

**GREATER WASHINGTON AREA CHAPTER
STATUS OF POLICIES AND PROCEDURES**

<u>NO.</u>	<u>TITLE</u>
1.0	GENERAL
1.01	Policies and Procedures Manual
1.02	Policies and Procedures Approval Process
1.03	Conveyances of Files and Records to Successors
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11.0	NOMINATIONS AND ELECTIONS
11.01	Nominations and Elections of Chapter Officers

RECAP:

Number of functional areas requiring procedures	16
Number of draft procedures written/distributed	11
Number of draft procedures <i>waiting</i> input from others	2
Number of draft procedures for which comments have been received	11
Number of final procedures written/distributed	9

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

GWAC Policy No. 1.01

FEB. 23 1994

POLICIES AND PROCEDURES MANUAL

1. **PURPOSE.** The purpose of the Policies and Procedures Manual (P&PM) is to provide, under a single cover, established guidelines to be used by the Board of Directors, Greater Washington Area Chapter (GWAC) of the Society of Logistics Engineers (SOLE), as it conducts its business. This P&PM, therefore, sets forth the policies and procedures adopted by the Board.

2. **SCOPE.** The P&PM may cover any and all areas and/or functions within the purview of the Chapter in the conducting of its business, as determined by the Board, to include the adoption and implementation of existing By—Laws and other relative formal documents and references. To this end, the guidelines within this P&PM shall in no way modify, abrogate, abridge or be in conflict with existing By-Laws, and SOLE Headquarters directives, rules and regulations.

3. **GENERAL.**
 - A. The Board Chairman, the elected Board members, the committee chairmen and the Chapter members all have a vested interest to insure the Chapter is operated in as efficient and effective manner as possible. This includes insuring consistency within a current Board of record, and maximum continuity between Boards as transition occurs from one elected Board to another.

 - B. The Chapter By-Laws provide the elected and appointed Board and committee chairmen a description of their offices and responsibilities, but provide little in the way of effective methods or guidelines for discharging those responsibilities. Therefore, a void exists relative to guidelines for the detail operations of the Chapter.

 - C. The SOLE Management Manual, provided to the Chapter Chairman, contains some broad and general guidelines for Chapter management. However, these guidelines primarily relate to the Chapter-District-Headquarters relationship. Again, Chapter operational guidelines are not provided.

 - D. Therefore, consistent with sound management practices, the Board shall continuously endeavor to standardize and document the methodology under which it functions as it conducts its business. This Board endeavor will be in the form of written policies and procedures contained within the covers of this Manual.

 - E. Establishing and maintaining this P&PM as a viable source of Chapter operating guidelines requires the interest, concerns and participation of everyone associated with the Chapter. Accordingly, board members, committee chairmen and members are encouraged to submit proposed policies and procedures for consideration.

4. RESPONSIBILITIES.

A. The Board Chairman shall direct at least one annual review of the P&PM to insure it is current and adequate. Should only one such review be directed during the year, the review shall be performed towards the end of the Board Chairman's term, and deficiencies found be corrected prior to transition to the new Board. Deficiencies not corrected shall be documented and conveyed to the incoming Board Chairman.

B. The Vice Chairman, Operations:

(1) Shall maintain the P&PM in a current state at all times.

(2) Shall, at the direction of the Board Chairman, conduct the review(s) of the P&PM for currency and adequacy.

5. FUNCTIONAL AREAS. Chapter functional areas or policies and procedures, to include an assigned functional area number for each, are identified as follows:

1.0	General	2.0	Administration
3.0	Finance	4.0	Technical
5.0	Programs	6.0	Education
7.0	Awards	8.0	Publications
9.0	Operations	10.0	Personnel
11.0	Elections		

6. REFERENCES.

A. SOLE Headquarters Management Manual.

B. GWAC Chapter By-Laws.

7. EFFECTIVE DATE. This directive is effective immediately upon approval.

APPROVED BY THE BOARD:

CHAIRMAN: _____

DATE: _____

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

GWAC Policy No. 1.01

MAR 30, 1994

POLICIES AND PROCEDURES APPROVAL PROCESS

1. **PURPOSE.** The purpose of this policy is to provide a standardized method for the preparation, submission, review, approval and authentication of proposed Greater Washington Area Chapter (GWAC) policies and procedures.

2. **SCOPE.** This document applies to any and all policies and procedures prepared and submitted to the Chapter Board for favorable consideration regarding their adoption as official GWAC policies.

