
  - when it is due
- Who approves the award recipient
- Details about the award presentation such as:
  - number of awards that may be presented annually,
  - when and where the award may be presented, and
  - what memento and gifts will be presented to the award recipient

## 4.2 Overall Honors and Awards

This section presents the awards presented by the Honors and Awards Committee.

### 4.2.1 Founder’s Award

The Founder’s Award is a highly prestigious award intended to recognize an individual INCOSE member who has made major contributions to INCOSE, be they a single event or significant events over sustained period of service. This award applies to INCOSE regular and senior members.

#### *4.2.1.1 Eligibility*

Contributions should be of a highly significant nature and contribute positively to the advancement of INCOSE or an INCOSE Chapter. Some examples of such contributions include, but not be limited to extending INCOSE's international growth, developing new Chapters, significantly advancing INCOSE's professional status and making significant personal commitments to INCOSE such as long-term service in a leadership role.

#### ***4.2.1.2 Nomination***

Any INCOSE member in good standing may initiate a Founder's Award nomination but may only nominate or provide a reference letter for one (1) Founder per year. The nominator shall prepare a nomination letter describing the nominator's qualifications for making the nomination and the contributions made by the nominee that qualify them for consideration for this award. The nomination letter must be accompanied by a minimum of three (3) detailed letters of support, each letter from a different INCOSE member other than the nominator, who are also members in good standing. At least one letter of support shall be from a member of the INCOSE Board of Directors, an INCOSE past President, an Associate or Assistant Director, an INCOSE Fellow, a working group Chair/Co-Chair, or a Chapter President or President-Elect. Each letter of support shall state the supporter's qualifications for supporting the nomination and why they believe the nominee is qualified for consideration for this award.

Posthumous nominations shall not be accepted.

The nominator shall assemble the nomination letter and letters of support into a nomination package and submit the nomination package to the Chair of the Honors and Awards Committee no later than 28 February for consideration. Nomination packages received after that date will not be considered.

#### ***4.2.1.3 Selection***

The Honors and Awards Committee shall evaluate the Founder's Award nomination packages and make a rank-ordered recommendation to the Board of Directors with a maximum of three (3) candidates for the Founder's Award. The Board of Directors shall approve the Founder's Award recipient at the Q2 Board of Directors Meeting by voted resolution.

The approval and notification process shall ensure confidentiality pending final notification as follows: Once the Board of Directors' approval decision is made, the Chair of the Honors & Awards Committee shall notify nominators of those who did not receive an award, within one month after Q2 BOD meeting. Likewise, the Chair of the Honors & Awards Committee shall notify the successful award nominators and recipients within one month after Q2 BOD meeting.

Citations shall be provided by the Chair of the Honors & Awards Committee to INCOSE Admin to support preparation of the award material.

#### ***4.2.1.4 Presentation***

One (1) Founder's Award may be presented annually at the International Symposium. Under special circumstances, the Board of Directors may approve more than one award recipient in any one year.

This award shall be announced at the annual International Symposium. INCOSE shall prepare a press release to coincide with the ceremonial presentation of the Founder Award. The recipient shall be asked to keep the information confidential until presentation.

Recipients of the Founder's Award shall be granted, for their personal use, free registration at the International Symposium in the year of their award. If a social evening is offered, two (2) complimentary tickets to this function shall also be offered.

## **4.2.2 Pioneer Award**

The Pioneer Award is intended to recognize one distinguished individual or team, who by their achievements in the engineering of systems, has contributed uniquely to major products or outcomes enhancing society or meeting its needs. This award applies to INCOSE members and non-members who have demonstrated a single outstanding outcome or a lifetime of significant achievements in effecting successful systems.

### ***4.2.2.1 Eligibility***

Contributions from individuals or teams should be significant and contribute to the pioneering of Systems Engineering, applications and systems approaches in the development of successful products or services of benefit to society. Some examples of such contributions include, but not be limited to applying systems engineering principles to unique, highly complex problems; the successful application of systems engineering to brand new market segments and outstanding examples of advancing the state of the art and/or practice of systems engineering beyond its current bounds.

### ***4.2.2.2 Nomination***

Any INCOSE member in good standing may initiate a Pioneer Award nomination but may only nominate or provide a letter of support for one (1) individual or team for Pioneer per year. The nominator shall prepare a nomination letter describing the nominator's qualifications for making the nomination and the contributions made by the nominee that qualify them for consideration for this award. The nomination letter must be accompanied by at least three detailed letters of support. Of the three letters of support, at least two (2) shall be from INCOSE members in good standing. Each letter of support must be from an individual other than the nominator and shall state the supporter's qualifications for supporting the nomination and why they believe the nominee is qualified for consideration for this award.

Posthumous nominations shall be accepted. There shall be no limitation in the time elapsed between the individual's death and the nomination. However, the recognized achievements should still be relevant to current systems engineering.

The nominator shall assemble the nomination letter and the letters of support into a nomination package and submit the nomination package to the Chair of the Honors and Awards Committee no later than 28 February for consideration. Nomination packages received after that date will not be considered.

#### ***4.2.2.3 Selection***

The Honors and Awards Committee shall evaluate the Pioneer Award nomination packages and make a rank-ordered recommendation to the Board of Directors of a maximum of three candidates for the award. The Board of Directors shall approve the award recipient at the Q2 Board of Directors meeting by voted resolution.

The approval and notification process shall ensure confidentiality pending final notification as follows: Once the Board of Directors' approval decision is made, the Chair of the Honors & Awards Committee shall notify nominators of those who did not receive an award, within one month after Q2 BOD meeting. Likewise, the Chair of the Honors & Awards Committee shall notify the successful award nominators and recipients within one month after Q2 BOD meeting.

Citations shall be provided by the Chair of the Honors & Awards Committee to INCOSE Admin to support preparation of the award material.

#### ***4.2.2.4 Presentation***

The Pioneer Award shall be limited to a maximum of one (1) per year to a team or living individual. An additional award for that year may be made posthumously.

This award shall be announced at the annual International Symposium. INCOSE shall prepare a press release to coincide with the ceremonial presentation of the Pioneer Award. The recipient shall be asked to keep the information confidential until presentation.

Recipients of the Pioneer Award shall be granted for their personal use, free registration for life to both the annual International Symposium (IS) and the annual International Workshop. If at the IS a social evening is offered, two (2) complimentary tickets to this function shall also be offered in the year of their award. In the case of a posthumous award, the person accepting the award shall receive the complimentary IS registration and two (2) complimentary tickets to the social evening (if offered) in the year of their award.

All recipients of the Pioneer Award shall receive lifetime INCOSE individual membership free of charge.

### **4.2.3 Presidential Benefactor Award**

The Presidential Benefactor Award is intended to recognize an individual member or group, who by their actions and personal generosity has contributed uniquely to the enhanced reputation and recognition of systems engineering in society-At-Large, and directly to the advancement and betterment of INCOSE. This award applies to INCOSE regular and senior members.

### ***4.2.3.1 Eligibility***

Contributions should be significant in systems engineering and contribute positively to society and to the advancement and betterment of INCOSE. Some examples of such contributions include, but not be limited to monetary contributions toward the education of students, or the emergence of a new chapter; use of systems engineering to the betterment of a humanitarian effort (such as community rebuilding); elevation of systems engineering to a national or international attention (such as publication of a Foresight Report).

### ***4.2.3.2 Nomination***

Any INCOSE member in good standing may initiate a Presidential Benefactor Award nomination but may only nominate or provide a letter of support for one (1) individual or group for Presidential Benefactor per year. The nominator shall prepare a nomination letter describing the nominator's qualifications for making the nomination and the contributions made by the nominee that qualify them for consideration for this award. The nomination letter must be accompanied by a minimum of three (3) detailed letters of support, each letter from a different INCOSE member other than the nominator, who are also members in good standing. At least one letter of support shall be from a member of the INCOSE Board of Directors, an INCOSE past President, an Associate or Assistant Director, an INCOSE Fellow, a working group Chair/Co-Chair, or a Chapter President or President-Elect. Each letter of support shall state the supporter's qualifications for supporting the nomination and why they believe the nominee is qualified for consideration for this award.

Posthumous nominations shall not be accepted.

The nominator shall assemble the nomination letter and the letters of support into a nomination package and submit the nomination package to the INCOSE President not later than 28 February for consideration. Nomination packages received after that date will not be considered.

### ***4.2.3.3 Selection***

The INCOSE President shall evaluate the Presidential Benefactor Award nomination packages for completeness and eligibility. The INCOSE President shall present all nomination packages to the Board of Directors and shall provide a rank-ordered recommendation of a maximum of two candidates for the award. The Board of Directors shall approve the award recipient at the Q2 Board of Directors meeting by voted resolution.

The approval and notification process shall ensure confidentiality pending final notification as follows: Once the Board of Directors' approval decision is made, the INCOSE President shall notify nominators of those who did not receive an award, within one month after Q2 BOD meeting. Likewise, the INCOSE President shall notify the successful award nominators and recipients within one month after Q2 BOD meeting.



Citations shall be provided by the INCOSE President to INCOSE Admin to support preparation of the award material.

#### ***4.2.3.4 Presentation***

The Presidential Benefactor Award shall be limited to a maximum of one (1) per year. This award will not be granted annually.

This award shall be announced at the annual International Symposium. INCOSE shall prepare a press release to coincide with the ceremonial presentation of the Presidential Benefactor Award. The recipient shall be asked to keep the information confidential until presentation.

Recipients of the Presidential Benefactor Award shall be granted, for their personal use, free registration to the annual International Symposium in the year of their award. If a social evening is offered, two (2) complimentary tickets to this function shall also be offered.

#### **4.2.4 Systems Engineering Influencer Award**

INCOSE recognizes the efforts and achievements of a person(s) who has been instrumental in influencing the acceptance, adoption, and implementation of Systems Engineering. This award applies to INCOSE regular and senior members.

##### ***4.2.4.1 Eligibility***

Candidates must have had a significant effect on influencing decision-makers, markets, industries, and/or cultures to recognize the value of systems engineering and adopt or significantly increase the usage of Systems Engineering. The candidate does not need to be a systems engineer themselves but must clearly see and communicate the value of systems engineering. They should have a demonstrated track record of successfully making the business case for the application of systems engineering in areas in which it is not currently being applied or areas in which it is not being as fully applied as would be appropriate.

##### ***4.2.4.2 Nomination***

Any INCOSE member in good standing may initiate a nomination, but they may only nominate one (1) SE Influencer per year and provide letters of support for at most two (2) nominees per year. INCOSE members may not self-nominate. The nominator shall prepare a nomination letter describing the nominator's qualifications for making the nomination and the contributions made by the nominee that qualify them for consideration for this award. The nomination letter must be accompanied by a minimum of three (3) detailed letters of support, each letter from a different INCOSE member other than the nominator, who are also members in good standing. At least one letter of support shall be from a member of the INCOSE Board of Directors, an INCOSE past President, an Associate or Assistant Director, an INCOSE Fellow, a working group Chair/Co-Chair, or a Chapter President or President-Elect. Each letter of support shall state the supporter's qualifications for supporting the nomination and why they believe the nominee is qualified for

consideration for this award. The letter of support should be limited to no more than two (2) pages.

Posthumous nominations shall not be accepted.

The nominator shall assemble the nomination letter and letters of support into a nomination package and submit the nomination package to the Chair of the Honors and Awards Committee no later than 28 February for consideration. Nomination packages received after that date will not be considered unless an extension has been formally announced.

#### ***4.2.4.3 Selection***

The Honors and Awards Committee shall evaluate the SE Influencer Award nomination packages and make a rank-ordered recommendation to the Board of Directors with a maximum of three (3) candidates for the SE Influencer Award. The Board of Directors shall approve the SE Influencer Award recipient at the Q2 Board of Directors Meeting by voted resolution.

The approval and notification process shall ensure confidentiality pending final notification as follows: Once the Board of Directors' approval decision is made, the Chair of the Honors & Awards Committee shall notify nominators of those who did not receive an award, within one month after Q2 BOD meeting. Likewise, the Chair of the Honors & Awards Committee shall notify the successful award nominators and recipients within one month after Q2 BOD meeting.

Citations shall be provided by the Chair of the Honors & Awards Committee to INCOSE Admin to support preparation of the award material.

#### ***4.2.4.4 Presentation***

One (1) SE Influencer Award may be presented annually at the International Symposium. Under special circumstances, the Board of Directors may approve more than one award recipient in any one year.

This award shall be announced at the annual International Symposium. INCOSE shall prepare a press release to coincide with the ceremonial presentation of the SE Influencer Award. The recipient shall be asked to keep the information confidential until presentation.

Recipients of the SE Influencer Award shall be granted, for their personal use, free registration to the annual International Symposium in the year of their award. If a social evening is offered, two (2) complimentary tickets shall also be offered.

#### **4.2.5 Outstanding Service Award**

Awards for outstanding service are presented to recognize INCOSE members who have contributed significant volunteer effort on behalf of INCOSE.

#### ***4.2.5.1 Eligibility***

Nominees for the Outstanding Service Award must have been INCOSE members for at least five (5) years. Under exceptional circumstances, the Board of Directors may waive this requirement.

Candidates must have volunteered significant and arduous effort on behalf of INCOSE either in one act of outstanding service or through extended contributions in one (1) or more of the following three (3) areas:

- Service at the international, national, or local level in an elected office as a chair, or as a leader of a task force, advisory group, or working group;
- Service at the international level as an editorial, publication, or symposium leader; or
- Service at the international level as an advocate or liaison with other professional, scientific, public, or humanitarian organizations.

#### ***4.2.5.2 Nomination***

Nominators must be INCOSE members and may not self-nominate.

Posthumous nominations will not be accepted.

The nominator shall assemble the nomination package - that consists of the following:

Completed Nomination Form (MS Word or PDF)

- Name of candidate
- Accomplishments vs. Outstanding Service Award Criteria
- Proposal for the citation
- List of letters of support to match the criteria

Letters of Support provided by the nominator and at least two (2) other people. These letters are limited to two (2) typewritten pages, and should provide:

- Name of Supporter,
- Basis of knowledge about the candidate, which provides substantiation for the award,
- Evaluation of the candidate against the Service Award Criteria.

Those writing letters of support should have the candidates' information and qualifications available to them, but all letters of support should be independently written.

The Honors and Awards Committee shall define a deadline date for submissions. The nominator shall assemble the nomination package and submit the nomination package to the Chair of the Honors & Awards Committee. Nomination packages received after that date will not be considered for this award. Awardees will need to be presented to the Board of Directors prior to the presentation.

Nomination packages that are not awarded in the year they are submitted may be resubmitted for consideration the following year if the nominator so desires.

#### ***4.2.5.3 Selection***

Approval of Outstanding Service Awards shall be made by the Board of Directors upon recommendation of an Honors and Awards Committee, except for awards to the retiring President, outgoing officers and Directors, outgoing assistant Directors, and outgoing Certification Advisory Group (CAG) members, which require no approval.

#### ***4.2.5.4 Presentation***

There is no limit to the number of Outstanding Service Awards that may be presented. The approval and notification process shall ensure confidentiality pending final notification as follows: The Chair of the Honors & Awards Committee will notify nominators of those who did not receive an award. Nominators and award recipients shall be informed within one month after BOD approval. Citations will be provided by the Chair of the Honors & Awards Committee to INCOSE Admin concurrently, to support preparation of the recognition award.

INCOSE will prepare a press release to coincide with the ceremonial presentation of these awards which will occur at the annual International Symposium. The recipients will be asked to keep the information confidential until presentation.

President's Service Award – Upon completion of term as President, a gavel and plaque shall be presented to the retiring President.

Board of Director Members – Upon leaving the Board of Directors, each member shall be presented with a plaque.

Associate Directors and Certification Advisory Group Members – Upon completion of their term, the individual shall be presented with a plaque. The responsible Director or Associate Director will inform the Chair of the Honors & Awards Committee of the awardee and, position and term start and end year(s).

### **4.2.6 Certificates of Appreciation**

INCOSE shall award Certificates of Appreciation, as appropriate, to INCOSE members and non-members to recognize notable individual contributions to INCOSE.

This award is applicable to INCOSE members and non-Members. INCOSE Certificates of Appreciation are awarded to recognize significant and impactful individual contributions to INCOSE Boards, Chapters, Committees, Events, Panels, Symposia, or other activities.

#### ***4.2.6.1 Nomination***

INCOSE leaders (chairperson, Committee chair, Assistant Director, etc.) or individual members may nominate an individual for a Certificate of Appreciation.

The responsible INCOSE leader (chairperson, Committee chair, Assistant Director, etc.) shall accept nominations for Certificates of Appreciation from their respective organizations or individuals.

#### **4.2.6.2 Selection**

INCOSE Leaders may approve Certificates of Appreciation at their discretion.

- If the “thank you” is for an activity/role conducted at the international level, the CoA (Certificate of Appreciation) should be approved by the responsible Board of Director member. It does not need to come to the BoD.
  - This covers TechOps, ServOps, CAB, CAG, Special Projects, etc.
- If the “thank you” is for an activity/role conducted at the sector level, the CoA should be approved by the responsible Sector Director.
- If the “thank you” is for an activity/role conducted at the Chapter level, the CoA should be approved by the responsible Chapter President.

For those nominees assessed as meeting the eligibility criteria, the INCOSE leader shall complete and sign a Certificate of Appreciation Form with the recipient’s name, date, and a brief description of the reason for the award.

Completed forms shall be sent to the INCOSE President for countersignature. Countersigned forms shall be returned to the applicable INCOSE leader with a copy to INCOSE Administrative Office for presentation to the nominee.

The INCOSE Administrative Office shall be responsible for all administrative functions including award creation, distribution, and maintenance of records of Certificate of Appreciation Awards.

There is no restriction on the number of Certificates of Appreciation that may be awarded in a single year; however, due consideration shall be made to maintaining the prestige of the award.

The successful recipient is notified promptly by the approving INCOSE leader who also arranges for presentation at the International Workshop, International Symposium, or other event (conference, sector, or Working Group meetings, etc.).

#### **4.2.6.3 Presentation**

The INCOSE Administrative Office shall provide blank Certificate of Appreciation Forms and may assist in sending signed forms to the recipient. As a goal, Certificates of Appreciation are to be awarded to the nominees within 45 days of the completion of the contribution for which they are being recognized.