3. **GENERAL.** It is in the best interest of all Chapter members to ensure the Chapter is operating efficiently and effectively to the mutual benefit of all its members and the SOLE Headquarters. To this end, all are strongly encouraged to assist the Board in its endeavor to standardize and document the methodology under which it functions as an entity. It is expected that the Policies and Procedures Committee Chairman will prepare the majority of the written Chapter policies. However, Board members and committee chairmen shall assist in the preparation of those policies applicable to their specific area(s) of assigned responsibilities associated with their held positions within the Chapter organizational structure. Further, GWAC members are strongly encouraged to participate in the writing of policies and procedures as a member of the Policies and Procedures Committee.

4. **RESPONSIBILITIES -**

A. The Chairman, Policies and Procedures Committee has the following responsibilities:

(1) Establishes and maintains a GWAC Policies and Procedures Manual, creating and implementing an appropriate process under which this occurs within the GWAC organizational structure.

(2) Ensures all operational and functional areas of GWAC are adequately covered with approved written policies and procedures. Prepares written policies and procedures either personally or through committee action(s) as deemed appropriate.

(3) Distributes draft policies and procedures to all members of the GWAC Board, and to those committee chairmen to whom the draft document applies, for review, comments and final approval. Establishes reasonable suspense (usually 2 weeks) for responses. At Appendix I is a sample of the Coordination Routing Sheet to be used for this distribution.

(4) Establishes adequate controls to ensure that all comments received are considered and incorporated into the final written document, as appropriate. Discusses

differences of opinion with the submitter(s) when comments received are not to be favorable considered, in an effort to arrive at a joint decision. Refers differences to the GWAC Board Chairman for resolution when a joint final decision can not be reached. Every effort shall be made by the Policies and Procedures Committee Chairman to facilitate this joint decision be tore referring the matter to the Board Chairman.

(5) Submits final draft to the Board Chairman for signature..

(6) Makes distribution of approved document to each GWAC Board member, and to applicable committee chairmen. At Appendix II is a sample of the transmittal memorandum to be used for this distribution.

(7) Maintains adequate controls and files so as to readily provide an “audit trail” and a history relative to the preparation and processing of each document distributed.

B. GWAC Board Members shall:

(1) Assist the policies and Procedures Committee Chairman in the preparation of policies and procedures applicable to each of their held position(s)

(2) Review all draft policies and procedures, and provide comments/nonconcurrences or concurrences within the time established.

(3) Maintain a file of policies and procedures in a ³-ring binder in a manner that facilitates ready reference and timely transitioning to successors.

C. Committee Chairmen shall:

(1) Assist the Policies and Procedures Committee Chairman in the preparation of policies and procedures applicable to each of their held position(s).

(2) Review those draft policies and procedures applicable to each of their held position(s), and provide comments/nonconcurrences or concurrences within the time established.

(3) Maintain a file of policies and procedures in a 3-ring binder in a manner that facilitates ready reference and timely transitioning to successors.

D. Board Chairman shall:

(1) Make final decision on the incorporation of comments into the final draft document when a joint final decision between the submitter and the Policies and Procedures Committee Chairman cannot be reached.

(2) Authenticate all final draft documents submitted by the Policies and Procedures Committee Chairman by affixing his/her signature thereon.

(3) Maintain a file of policies and procedures in a 3-ring binder in a manner that facilitates ready reference and timely transitioning to successors.

5. REFERENCES.

A. GWAC By-Laws.

B. SOLE Headquarters Management Manual.

6. EFFECTIVE DATE. This directive is effective immediately upon approval by the Board.

Enclosures (2)

APPROVED BY THE BOARD:

CHAIRMAN: _____

DATE: _____

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

COORDINATION ROUTING SHEET

SUBJECT: GWAC Draft Policy No. _____ — (Title) _____

DATE: _____

FROM: _____

TO: _____ Chairman, Policies & Procedures Committee
_____ Chairman
_____ Immediate Past Chairman
_____ Vice Chairman, Administration
_____ Vice Chairman, Finance
_____ Vice Chairman, Operations
_____ Vice Chairman, Programs
_____ Vice Chairman, Technical
_____ Elected Board Member:
_____ Elected Board Member:
_____ Elected Board Member:

Respectfully request the subject document attached be reviewed by your functional area and either your concurrence or your nonconcurrence with appropriate comments be provided me, via completion of the below 1st Endorsement with your initials, NLT _____. Your comments may include legibly marking up the draft and returning same. Your concurrence is assumed if response is not received by the NLT date.