## **4.3 Fellows Award**

In this section, the phrase “INCOSE Voting Members” refers to Regular and Senior members as defined in the INCOSE Bylaws (this excludes Student, Corporate Advisory Board, and Associate members). Use of the word “shall” expresses a mandatory requirement. Use of the word “should” expresses intent by a person or group where it is in their best interest to perform the action.

Purpose – Fellows are INCOSE Voting Members recognized as having made significant verifiable contributions to Systems Engineering. This recognition is awarded for life.

Number of Fellows – The number of living Fellows (including those who are and are not INCOSE members in good standing) shall not exceed 1% of the INCOSE Voting Members as calculated at the time of the Fellows Selection Meeting. If the number of Fellows meets or exceeds the permitted 1%, only 1 new Fellow may be selected.

### **4.3.1 Eligibility**

Fellow awards are based upon significant verifiable contributions to the art and practice of Systems Engineering. Candidates must have been INCOSE Voting Members for a minimum of two (2) years. This eligibility requirement is not subject to waiver.

The individuals serving as (or having been elected or selected to serve as) President, President-Elect, or Executive Director of INCOSE as of the 1 December nomination deadline are not eligible to be nominated for Fellow awards.

Fellows are expected to adhere to the fundamental imperatives that apply to one’s conduct as an engineering professional described in the INCOSE Code of Ethics and to comply with INCOSE policies. The Selection Committee shall take ethical considerations into account if they surface.

### **4.3.2 Nominators, Supporters, Advocacy, and Conflicts of Interest**

Nominators must be INCOSE Voting Members. Individuals may not self-nominate.

Nominators must have personal knowledge of the qualifications of the Fellows candidate. Nominators may nominate a maximum of two (2) candidates per year. There is no limit on the number of Fellows candidates that an individual may support.

Neither the Chair of the Fellows Committee, the Vice Chair of the Fellows Committee, members of the Fellows Selection Committee, the President of INCOSE, the President-Elect of INCOSE, nor the Executive Director of INCOSE (nor anyone having been elected or selected to serve an upcoming term in these positions) shall nominate or provide a letter of support.

Neither the Chair of the Fellows Committee, the Vice Chair of the Fellows Committee, the President of INCOSE, the President-Elect of INCOSE, nor the Executive Director of INCOSE

(nor anyone having been elected or selected to serve an upcoming term in these positions) shall be allowed to advocate for or against a candidate.

Nominators and supporters shall have no family or blood relationship to the applicant. Nominations and letters of support from colleagues and peers including those from the candidate's organization shall not represent a conflict of interest given their ability to address the Fellow candidate's qualifications.

No direct advocacy to or lobbying of members of the Fellows Selection Committee shall be permitted outside the bounds of the Fellows Selection Meeting. Fellows with a concern regarding an ethical issue or any other major concern may share such concerns with the Fellows Chair and Vice Chair who shall relay the stated information to the Fellows Selection Committee. Such concerns shall be raised prior to the Fellows Candidate Review Meeting but no later than the final vote held during the Fellows Selection Meeting. Nominators and supporters shall be permitted to answer questions from members of the Fellows Selection Committee at any time.

### **4.3.3 Nomination**

Nominators shall select candidates who have distinguished themselves as systems engineers, with a passion for systems engineering, and who have made significant, sustained, contributions to the field of systems engineering (including closely related areas such as systems theory, systems science and systems thinking). These contributions can be made by practitioners, researchers, and those who inspire and enable people to learn and put into effective practice systems principles and concepts.

Nominators shall ensure that every nominee meets the following specific criteria:

- The nominee shall have provided significant sustained impact through thought leadership which advanced the field of systems engineering.
- The nominee shall be a current member with a 2-year membership minimum.
- The nominee shall have developed and/or applied and/or promulgated approaches that enable the successful realization, use, and retirement of engineered systems.
- The nominee shall have exhibited a significant influence on others resulting in noticeable improvement of the practice of systems engineering in industry or on major national or international efforts, and/or made significant advances in the theory/science of systems engineering, or specific innovations which have been widely adopted. This influence may be:
  - Direct (e.g., the practical application of systems engineering on challenging real-world problems)
  - Indirect (e.g., the development of a new framework, process, method, or tool adopted across multiple organizations)

- Underpinning (e.g., a fundamental advance that advances the theoretical underpinnings of systems engineering)

The nominator shall provide a package prescribed by the Fellows Selection Committee that consists of the following:

*A completed Fellow Nomination Form (FEL-FORM-01) that includes:*

- Name of Candidate,
- Distinguished Contributions and Impact Summary,
- Accomplishments vs. Fellows Criteria,
- Other supporting information requested by the Form,
- The complete Nomination Form shall have a maximum page count of 10. This page count does not include the letters of support.

*At least four letters of support shall be provided by:*

- a) At least two senior decision-makers (e.g., managers or customers of the nominee's organization(s), or academic peers at other organizations, or industry leaders, or top governmental officials), who have detailed insight into the specific contributions (to the criteria above) of the nominee,
- b) At least two INCOSE Fellows who have insight into the nominee's contributions and impact.
- c) A colleague who has visibility into the wider impacts of the nominee's contributions in the field of systems engineering beyond the nominee's own organization if these wider impacts are not included in (a) and (b).

These letters are limited to a one-page letter of support (*FEL-FORM-02*) and a one-page resume, and shall provide:

- Name of Nominator/Supporter,
- Brief Educational and Professional background of Nominator/Supporter,
- Professional Society Memberships and position if any in these, such as Fellow,
- Basis of knowledge about the candidate,
- Evaluation of the candidate vs. the criteria.

Those writing letters of support should have a copy of the completed nomination form for reference when preparing their support letters, but all letters of support shall be independently written.

The nominator shall assemble the nomination package and submit the nomination package to the Chair of the Fellows Selection Committee not later than 1 December for consideration. Nomination packages received after that date shall not be considered.

#### **4.3.4 Selection**



All Fellows may participate in and speak at the Fellows Selection Meeting. Only members of the Fellows Selection Committee may vote.

A member of the Fellows Selection Committee shall recuse themselves from voting for or against a given candidate if there is a past or current relationship which compromises, or could have the appearance of compromising, a member's judgement with regard to the candidate. The following list, while not exhaustive, illustrates the types of relationships which constitute a conflict of interest:

- a marital, life partner, family, or dating/romantic/sexual relationship;
- current employment by the same organization;
- a direct financial interest and/or relationship;
- any other relationship that would prevent a sound, unbiased decision

At least 6 members of the Fellows Selection Committee must vote in the affirmative for a successful Fellows nomination. Votes may be cast in person or remotely. Voting by proxy shall not be permitted. All ballots shall be secret.

The Chair, the Vice Chair, and a member of the Selection Committee appointed as a witness by the Selection Committee shall certify the results of the vote, finalize the citations for the selected Fellows, and prepare certificates of selection for the selected Fellows that include the citations. The Fellows Chair shall forward the certificates to the INCOSE President and the INCOSE Administrative Office. The results shall remain confidential until notification of award recipients.

### **4.3.5 Presentation**

There is no limit on the number of Fellows Awards presented annually if the presentation and number of awards maintains the approved ratio of Fellows to INCOSE Voting Members.

The notification process shall ensure confidentiality pending final notification as follows: Award recipients shall be notified by the President of INCOSE no later than one month after being selected.

Immediately upon notification, Award recipients shall be considered INCOSE Fellows, able to use the title and may announce the honor publicly. Presentation of the new Fellows shall ceremonially occur at the annual International Symposium. INCOSE shall publicize the awards after the ceremonial presentation of the Fellows.

### **Resignation of Fellow Award**

A Fellow who wishes to resign their award must do so in writing to the President of INCOSE, stating an effective date of the resignation. The President shall confirm the resignation in writing.

Once resignation of the award has been confirmed, the President of INCOSE shall advise the Chair of the Fellows Committee who shall take the necessary administrative action to remove the resigned Fellow from any Fellows lists.

The INCOSE Administrative Office is to reflect the resignation in a reduction, by one, of the number of living Fellows (including those who are and are not INCOSE members in good standing).

### **Rescission of Fellow Award**

In accordance with ADM-107, failure to abide by INCOSE Policies may result in disciplinary action taken by the INCOSE Board up to and including termination of membership and rescission of INCOSE awards, certification, and recognition.

In the circumstance that the Board determines the rescission of a Fellow award, the President of INCOSE shall advise the Chair of the Fellows Committee who shall take the necessary administrative action to remove the rescinded Fellow from any Fellows lists.

The INCOSE Administrative Office is to reflect the rescission in a reduction, by one, of the number of living Fellows (including those who are and are not INCOSE members in good standing).

## **4.4 Chapter Awards**

This section provides an overview of the awards available to INCOSE Chapters: Chapter Circle Award and Good Neighbor Award.

### **4.4.1 Chapter Circle Award**

INCOSE shall recognize chapter efforts and extraordinary achievements by chapters through the Chapter Circle Awards and Recognition Program. This award is applicable to INCOSE Chapters. The goals of this program are to:

- Recognize achievements at the chapter level;
- Clarify and incentivize desired activities and behavior at the chapter level;
- Improve sharing of good and best practices between chapters; and
- Encourage effort and innovation in serving INCOSE members at the local level.

#### ***4.4.1.1 Eligibility***

This award is open to any Chapter.

INCOSE Chapter Circle Award submissions must be uploaded to the INCOSE infrastructure (e.g., MS TEAMS / spreadsheet for the Chapter Awards submissions) during the first week of January as communicated by the Chapter Circle Awards Committee lead. A Chapter Circle Awards primer and the submission information are available on the INCOSE infrastructure.

The award recognizes chapter performance on a calendar year basis (January-December).

#### ***4.4.1.2 Award Classification***

The annual Circle awards program includes the Platinum Circle, Gold Circle, Silver Circle, and Bronze Circle awards to recognize all chapters that meet and exceed INCOSE's standards for local service and contributions. The Director's Award for Most Improved Chapter is used to acknowledge the special effort required to significantly improve an INCOSE chapter. The President's Award for Outstanding Chapter is used to recognize chapter excellence.

Chapter Circle Award recipients shall be approved by the Board of Directors.

#### ***4.4.1.3 Evaluation***

Submissions are evaluated by a Chapter Awards Committee during January and concluded on the Saturday of the yearly International Workshop.

#### ***4.4.1.3 Presentation***

There is no limitation on the number of Chapters Circle Awards which may be presented annually. Chapters Circle Awards are presented at the International Symposium.

The approval and notification process shall ensure confidentiality pending final notification of Award recipients by the Sector Director no later than one month after the first quarter Board of Directors meeting.

### **4.4.2 Good Neighbor Award**

This section defines the principles, criteria and procedure for the Good Neighbor Award which recognizes Chapters for contributions toward the well-being (growth and sustainability) of other Chapters in pursuance of the interests of INCOSE.

Purpose – The Award aims to encourage mature and strong Chapters to support other fledgling (emerging) and struggling Chapters by giving recognition to demonstrable efforts to improve the operations, services, and well-being of Chapters in need toward growth and sustainability.

Award Description: The Award shall comprise a monetary value of USD 2,000 and a parchment certificate. The method of disbursement shall be mutually agreed between INCOSE and the recipient Chapter(s).

#### ***4.4.2.1 Eligibility***

The Award is an annual recognition, and there shall be a maximum of one annually for each INCOSE Sector. All Chapters are eligible as beneficiaries and may nominate a benefactor Chapter for an Award.

#### ***4.4.2.3 Nomination***

Nominations for the Award shall be made by beneficiary Chapters' Presidents based on evidence of support provided by benefactor Chapters over a period of one year (Jan-Dec). The nomination letter shall be submitted to the Sector Director no later than 28 February for consideration. If there is no suitable nomination in a Sector, the Award will be passed over for the year.

#### ***4.4.2.4 Selection Criteria***

The Award shall be based, inter alia, on the following criteria:

- Mentoring support.
- Facilitation of new Chapter creation, e.g., lessons learnt exchange, support to network setting-up, etc.
- Chapter Working Group participation.
- Travelling member services, e.g., visiting speakers, SE coaching.
- Facilitated industry outreach resulting in Chapter membership growth, Chapter sponsors and extension in Chapter services to its membership.
- Shared/customized SE products.
- Shared local events, e.g., virtual events and speaker programs.
- Shared social media, blogs, newsletters, etc.

#### ***4.4.2.5 Evaluation***

Each Sector Director shall be responsible for the evaluation of nominations within their Sector and may appoint a Committee to assist in this regard. The recommended nomination shall be ratified by the INCOSE Board of Directors.

#### ***4.4.2.6 Presentation***

The Award(s) shall be presented annually at the International Symposium. Recipients will be notified by the Sector Director no later than one month after the second quarter Board of Directors meeting to allow them the opportunity to arrange for Chapter representative(s) to receive the Award.

## 4.5 Technical Service Awards

The overviews for the Technical Service Awards are organized into three groups: Team Awards, Product of the Year, and Service of the Year.

### 4.5.1 Team Awards

These are awards for working groups, products, and services.

#### *4.5.1.1 Working Group Awards*

INCOSE shall recognize efforts and achievements by Working Groups in support of INCOSE's mission. By focusing on the Working Groups, including Chapter Working Groups, these awards are meant to specifically recognize team effort within a Working Group and similarly across multiple Working Group teams. This award applies to all INCOSE Working Groups including Chapter Working Groups. TEC-FORM-02 Working Group Award is used for this award.

##### *4.5.1.1.1 Eligibility*

Working Groups chartered under Technical Operations and those chartered under Chapters, shall be eligible to receive one of the four Working Group awards each year if they meet the criteria stipulated below.

- The **Sustained Performance** award is presented to an individual Working Group that has provided exemplary value to INCOSE stakeholders over a multi-year period.
- The **Collaboration** award is presented to the leadership of the Working Groups that have demonstrated the most exemplary collaboration both within INCOSE (Working Groups, CAB, Academic Council, etc.) and collaboration with other relevant parties (associations, societies, research organizations, standards organizations, etc.).
- The **Outreach** award is presented to the Working Group, or combination of Working Groups, that has made the most significant contribution to the development of INCOSE in a non-aerospace/defense domain, and/or outside of the USA.
- The **Achieving the Systems Engineering Vision** award is presented to the Working Group that has made the most significant contribution toward achieving the latest published Systems Engineering Vision.

##### *4.5.1.1.2 Nomination*

TechOps will issue a call for self-nomination to all Working Groups through the Assistant Directors for Working Groups and the Sector Directors for Chapter Working Groups, after the International Symposium. Nominations will close no later than BoD Q4 meeting minus 3 weeks. TechOps will review the nominations and prepare a recommendation in time for the Q4 BoD meeting read-ahead.

#### ***4.5.1.1.3 Selection***

Award recipients shall be approved by the Board of Directors at the Q4 BoD meeting upon recommendation of the Technical Director.

The INCOSE Administrative Office shall be responsible for all administrative functions including award creation, distribution, and maintenance of records of Working Group awards.

#### ***4.5.1.1.4 Presentation***

The Working Group Awards will be announced at the annual International Workshop with a reading of the citation.

Recipients will be notified by the TechOps Director no later than one month after the Q4 BoD meeting to allow them the opportunity to arrange for Working Group representative(s) to receive the award.

#### ***4.5.1.2 Product of the Year Award***

INCOSE shall recognize efforts and achievements by any team creating an INCOSE Technical Product or INCOSE Affiliate Product, as defined below. This award applies to all INCOSE teams (including both INCOSE member and Delegates) applying INCOSE's product development process defined in INCOSE Operations Manual Section 7.2.4 to create INCOSE Technical Products or INCOSE Affiliate Products, as defined below.

##### ***4.5.1.2.1 Definitions***

A Product: Information made by a person/people intended to be given to others to use, consume or learn from for free or for a price.

**INCOSE Technical Product:** INCOSE Technical Product is a technical product which has been properly INCOSE branded, sufficiently reviewed by INCOSE for technical content, INCOSE business scope, and cleared for intellectual property. INCOSE owns the copyright for the product. The INCOSE central pricing and distribution of these types of products shall follow Section 7.2.3 of the INCOSE Operations Manual and its associated procedure (TEC-PROC-03).

**INCOSE Affiliate Product:** INCOSE Affiliate Product is technical product usually developed outside the INCOSE development process, which is made by an INCOSE member, chapter, partner(s), or in cooperation with partner(s); then allowed by INCOSE central to be distributed from INCOSE central channels. In this case, the author(s) own the copyright and take(s) primary responsibility for proper branding, intellectual property, content quality and appropriate citations with INCOSE central oversight based on this policy & related procedure. INCOSE reserves the right not to distribute the product in case it does not comply with INCOSE vision, mission, objectives, and business scope. The INCOSE central pricing and distribution of these types of products will be decided on a case-by-case basis by the Publications Office with guidance from

the INCOSE Board of Directors (or chartered delegates) and Section 7.2.3 of the INCOSE Operations Manual.

#### ***4.5.1.2.2 Eligibility***

Any product that has been created following INCOSE's product development process defined in Section 7.2.4 of the INCOSE Operations Manual shall be eligible for the Product of the Year award if it meets the criteria stipulated below.

Chapter products shall be eligible if they have been approved by the Impactful Products Committee (IPC) (TEC-PROC-02).

The award is presented to the INCOSE team that, either independently or working in collaboration with other INCOSE and/or non-INCOSE stakeholders, has developed and published the product which is considered to provide the most significant value to INCOSE's stakeholders. There may be multiple awards per year.

#### ***4.5.1.2.3 Nomination***

The IPC members shall nominate candidate products no later than Q4 BoD meeting minus 3 weeks.

#### ***4.5.1.2.4 Selection***

Award recipients shall be approved by the Board of Directors at the Q4 BoD meeting upon recommendation of the Technical Director.

The INCOSE Administrative Office shall be responsible for all administrative functions including award creation, distribution, and maintenance of records of awards.

#### ***4.5.1.2.5 Presentation***

The awards will be announced at the annual International Workshop with a reading of the citation.

Recipients will be notified by the TechOps Director no later than one month after the Q4 Bod meeting to allow them the opportunity to arrange for representative(s) to receive the award.

### ***4.5.1.3 Service of the Year Award***

INCOSE shall recognize efforts and achievements by any team creating, delivering, or updating an INCOSE Service for our members, as defined below. This award applies to all INCOSE teams with an INCOSE Service Operations Plans to create value for our members. A Service Operations Plan is not required for eligibility for services created, delivered, or updated prior to 1 December 2022.