Enclosure

1ST ENDORSEMENT

TO: Chairman, Policies and Procedures Committee

CONCUR: _____ NONCONCUR: _____ DATE: _____

COMMENTS: _____

Enclosure

APPENDIX I

MEMORANDUM TO: _____

FROM: Chairman, Policies and Procedures Committee

SUBJECT: GWAC Policy Distribution

DATE: _____

Enclosed herewith for your use and retention is a copy of the approved GWAC Policy:

Number: _____

Subject: _____

Date: _____

Request you maintain this and other GWAC policies in a 3— ring binder that can be transitioned to your successor. If you have any questions and/or comments, please contact me at:

Phone:

Address:

Enclosure

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

GWAC POLICY NO. 1.03

MAR 30 1994

CONVEYANCE OF FILES AND RECORDS TO SUCCESSORS

1. **PURPOSE.** The purpose of this document is to establish the requirements and to provide uniform guidelines for developing, maintaining and conveying certain files and records to successors of Greater Washington Area Chapter (GWAC) Board positions.

2. **SCOPE.** This procedure applies to all elected and appointed GWAC positions having assigned responsibilities and specific duties within the Chapter. It sets forth the minimum essential elements to be included in the records and files to be conveyed. Accordingly, individual Board members shall use sound judgment in tailoring their records and files, based on the complexity of assigned responsibilities, the significance of accomplishments during their tenure, and what they feel is needed for their successor to be immediately functional.

3. **GENERAL.** One of the most challenging task in any organization is to maintain its continuity and effectiveness during the transitioning of one “administration” to another. Many factors come into play during his period, some that unfortunately compound the difficulties that are inherent to this reoccurring organizational process. However, the inherent difficulties associated with a transitional period can be minimized if those organizational members holding key positions, favorably consider the following aspects:

A. The operations, functions and abilities of an organization to accomplish its mission are hindered to a degree directly commensurate with the transitional difficulties experienced by the organization.

B. Such hindrance, better defined as “abrupted operations”, has a direct adverse effect on the entire organization thereby resulting in a less—than—desirable organizational image, perceived or otherwise.

C. This “negative” image compromises, in varying degrees, the integrity of an organization. This, in turn, can have a negative effect on the organization’s ability to attract and retain desirable and needed members, both qualitatively and quantitatively. Accordingly, members must remain cognizant of this, as a part of their overall obligation to the organization, as they carryout their duties during their tenure. Each member should ask himself/herself: “What would have really helped me get started when I took over this position?”

D. Simply put, the smooth transitioning process within an organization is just as important to the overall life and success of that organization as the flawless passing of the baton is to a relay racing team.

4. **RESPONSIBILITIES.**

A. All GWAC Board members including Committee Chairmen, shall establish and maintain appropriate records and files in the following manner:

(1) Records and files shall include but are not limited to the following:

(a) POSITION DESCRIPTION *AND/OR* ASSIGNMENTS. Expand on your current position as you deem appropriate based on assignments during your tenure, and provide a copy to Chairmen, Policies and Procedures Committee. Include as much detail as you can as to exactly what your assignment is and how it was assigned. Provide details on specific tasks as assigned to you to include guidance and/or directions given to to you. If you do not have a position description, prepare one in draft and submit it to Policies and Procedures Committee Chairman for continued processing and finalizing.

(b) IMPORTANT DOCUMENTS. Maintain a copy of current GWAC By-Laws. Keep a copy of each GWAC policy and procedure in a 3-ring binder.

(c) ONGOING AND PENDING ACTIONS. Maintain a Jist of all assignments and planned activities. Identify start and completion dates along with applicable milestones for each activity, and the identity of other persons who are/were directly involved.

(d) POINTS OF CONTACT. Keep a list of your points of contact along with an annotation of their significance and involvement in your activities. Maintain an up to date telephone list of all board and committee members (i.e. GWAC Membership Directory).

(e) RECORD OF EVENTS. Chronologically maintained data on important things that occurred during the year to include data obtained from predecessors. Things considered important shall include those that provide useful information and/or are of historical value in the reconstruction of events relative to your assignments during your tenure. Data may be subdivided by subject matter if practical.

(2) Ensure that the records and files you accumulate during your tenure become an integral part of the records and files received from your predecessor, and therefore, are passed on to your successor as a single set of records and files.