#### ***4.5.1.3.1 Definitions***

A **Service**: An act of helpful activity. Within INCOSE, service refers to an activity which supports the systems engineering community with professional development, recognition, networking, and/or engagement with systems engineering material.

#### ***4.5.1.3.2 Eligibility***

Any service created, delivered, or updated using INCOSE's Service Operations Plan defined in Section 7.3.1 of the INCOSE Operations Manual shall be eligible for the Service of the Year award if it meets the criteria below. Services created before 1 December 2022 are also eligible without Service Operations Plans.

A service must be available for all INCOSE individual members, not just a subset, and must have an approved Service Operations Plan (unless service created before 1 December 2022). The award is presented to the INCOSE team that, either independently or working in collaboration with other INCOSE stakeholders, has developed and created a service or provided operational delivery of an existing service which is considered to provide the most significant value to INCOSE's stakeholders. There may be multiple awards per year, and it does not have to be awarded every year.

#### ***4.5.1.3.3 Nomination***

The Services Director shall nominate candidate services no later than Q4 BoD meeting minus 3 weeks.

#### ***4.5.1.3.4 Selection***

Award recipients shall be approved by the Board of Directors at the Q4 BoD meeting upon recommendation of the Services Director.

The INCOSE Administrative Office shall be responsible for all administrative functions including award creation, distribution and maintenance of records of awards.

#### ***4.5.1.3.5 Presentation***

The awards will be announced at the annual International Workshop with a reading of the citation.

Recipients will be notified by the Services Director no later than one month after the Q4 BoD meeting to allow them the opportunity to arrange for representative(s) to receive the award.

### **4.5.2 International Symposia Awards**



This section provides an overview of the International Symposia (IS) Awards, i.e., the IS Best Paper Awards – Brian Mar Best Student Paper Award and Systems Engineering Best Paper Awards.

#### ***4.5.2.1 INCOSE IS Best Paper Awards***

INCOSE shall recognize selected papers as “BEST” at their International Symposium (IS). Categories for best papers include the best student paper and best papers related to selected Systems Engineering (SE) topics. These awards are applicable to all individuals who submit a paper for the IS.

##### ***4.5.2.1.1 Award Overview and Eligibility***

All paper authors shall be eligible to receive best paper awards each year.

The **Brian Mar Best Student Paper Award** recognizes the author(s) of the best student paper accepted for presentation at the IS. To be eligible, the first and primary author listed on the paper must be a student during some part of the calendar year the paper was submitted.

There can be four (4) to six (6) **Systems Engineering Best Paper Awards** recognizing the author(s) of papers submitted for the IS. Each award presented must be related to different selected SE topics, i.e., no more than one best paper award per SE topic each year. The SE topics will be identified at the time of paper submission and authors will be asked to identify topic areas relevant to their paper at the time of submission.

##### ***4.5.2.1.2 Nomination***

The IS Technical Review Team reviews and scores all the papers submitted and sends a list of their top papers to the INCOSE Technical Operations Team. The number of top papers submitted may vary from year to year based on the scores, but following is the target:

- For the Brian Mar Best Student Paper Award, a list of the top 5 papers is submitted.
- For the Systems Engineering Best Paper Award, a list of the top 10 papers is submitted.

##### ***4.5.2.1.3 Selection***

Selection of the Brian Mar Best Student Paper Award shall be determined by the INCOSE Academic Council. No more than one (1) award will be made annually.

Selection of the Systems Engineering Best Paper Awards shall be based on a review, score, and ranking by the Technical Operations Assistant Directors and Deputy Assistant Directors using TEC-FORM-07). From that information, the Technical Director and Deputy Technical Director will determine the 4 to 6 that will be selected annually.

##### ***4.5.2.1.4 Presentation***

The best paper awards will be announced at the IS and a recognition certificate will be presented to each recipient. Successful recipients are notified as soon as possible, but preferably no later than 10 weeks in advance of the IS. If the author is unable to attend the IS to present their paper, their best paper award may be withdrawn and presented to the paper with the next highest score.

### **4.5.3 Publication Awards**

This section provides information on the three publication awards - Journal Outstanding Paper Award, Reviewer of the Year Award, and the INSIGHT Reader Choice Best Issue & Best Paper Award.

#### ***4.5.3.1 Journal Outstanding Paper Award***

This policy outlines recognition by the Journal Awards Committee of outstanding papers published in the INCOSE Systems Engineering Journal. Only Journal Papers published in the preceding calendar year are eligible for the Journal Outstanding Paper Award this year.

##### ***4.5.3.1.1 Selection***

Selection shall be made by the Journal Awards Committee. The Editor-in-Chief will lead the Journal Awards Committee, which also comprises the Deputy Editor and two Associate Editors. The term of office will be based on their terms in editorial positions for the SE Journal.

An Editor-in-Chief, Deputy Editor, or Associate Editor that has authored or co-authored a candidate paper under review shall abstain from the paper evaluation and voting process during the Journal year.

The Journal Awards Committee will screen all papers published during a Journal year based on evaluation criteria determined by the Committee. Each paper screened receives a numeric score and one (1) vote from each eligible Journal Awards Committee member.

Each eligible Journal Awards Committee member will select two (2) papers in a Journal year as candidates and present supporting documentation to the Editor-in-Chief. The Editor-in-Chief will aggregate the information received and distribute a list of candidate papers to the Deputy Editor and Associate Editors for discussion and selection of the Journal Outstanding Paper Award recipient. Awardees will need to be presented to the Board of Directors prior to the presentation. The Editor-in-Chief shall notify the successful recipient(s) within one month after the BoD meeting when the award was approved.

Citations shall be provided by the Editor-in-Chief to INCOSE Admin to support preparation of the award material.

##### ***4.5.3.1.2 Presentation***

*This document contains INCOSE Proprietary Information.*

The Journal Outstanding Paper Award shall be limited to a maximum of one (1) per year. Under special circumstances, the Board of Directors may approve more than one award recipient in any one year.

#### ***4.5.3.2 Reviewer of the Year Award***

This section outlines recognition by the Journal Awards Committee for peer reviews conducted while processing papers for the INCOSE Systems Engineering Journal.

This award applies to any reviewers who participated in peer reviews of papers during the prior calendar year within the paper processing system used for managing papers for the Systems Engineering Journal, currently ScholarOne. The Editor-in-Chief, Deputy Editor, and Associate Editors are not eligible for this award, as they conduct paper peer reviews as a matter of course in exercising their duties on the Editorial Board for managing the processing of journal papers.

##### ***4.5.3.2.1 Selection***

The process consists of reviewing data provided by Wiley on peer reviews from the previous calendar year, with the selection of an awardee based on a balance of quantity and quality of reviews provided.

The selection shall be made by the Journal Awards Committee. The Editor-in-Chief will lead the Journal Awards Committee, which also comprises the Deputy Editor and two Associate Editors. The term of office will be based on their terms in editorial positions for the Systems Engineering Journal.

The Journal Awards Committee will review the data provided by Wiley at the beginning of the calendar year for peer reviews conducted during the prior calendar year. The data consists of the number of papers reviewed and a rating of the quality of the review for each reviewer who conducted a peer review in the calendar year. The set of top reviewers, those with the highest number of papers reviewed who also have high quality ratings, will be considered for the award. The Journal Awards Committee will determine the number of candidates for the top set after reviewing the number of eligible reviewers in a calendar year. Committee members will then review the actual peer reviews within ScholarOne of the top reviewers to judge whether the actual reviews provide exceptionally good content while effectively communicating their feedback to the authors. Each Committee member will then select two candidates to present to the overall Journal Awards Committee for consideration.

The Editor-in-Chief will aggregate the information received and distribute a list of candidates to the Journal Awards Committee for discussion and selection of the Journal Reviewer of the Year Award recipient.

#### ***4.5.3.2 Presentation***

At least one (1) Journal Reviewer of the Year Award will be presented each year. In the event of a tie, multiple awards can be given. The Award consists of a parchment certificate. The selectee(s) for Journal Reviewer of the Year Award will be forwarded to the Honors and Awards Committee. The Journal Reviewer of the Year Award will be presented as soon as reasonably possible after selection.

#### ***4.5.3.3 INSIGHT Reader Choice Best Issue & Best Paper Awards***

This section outlines the recognition of the best paper published in the INCOSE practitioners' magazine INSIGHT.

Only INSIGHT articles from issues published during the calendar year are eligible for the award. Individual guest editorials, opinion columns, technical articles, and book reviews from all issues in the period are eligible. Technical articles reprinted from INCOSE regional and international symposia are ineligible for consideration.

##### ***4.5.3.3.1 Selection***

Selection shall be made by the INSIGHT editorial staff, who shall compose a list of all eligible articles. The editorial staff shall base the award on the mission of INSIGHT to advance the state of practice of systems engineering, and to close the gap between the state of practice and the state of the art. The state of the art is determined from publications such as Systems Engineering. The editorial staff shall consider in their selection of best paper the numbers of accesses and downloads of articles from available statistics reported by the INSIGHT publisher.

The selection must be presented at a Board of Directors meeting for approval. Once approved, the INSIGHT Editor shall notify the successful recipient(s) within one month after the award was approved.

Citations shall be provided by the INSIGHT Editor to INCOSE Admin to support preparation of the award material.

##### ***4.5.3.3.2 Presentation***

One INSIGHT Best Paper Award shall be presented annually after the award is approved. Under special circumstances, the Board of Directors may approve more than one award recipient in any one year.