(3) Maintain subject records and files current at all times, ready to be transitioned at anytime as necessary.

(4) Convey subject records and files to successor 30 days prior to the first meeting of the incoming Board, preferably at the transitional Board meeting in August.

B. The Chairman, Policies and Procedures Committee shall, receive both the original and the expanded position descriptions from GWAC board members and maintain them under the cover and control of GWAC Policy Number 2.02, POSITION DESCRIPTIONS.

5. REFERENCES.

A. GWAC By-laws.

B. GWAC Policy Number 2.02, POSITION DESCRIPTIONS.

C. SOLE Headquarters Management Manual.

6. EFFECTIVE DATE – This directive is effective immediately upon approval by the Board.

APPROVED BY THE BOARD:

CHAIRMAN: _____

DATE: _____

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

GWAC POLICY NO. 2.01

MAR 30 1994

RECORDING OF CHAPTER BOARD MEETING PROCEEDINGS

1. **PURPOSE.** The purpose of this document is to establish the requirements *for* preparing and submitting for approval, minutes of the Greater Washington Area Chapter (GW.AC) Board meetings, and for the maintenance of official record of Board actions in accordance with the GWAC By-Laws.

2. **SCOPE.** This document applies to all regularly scheduled GWAC Board meetings and special GWAC Board meetings as may be called by the GWAC Chairman.

3. **GENERAL.** One of the most important records of the GWAC is the Board minutes. These documents (minutes) represent the official record of Board actions to include important decisions having broad implications. Such official records are referred to many times by GWAC Board members. *B* It is not uncommon for third parties to have a need to review the **W** minutes of an organizational such as GWAC. Accordingly, it is in the best interest of the all concern that all official GWAC Board actions be documented in an appropriate and timely manner.

4. **RESPONSIBILITY.** The Vice Chairman for Administration has the following responsibilities:

A. Records the proceedings of each Board meeting in sufficient detail or later preparation of the official minutes. Collects all handouts presented at each Board meeting for attachments to the minutes.

B. Includes all pertinent information discussed at the meeting, and decisions made, following the general format below as a minimum:

(1) Clearly states purpose of meeting; both regular meetings and/or special meetings called by the Board Chairman.

(2) Identification of each topic discussed.

(3) Major points made on each topic.

(4) Actions recommended and by whom.

(5) Decisions made.

(6) Final disposition of each topic.

(7) Record of votes (motions, seconds and approvals), to include name(s) .and position(s) of Board members who participated in the voting process.

(8) List of those in attendance.

(9) List of those topics assigned for action and to whom.

C. Prepares and provides the minutes to all attendees for review prior to the next regular board meeting for approval at the next regular Board meeting. Records all approved changes to the original minutes. Signs and dates the final approved minutes; approved minutes with all attachments becoming the official record of that Board meeting.

D. Posts a single copy of the approved minutes in a folder for the general membership at the monthly luncheon following their approval. Information for folder is not meant to be cumulative, and therefore, will contain the latest approved minutes only.

E. Prepares a synopsis of each Board meeting minutes for inclusion in each edition of the ORACLE (e.g. synopsis of March meeting will be submitted in time for inclusion in April ORACLE). This synopsis is an informal and unofficial report to GWAC members, and therefore, shall be viewed as such.

F. Establishes and maintains a permanent file of Board minutes in a manner so as to ensure ready reference and availability of information.

G. Retains and safeguards all files of Board minutes as a part of permanent Chapter records.

H. Conveys complete (cumulative) files of Board minutes to successor.

I. Obtains a substitute (GWAC Board or Committee member) to accomplish the recording of Board meeting proceedings in his/her absence.

5. REFERENCE. GWAC By-Laws.

6. EFFECTIVE DATE. This directive is effective immediately upon approval by the Board.

APPROVED BY THE BOARD:

CHAIRMAN: _____

DATE: _____

FROM THE DESK OF:

CHARLES M. SIMMS, GWAC SOLE
CHAIRMAN, POLICIES & PROCEDURES COMMITTEE
VOICE/FAX: 703-497-4335

TO: SEE DISTRIBUTION

DATE: APR 27 1994

SUBJECT: GWAC Draft Policy No. 2.02 - Position Descriptions

Please be advised that, because of ongoing efforts to update the Chapter By-Laws, I have decided to hold in abeyance any further action on subject Policy.