## **4.6 Academic Awards**

### **4.6.1 Joint ASEE SED / INCOSE Outstanding Systems Engineering Educator Award**

The primary purpose of the Joint ASEE SED (American Society for Engineering Education Systems Engineering Division) / INCOSE Outstanding Systems Engineering Educator Award is international recognition of an individual who provides/has provided outstanding contributions in the field of systems engineering education and/or the education of systems engineers. This award applies to anyone that has contributed to systems engineering education. NOTE: this section is applicable if the current INCOSE-ASEE MOU is valid.

#### ***4.6.1.1 Eligibility***

This award is open to anyone in the world that has contributed to systems engineering education. The awardee must demonstrate outstanding contributions in one or more of the following criteria:

- Significant contribution to the creation/development of a SE academic program of long-lasting impact.
- Development/promotion of innovative SE instructional approaches that have long sustained effective learning and that others have potentially adopted widely.
- Research in SE education that others have widely adopted with effective results.
- Infusion of SE education in non-traditional settings (e.g., K12, systems engineering for non-engineers, systems engineering for all, etc.).
- Long-term sustained education of effective systems engineers.
- Outstanding service to promote research in systems engineering education and the outreach and adoption of SE education.

#### ***4.6.1.2 Nomination***

Any ASEE SED or INCOSE member in good standing may initiate a Joint ASEE SED/INCOSE Outstanding Systems Engineering Educator Award nomination but may only nominate or provide a letter of reference for one (1) Educator per year. The nominator shall prepare a nomination letter describing the nominator's qualifications for making the nomination and the contributions made by the nominee that qualify them for consideration for this award, as well as a CV of the nominee highlighting their contributions to the field of systems engineering education and/or the education of systems engineers. The nomination letter must include a minimum of three (3) detailed letters of support, each letter from a different ASEE SED or INCOSE member other than the nominator, who are also members in good standing. At least one letter of support must be from a current or former ASEE SED officer and/or member of the INCOSE Academic Council. Each letter of support shall state the supporter's qualifications for supporting the nomination and why they believe the nominee is qualified for consideration for this award. In addition, the letters of support shall include or point to evidence of fulfillment of one or more criteria defined in the Eligibility section.

Posthumous nominations are not eligible.

The nominator shall assemble the nomination letter, nominee's CV, and letters of support into a nomination package. The nomination may be submitted through INCOSE or through or through ASEE SED. For nominations submitted through INCOSE, nomination packages must be

submitted through the INCOSE Awards process no later than February 28 for consideration. INCOSE will not consider nomination packages received after that date.

#### ***4.6.1.3 Selection***

A Joint ASEE SED/INCOSE Committee, defined both here and in a Memorandum of Understanding (MOU) between ASEE SED and INCOSE, evaluates the submissions. The final decision will be based on a holistic evaluation of the credentials of each nominee and the evidence of impact. All criteria in the Eligibility section are equally relevant for this award.

The Joint ASEE SED/INCOSE Committee will be comprised of three members from the ASEE SED and two members from INCOSE. The Committee will be co-chaired by the ASEE SED Chair and INCOSE Academic Council Assistant Director for Faculty Matters. The Committee will be further comprised of two Directors from the ASEE SED EC as appointed by the ASEE SED Chair, and a member of the INCOSE awards Committee as determined by INCOSE Awards, where the name will be provided to the INCOSE Academic Council Assistant Director for Faculty Matters.

The approval and notification process shall ensure confidentiality pending final notification as follows:

1. The full set of nomination packages, or a communication indicating that there are no nomination packages, will be sent by the INCOSE Awards representative to those currently serving in the ASEE SED Chair and INCOSE Academic Council Assistant Director for Faculty Matters roles by March 15.
2. These two co-chairs of the joint award Committee will involve all members of the award review Committee as established here and, in the MOU, review the nomination packages, and decide.
3. Once the Joint ASEE SED/INCOSE Committee approval decision is made, the INCOSE co-chair of the award Committee shall notify the INCOSE award representative of the outcome of the award process and present the outcome of the process at the INCOSE Q2 BOD meeting.
4. The co-chairs of the award Committee shall jointly notify the nominators of the outcome of the award review process including those who did not receive an award and successful award nominators and recipients, within one month after Q2 BOD Meeting.
5. The Joint ASEE SED/INCOSE Committee shall provide citations to support preparation of the award material.
6. The award recipient(s) will be announced in the INCOSE 2Q Newsletter with related material on their outstanding contributions to systems engineering education. A link to the INCOSE 2Q Newsletter will be distributed by the ASEE SED Chair to the ASEE SED members through the ASEE SED listserv.
7. The Joint ASEE SED/INCOSE Committee will present the award at the ASEE Annual Conference and Exposition at the SED Social Event.

#### ***4.6.1.4 Presentation***

The Joint ASEE SED/INCOSE Committee will give one award per year. Under special circumstances, the Joint ASEE SED/INCOSE Committee may approve more than one award recipient in any one year. The Joint ASEE SED/INCOSE Committee may not approve an award even if nominations are received if no suitable candidates apply or receive nomination and, in this case, the Joint ASEE SED/INCOSE Committee can declare the award for a given year canceled. Cancellation should be communicated internally to INCOSE and ASEE SED as described for communication of awards.

Recipients of the Joint ASEE SED/INCOSE Outstanding Systems Engineering Educator Award shall receive two (2) complimentary tickets (one for themselves and a guest) for the SED Social Event at the ASEE Annual Conference and Exposition in the year of their award.

## **Appendix 1 – Fellows Committee Details**

### ***Fellows Committee Structure***

All Fellows who are INCOSE regular or senior members in good standing are members of the Fellows Committee. Fellows who are not INCOSE members in good standing retain their designation as an INCOSE Fellow but are ineligible to participate in the Fellows Committee, hold a Fellows Committee or sub-Committee role, or vote on Fellows Committee matters.

The Fellows shall elect a Chair of the Fellows Committee by a majority vote of the current Fellows who participate in the vote. This Chair shall then be appointed by the President of INCOSE, after receiving approval by the BoD of INCOSE. If the BoD does not approve the Chair, the election of a new chair shall be conducted by the Fellows. This process shall continue until BoD approval of the elected Chair is granted.

The Chair of the Fellows Committee may attend meetings of the Academic Council, Technical Operations, and the Board of Directors as a non-voting attendee. Attendance at these meetings may be delegated to other Fellows by the Chair of the Fellows Committee with the agreement of the relevant meeting chair.

A Fellow may be appointed as the Vice Chair of the Fellows Committee by the Fellows Chair. The Vice Chair does not automatically succeed to the position of Fellows Chair.

The term of office of the Chair and Vice Chair of the Fellows Committee shall commence on December 1 of the year and is limited to 2 years. No one may hold either of these positions for more than 2 successive (contiguous) terms. When a person assumes the position of the Chair or Vice Chair in-progress of a term, the remainder of the term assumed does not count as the first term. It is possible for a Fellow to hold these positions for more than 2 terms if they are not contiguous.

The Fellows Committee may establish volunteer subCommittees or task groups to apply the expertise of the Fellows to internal INCOSE needs or external areas of interest. The Fellows Chair and Vice Chair may attend meetings of any subCommittee or task group.

### ***Fellows Selection Committee***

The Fellows Selection Committee shall be a standing sub-Committee of the Fellows Committee. The primary purpose of this Committee is to select new INCOSE Fellows. The Committee shall follow FEL-PROC-01 Fellows Committee Procedure.

This Committee shall consist of 9 Fellows who have been elected by a majority vote of the Fellows who participate in the vote.

The term of service of Fellows Selection Committee members shall commence on December 1 of the year and is limited to 3 years. No Fellow may serve on the Fellows Selection Committee



for more than 2 successive (contiguous) terms. When a person assumes a vacancy and serves a partial term (less than 3 years) on the Fellows Selection Committee, the remainder of the term assumed does not count as the first term. It is possible for a Fellow to serve on the Committee for more than 2 terms if they are not contiguous.

The Chair of the Fellows Committee, or in their absence the Vice Chair of the Fellows Committee, shall serve as the non-voting chair of the Fellows Selection Committee.

## Appendix 2 – Nominations and Elections Committee Details

Committee positions and terms are defined in Table 2.1.

Position No.	Position	How filled	Term Concludes at installation of successor, which occurs at the:
1	Chair	Succession of previous Co-Chair	International Workshop (IW) every year or 01-Feb if there is no IW
2	Co-Chair	Appointed (upon approval by a majority vote of Board of Directors) from persons who currently are serving or have previously served as voting members of the Board of Directors	IW every year or 01-Feb if there is no IW
3	Sector Director	Appointed by Sector Directors	IW or 01-Feb if there is no IW, every odd year
4	Corporate Advisory Board	Appointed by Corporate Advisory Board Chair	IW or 01-Feb if there is no IW, every odd year
5	Technical Operations	Appointed by the Technical Director	IW, every even year
6	First At-Large	Appointed by the Nominations and Elections Chair. This position shall be appointed from among those persons who are not currently serving on the Board of Directors, on Technical Operations, on Service Operations, or as a Corporate Advisory Board representative	IW or 01-Feb if there is no IW, every even year
7	Second At-Large	Succession of previous First At-Large position	IW or 01-Feb if there is no IW, every even year
8	Academic Council	Appointed by the Director for Academic Matters	IW or 01-Feb if there is no IW, every odd year
Non-voting	Non-Voting, Advisory	Certification PM	
Non-voting	Non-Voting, Advisory	President appointment of a sitting board member (by custom, the president-elect)	Every year

**Table 2.1 – Terms of Office for Members of the Nominations and Elections Committee**

A member of the Board of Directors, appointed by the President, shall fill the advisory position, serving ex officio on Nominations and Elections Committee matters, and shall be the sponsor of the N&E Committee and act as the conduit for issues and matters of policy that need to be addressed by the Board of Directors. Vacancies on the Committee shall be filled as follows:

- If the position is appointed, by the position or body authorized to make the appointment,
- If the position is filled by succession or if a position authorized to make an appointment is vacant, by the Board of Directors via a majority vote.