The proposed new Chapter By-Laws deal extensively with position descriptions to include, establishing new positions, eliminating some current positions, and shifting responsibilities for others. Accordingly, I will use the approved new By-Laws as the basis for finalizing subject policy. Target for presenting the new By-Laws for approval by the Board is June—July timeframe.

In the meantime, I want to thank you for your response to the subject draft and for your continued support.

Chuck

DISTRIBUTION:

Bd Chairman
Immed Past Chairman
VC, Finance
Elected Bd Member (Fortunato)

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

GWAC Policy No. 3.02

APR 22 1994

REQUEST FOR PAYMENT OF EXPENSES

1. **PURPOSE.** The purpose of this document is to establish and provide procedures for requesting payment of expenses officially incurred by Greater Washington Area Chapter (GWAC) members.

2. **SCOPE.** This document applies to all GWAC Board Members, committee chairmen, and other GWAC members relative to their chapter activities from which GWAC liabilities may be incurred.

3. **GENERAL.**

A. Board members and committee chairmen can incur expenses as they carry out the duties and responsibilities associated with their chapter positions. Also, other GWAC members can incur expenses as they execute their assigned tasks. These expenses can become liabilities of GWAC if they are incurred properly, subject to payment by the Chairman, Finance, on behalf of GWAC. Accordingly, it is important that the GWAC system 'id process for incurring expenses, requesting payment of these nses, and the subsequent payment of these expenses are employed in cordance with sound accounting principals.

B. To this end, the GWAC system and process shall be as follows:

(1) GWAC member requests authority to incur an expense. This request is made via the *REQUEST FOR PAYMENT OF EXPENSES* form shown at Appendix I hereto if advanced funds are desired, or via a memorandum to the Vice— Chairman, Finance, FOR the GWAC board if advance funds are not desired.

(2) Vice—Chairman, Finance, presents request to the Board. The Board approves the authority. Vice—Chairman, Finance, issues a check if advance has been requested, or advises requestor of the approval if advance has not been requested.

(3) Requestor incurs expense via expenditure of either personal funds or advanced funds, and obtains valid paid receipts for the expense incurred.

(4) Requestor submits paid receipts via the *REQUEST FOR PAYMENT OF EXPENSES* form.

(5) Vice-Chairman, Finance, presents *REQUEST FOR PAYMENT OF EXPENSES* form package to GWAC board, and board approves.

(6) Vice-Chairman, Finance, issues reimbursement check to requestor as

required.

C. Specific budgeted GWAC expense line items designated as “Pre-approved Expenses” are exempted from this process. These expenses are GWAC Post Office Box, ORACLE Postage, and GWAC Monthly Luncheons.

4. RESPONSIBILITIES -

A. All GWAC Board members, committee chairmen, and other GWAC members authorized to incur GWAC expenses have the following responsibilities:

(1) Ensure that expenses incurred in the name of GWAC, except “Pre-approved Expenses”, have been approved by the Board, and are solely for the direct benefit of GWAC.

(2) Obtain paid receipts and/or invoices clearly stating goods, materials, and/or services purchased for any and all expenses incurred in the name of GWAC.

(3) Prepare and submit to Vice-Chairman, Finance, *REQUEST FOR PAYMENT OF EXPENSES* form in accordance with the instructions provided at Appendix II hereto.

B. Vice-Chairman, Finance, has the following responsibilities:

(1) Receive completed *REQUEST FOR PAYMENT OF EXPENSES* packages. Ensure packages are complete with all required receipts and/or invoices and other data prior to presenting to the GWAC board. Present to the GWAC Board for approval within 30 days of receiving complete request package.

(2) Disburse funds approved by the GWAC Board within 5 days of Board approval for payment.

(3) Charge advanced funds to the GWAC recipient pending proper and full accounting for these funds by the recipient, at which time the funds are then charged to the GWAC expense account(s).

5. References.

A. GWAC By-Laws.

B. GWAC Policy Number 3.03, *BUDGETING AND FINANCIAL MANAGEMENT*.

C. SOLE Headquarters Management Manual

EFFECTIVE DATE - This directive is effective upon approval by the Board.