No voting member of the Committee shall serve for more than two consecutive terms for a given position. When a person assumes a position in-progress of a term, the remainder of the term assumed does not count as the first term.

It is recommended that the Chair and Co-Chair of the Nominations and Elections Committee not both be from the same country of membership.

The Chair shall not vote at any meeting that he/she is presiding over unless his/her vote changes the outcome (e.g., to break a tie or to cause a tie).

### ***Responsibilities of the Nominations and Elections Committee***

The Nominations and Elections Committee shall follow ELC-PROC-01 Nominations and Elections Committee procedure.

#### **1. Selection Criteria**

The selection criteria used when identifying candidates for INCOSE elected positions shall comprise the associated Position Description and Eligibility Information. The Board of Directors confirms the positions for election each year and may choose to provide guidance and priorities to the Committee regarding sector preference for candidates for election. The Nominations and Elections Committee will in general strive to achieve diversity in the selection of candidates for election across sectors.

The Nominations and Elections Committee is responsible to work with the Chief of Staff to ensure Position Descriptions for upcoming elected roles are up-to-date and posted on the INCOSE website; update of each Position Description rests with the incumbent Director.

The following Eligibility Information shall be used:

- Candidate is an Individual INCOSE member (this excludes Student and Associate Members, but not Senior Members).
- Candidate does not hold elected/appointed INCOSE roles on the Board of Directors that would clash with the period of office of the potential role.
- Candidate understands both the role they would be performing, and the responsibilities of a member of the INCOSE Board of Directors, and their typical time and travel commitment.

- Candidate (or their employer) has provided a letter demonstrating their ability to provide the time and travel commitment necessary. At a minimum, the travel commitment includes in-person attendance at all Board Meetings during the office period. Time commitment includes the quarterly Board Meetings, Board telecons, and performance of the tasks associated with the role.

The Committee will communicate selection criteria information to potential candidates.

## 2. Potential Candidates

The Committee shall create and maintain a list of potential candidates for all positions within scope for future elections. The Committee may also offer advice on potential candidates when asked by INCOSE Directors looking to fill appointed roles, or elected roles outside the scope of the Committee.

All information on potential candidates shall be held in compliance with ADM-102 (Confidential Information).

The Committee shall solicit recommendations for candidates using multiple means to ensure equity and seek candidates who represent the needs of a diverse INCOSE membership and shall strive to nominate at least two (2) candidates for each position.

In addition to the nominations generated by the Committee, the Committee shall administer any nominations for Officers or At-Large Directors by direct petition of the members to an Officer of the corporation as described in Article III, Section 3 of the Bylaws and ensure that such nominations are placed on the ballot.

Candidates for Sector Director positions may only be nominated by a current Chapter President in good standing of an active Chapter within that sector.

No member of the Nominations and Elections Committee may be a candidate for an elected position for which the Committee is responsible. Any individual accepting an appointment to N&E is ineligible to stand for election to a Board position during the planned term of the appointment even if the individual withdraws from the Committee. The sole exception shall be a Board vacancy that occurs because the current office holder withdraws before the completion of the term of office.

## 3. Candidate Selection

The Committee shall review the credentials of each candidate for a position against the selection criteria and select those who will be placed on the ballot by the Committee.

Individuals elected or appointed to the Board of Directors assume responsibility for those they represent. Therefore, Members of the Board of Directors are expected to be committed to completing the terms of office for which they are elected and installed. If a board member leaves a post before completing their term of office, other sitting board members should not be

considered for another international position that would conflict with their current position, including assuming new responsibilities that would cause them to vacate their current position early. The Nominations and Elections Committee shall have appropriate flexibility to waive this guideline in special circumstances (e.g., if a President-Elect must step aside during the term of office and the potential candidate is identified by the Committee as the best candidate to fill the vacancy.)

### 3. Campaigning

INCOSE will post Information about the list of election candidates on the ballot, their profiles, vision statement, and an optional photograph on the INCOSE Website and make this available via INCOSE social media channels,

Candidates for the position of President-Elect will be invited to take part in an election webinar.

INCOSE will allow each candidate at least one opportunity to communicate using the INCOSE e-mail service to individual members who have opted in to receive e-mail from INCOSE. All candidates will be given the opportunity to send one message to each INCOSE entity (e.g., CAB, CAG, Fellows). Use of this service is subject to limits prescribed by the Director for Marketing and Communications, and the Chair of Nominations & Elections. The campaign message must be submitted to the INCOSE Central office for dissemination to members to ensure the correct distribution is used conforming to INCOSE policies.

In addition to this communication, Candidates may:

- Choose to campaign to raise awareness of their candidacy and vision and encourage INCOSE members to vote for them or promote their campaign. All campaigning shall comply with the INCOSE Code of Ethics;
- only campaign between the date of the posting information about the candidates on the INCOSE website, and the closure of the ballot;
- post-election messages using personal accounts, clearly attributable to their candidacy, on INCOSE Social Media channels and on INCOSE discussion boards, subject to limits prescribed by the Director for Marketing and Communications;
- only communicate their candidacy, vision, and qualifications. No comment on the candidacy, vision, or qualifications of other candidates is acceptable.

Candidates may not post to social media from INCOSE social media or send email messages to any INCOSE email distribution lists, official or unofficial.

Members of the INCOSE Board of Directors and the members of the Nominations and Elections Committee may not endorse any candidate standing for election.

### 5. Ballot

The Committee shall prepare an electronic ballot listing each of the positions. The electronic ballot shall be opened on 1st September and close on 21st September, with results available to the membership by 1st October.

Both paper and electronic ballots shall provide a means for the electorate to vote for a write-in candidate for each position.

The Chair of the Committee shall be responsible for ensuring that all candidates are informed of the outcome of their election in advance of the INCOSE leadership bodies and general membership. Write-in candidates who are elected to a position shall accept or decline their election when informed of the outcome by the Chair of the Committee.

#### 6. Inspectors of Election

The Chair, the Co-chair, and the Second At-Large member of the Committee shall serve as the sole Inspectors of Election and shall be empowered to carry out all duties in accordance with Article II, Section 13, of the Bylaws with respect to actions taken by members when voting by written or electronic ballot in accordance with Article II, Section 12, of the Bylaws.

#### 7. Additional Responsibilities

The Nominations and Elections Committee shall provide orientation materials and training for new members of the Board of Directors prior to their installation. This training may be completed virtually or in person in advance of the International Workshop.

The Nominations and Elections Committee shall be responsible for the Installation Ceremony held annually at the International Workshop for newly elected and appointed members of the Board of Directors.

The following installation scripts are available for the Nomination & Elections Committee:

- ELC-TEMP-01 Installation Script for Directors & Officers (Face-to-Face Meeting)
- ELC-TEMP-02 Installation Script for Directors & Officers (Virtual Meeting)
- ELC-TEMP-03 Installation Script for Directors & Officers (Hybrid Meeting)

## **Appendix 3 – Chapter Approval Process**

### **Part 1 - REGULAR CHAPTERS**

#### **Purpose & Applicability**

INCOSE encourages formation of Chapters to serve their members. This process defines the rules for the formation of new Chapters, and for their governance. Currently, specific geographic areas define each chapter.

#### **Content Formation -**

Upon request of at least twenty-five (25) members of INCOSE, in good standing, residing within the area defined in their request, the Board of Directors may charter a Chapter and approve its territorial limits and sector. The Board of Directors owns the approval procedure. After chartering, INCOSE shall provide a grant to each new Chapter. This new Chapter grant is equal to the Baseline Chapter funding amount defined in LST-101 INCOSE Membership Price List. The INCOSE Price List provides the specific monetary amount of the grant.

INCOSE Chapter formation shall comply with the requirements of Global Operations' INCOSE Countries of Concern chart. These criteria are applied by INCOSE Admin as part of the new chapter formation process.

Each Chapter shall identify what Bylaws it is using to govern by. Where national law requires a Chapter to establish its own Bylaws, it shall establish Bylaws (and Policies, as appropriate) consistent with the INCOSE Bylaws and Policies. Copies of the Chapter's Bylaws and Policies are to be sent to INCOSE and kept current.

Where a Chapter does not hold its own local Bylaws, it shall follow the INCOSE Bylaws and Policies, and provide declaration of such to INCOSE, along with the addendum of any exceptions, modification, or additions.

#### **Governance -**

For a Chapter's governing body, each Chapter shall have a President, President-Elect (or Vice/Deputy President), Secretary and Treasurer, and such officers as the Bylaws of the Chapter may require. Each member of a Chapter's governing body must be individual members of INCOSE in good standing.

The initial governing body of a newly formed Chapter shall govern for no more than two years in service at which time elections shall be held to place members in the governing body. Elections shall be held regularly with no holder of a single position in place for more than 3 years without being challenged through an election process. The positions of President, President-Elect (or Vice/Deputy President), Secretary and Treasurer shall be elected positions. Election notifications and results shall be submitted to the Chapter's Sector Director.

Each Chapter shall remain above the 25-member minimum size. Should a Chapter's membership size fall below this number, discussions will be held with the Sector Director to determine the way forward. This may include retaining its charter as a Chapter or merging with another Chapter, as appropriate, thereby retiring its own Chapter.

Each Chapter's governing body shall meet a minimum of four times per year, with agenda and minutes recorded.

Chapter Presidents shall submit a Chapter Report annually to their Sector Director not later than March 15<sup>th</sup>, using a format provided by INCOSE. The report shall include information related to membership status, certification status, financial status, Chapter activities and Chapter successes and challenges. If the Chapter is required by the national government to provide an annual financial report, a copy or summary is sufficient to meet the financial status requirement.

Each Chapter shall maintain a Chapter bank account, with a minimum of two signatories from the Chapter's governing body.

Each Chapter Treasurer shall be obliged to maintain adequate financial records to support a periodic accounting of money owed to/due from INCOSE. The procedure for this reporting process is owned by the INCOSE Treasurer.

Each Chapter shall make available to its Sector Director, its financial records, if requested.

No Chapter shall have the authority to act for or incur any financial obligation in the name of INCOSE without authorization from the INCOSE Board of Directors.

INCOSE shall be responsible for incorporation as a non-profit organization, tax status, IRS filings and insurance for Chapters within the USA, unless required by state or other laws. The INCOSE Secretary will provide guidance and assistance to include newly chartered Chapters in the USA as part of the national incorporation.

Chapters chartered outside the USA shall be structured according to national laws governing their geographic area.

Each Chapter shall make proper usage of the INCOSE name and logotype as detailed in Use of INCOSE Name and Logo process.

#### **Services –**

Each Chapter shall hold a minimum of two events annually, open to all members and non-members.

#### **Re-activation –**

Sector Directors shall reach out to Chapters in their sector where there is a lack of visible activity. If successful, the existing governing body for the Chapter shall be augmented or roles



reassigned. This re-activated governing body shall ensure the Chapter Bylaws and Policies are current, and updated copies are provided to INCOSE as appropriate.

The re-activated governing body shall govern for no more than two years in service, at which time elections shall be held to place members in the governing body. The Chapter shall then follow the requirements listed under the three sections in this Policy titled Formation, Governance and Services.

### **Retirement -**

Sector Directors shall reach out to Chapters in their sector where there is a lack of visible activity. If there is no change after multiple attempts via multiple media (phone, email, internet, text, etc.) to multiple members in the Chapter over a 2-year period, the Chapter shall be deemed inactive and shall be retired.

The Sector Director shall inform the INCOSE Board of Directors of the attempts to contact the Chapter. If deemed by the Board of Directors to retire the Chapter, refer to the section in this Policy titled Dissolution.

### **Revocation -**

Any activity performed by Chapters that is illegal or places INCOSE at risk, financially, reputational, or otherwise, shall be considered as a breach. The Chapter President working with the responsible Sector Director shall develop a remedial plan that eliminates the breach within an acceptable period. No activity that is illegal or places INCOSE at risk, financially, reputational, or otherwise, shall be tolerated.

The Sector Director shall inform the INCOSE Board of Directors of the breach and of any remedial plans. If deemed by the Board of Directors to revoke the Chapter, refer to the section of this Policy titled Dissolution.

### **Dissolution –**

A Chapter shall immediately dissolve upon a vote by a majority of the INCOSE Board of Directors to dissolve such chapter.

Any Chapter proposed to be dissolved shall be entitled to written notice specifying the grounds for such proposed dissolution, given at least ninety (90) days prior to the meeting at which such dissolution is to be voted upon, and shall be entitled to be heard orally or in writing by the Board of Directors not less than five (5) days before the Board of Directors votes upon the dissolution of such Chapter.

INCOSE shall reallocate existing Chapter members to another Chapter in the same Sector, geographically and demographically as close as possible to the existing Chapter. Membership records shall be updated accordingly.

The Chapter's bank account shall be closed. Unless prohibited by national law, the Chapter shall return all funds to INCOSE within thirty (30) days of receipt of written notice of dissolution.

## **Part 2 - STUDENT DIVISIONS**

### **Purpose & Applicability**

This policy defines the conditions and requirements to establish and sustain an INCOSE Student Division. This policy applies to any group of students desiring to establish or maintain an INCOSE Student Division at their higher education academic institution.

### **Content**

#### *Establishing a Student Division (SDiv):*

Establishing a SDiv requires the submission and approval of the following artifacts to the INCOSE:

- 1) A charter (list of officers), including at least a President, Vice President, two other officers (to be defined by the SDiv), a faculty advisor, and two members of the sponsoring INCOSE chapter (formally confirmed by the INCOSE chapter).
- 2) A value proposition, which must address as a minimum value to students related to systems engineering and/or INCOSE.
- 3) A performance measurement plan.
- 4) Where the academic institution of the SDiv requires a SDiv to establish its own Bylaws, the SDiv shall establish Bylaws (and Policies, as appropriate) that are consistent with the INCOSE Bylaws and Policies. Copies of a SDiv's Bylaws and Policies are to be sent to INCOSE.
- 5) Where a SDiv does not hold its own Bylaws, it shall follow the INCOSE Bylaws and Policies and provide declaration of such to INCOSE, along with the addendum of any exceptions, modification, or additions.

The SDiv and its members must fulfill the following conditions:

- 1) All members of the SDiv must be INCOSE members or associates; no restriction on level of membership is established.
- 2) All members of the SDiv must be students at the corresponding academic institution; no restriction on program and/or course load is established.

The type of INCOSE chapter sponsorship is not prescribed in this policy.

### *Maintaining a SDiv*

Maintaining a SDiv active requires the submission and approval of the following artifacts to the INCOSE by May 31 of every year:

- 1) List of current and incoming officers, as well as faculty advisor and members of the sponsoring INCOSE chapter.
- 2) Historical trend (5 years) of the number of members in the SDiv.
- 3) Current value proposition and measurement plan.
- 4) A report of the measured performance metrics, key performance indicators, or other measures of effectiveness as established in the measurement plan.
- 5) A narrative summary of all activities that the SDiv has organized or engaged with during the academic year, together with plans of action for the incoming academic year, and long-term vision of SDiv goals.
- 6) Evidence of INCOSE membership for the SDiv members.
- 7) Any modification to the SDiv Bylaws and Policies, where applicable.

The SDiv must appoint, re-appoint, elect, or re-elect officers by April 30 every year. Appointment does not imply the start of service, but just identification and selection of officers for the following academic year. This is requested to guarantee the sustainment of a leadership body for the SDiv and enable knowledge transfer between the outgoing and the incoming leadership, when applicable.

### **Consequences of Non-Compliance**

A student group not meeting the conditions established in this policy (Establishing a SDiv paragraph) will be unable to be promoted as an INCOSE Student Division and, consequently, participate in the current or future benefits for INCOSE Student Divisions.

An already established INCOSE SDiv not meeting the conditions established in this policy (Maintaining a SDiv paragraph) will be considered inactive for INCOSE purpose and subjected to withdrawal. Inactive SDiv's will not be invited or informed about INCOSE opportunities for SDiv.

## **APPENDIX 4 – Disciplinary Process**

### **Purpose**

This process governs the rights of INCOSE when there are infractions of the body of INCOSE policies.

### **Applicability**

This process is applicable to all INCOSE members who are expected to act legally, respectfully, honorably, honestly, justly, and responsibly in both their personal and professional capacities.

### **Definition**

For this process, the term “*INCOSE Policies*” includes the entirety of approved INCOSE policies, the INCOSE Code of Ethics, and INCOSE operating manuals, collectively.

### **Content**

All INCOSE members are responsible for understanding and complying with the “*INCOSE Policies*”. Where there is a conflict in the interpretation of an INCOSE Policy and the local Chapter policy, the local Chapter’s policy will take precedence and the INCOSE Board of Directors shall be informed.

Failure to abide by the INCOSE Policies may result in disciplinary action up to and including termination of membership without recourse to refund unused fee portions. Additionally, INCOSE awards, certification, and recognition may be rescinded.

INCOSE reserves all legal and equitable rights.

INCOSE may consider disciplinary action in situations where the conduct of an INCOSE member appears to be detrimental to INCOSE, INCOSE members, or persons acting on behalf of INCOSE. This policy also covers situations and decisions described in ADM-105 Whistleblower and ADM-109 Grievance.

Disciplinary action improves INCOSE member behavior or addresses violations of INCOSE Policies. INCOSE will strive to ensure that members understand INCOSE’s expectations regarding disciplinary measures.

All discussion regarding the disciplinary action shall be kept confidential by all parties involved and confined to those assisting in its investigation and resolution. A record of actions, including ADM-FORM-03 Disciplinary Notice Form, may be retained by the INCOSE Administrative Office. The Chair of the Grievance Committee may request access to these records.