Enclosures (2)

APPROVED BY THE BOARD:

CHAIRMAN: _____

DATE: _____

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

REQUEST FOR PAYMENT OF EXPENSES

DATE _____

FROM _____

TO: Vice—Chairman, Finance

FOR: 1. _____ AMOUNT \$ _____
2. _____ AMOUNT \$ _____
3. _____ AMOUNT \$ _____

FUNCTION _____

BUDGETED ITEM: YES/NO AMOUNT REQUESTED \$ _____

ADVANCE REQUESTED: YES / NO BY _____

AMOUNT OF INVOICE(S)\$ _____ ATTACHED: YES / NO / NA

MAKE CHECK PAYABLE TO _____

MAIL TO _____

REMARKS: _____

(Submitter's Signature)

(Date)

FOR VICE-CHAIR FINANCE, USE

AUTHORIZED FOR PAYMENT BY THE CHAPTER BOARD ON _____

DATE PAID _____

CHECK NUMBER _____ CHECK AMOUNT \$ _____

REFUND OF ADVANCE PREVIOUSLY ISSUED VIA CHECK \$ _____

AMOUNT OF REFUND \$ _____

ACCOUNTING FOR ADVANCE PREVIOUSLY ISSUED VIA CHECK \$ _____

REMARKS: _____

(Vice- Chair Finance Signature)

(Date)

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

**PREPARATION INSTRUCTIONS
REQUEST FOR PAYMENT OF EXPENSES**

DATE - The date the form is completed and the package is forwarded to the Vice—Chairman, Finance.

FROM — The name, and GWAC Board position if applicable, of the submitter.

FOR — The account name(s) and the amount(s) to which the expense is to be charged (i.e. Postage; Travel; Printing; etc).

FUNCTION — The reason/occasion for incurring the expense (i.e. Annual Awards; ORACLE; Monthly Luncheon; Executive Board Meeting, etc). Only one Function per form.

BUDGETED ITEM — Circle “Yes” if expense item has been budgeted; “No” if not.

ADVANCE REQUESTED — If this is a request for advance funds prior to the expense actually being incurred, circle “YES”. (NOTE: Disbursed advance funds are charged to the receiver of the funds until proper accounting is subsequently afforded the Vice—Chairman, Finance.) Then complete the following:

AMOUNT REQUESTED — The total amount of funds being requested.

ADVANCE AUTHORIZED ON — The date that the request for advance payment was authorized.

BY — Indicate the name of the Executive Board Member who authorized the advance payment request. This must be either the Board Chairman or a Vice— Chairman.

AMOUNT OF INVOICE(S) — The total amount of the invoice(s) being submitted with the form for either payment to a vendor or reimbursement to the requestor.

ATTACHED — Circle “Yes” if all invoices are enclosed. Circle “No” if all invoices are not enclosed; attach a brief explanation why invoices are not available. Circle “LA.” if Advance Payment is being requested.

MAKE CHECK PAYABLE TO — self-explanatory.

MAIL TO — Complete if you desire Vice-Chairman, Finance, to mail the check either to the vendor if payment of expense incurred or to you (requestor) if advance payment or reimbursement is being requested.

FOR VICE—CHAIRMAN, FINANCE, USE (ONLY):

AUTHORIZED BY THE CHAPTER BOARD FOR PAYMENT ON - The date that the Executive Board authorized payment.

DATE PAID — The date of this check issued.

REFUND OF ADVANCE PREVIOUSLY ISSUED VIA CHECK – Used to record the check number of advanced funds previously issued when unspent funds received.

AMOUNT OF REFUND: Self-explanatory.

ACCOUNTING FOR ADVANCE PREVIOUSLY ISSUED VIA CHECK — Used to record the check number of advanced funds previously issued when the invoices received are accounting for the advanced funds.

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

GWAC POLICY NO. 6.01

APR. 27 1994

LOGISTICS EDUCATION FOUNDATION PROGRAM

1. **PURPOSE.** The purpose of this procedure is to document a system and a process relative to the duly and continued support of the Logistics Education Foundation (LEF) Program from the Greater Washington Area Chapter (GWAC).

2. **SCOPE.** This procedure applies to the officers of the GWAC with particular focus on those who have direct responsibility for ensuring support of the LEF from this Chapter.

3. **GENERAL.** Established in 1969 and chartered in 1974, the LEF' is an independent nonprofit corporation formed by members of Society of Logistics Engineers (SOLE) to encourage, promote, and facilitate the education of logistics engineers, managers and educators, and to solicit funds in support of this effort. Projects designed by both SOLE and LEF and sponsored by the Foundation are directed toward improving the responsiveness and quality of logistics research and *teaching*, which in turn will benefit government, industry and academia. LEF also acts as a clearinghouse for requirements and for available talent and funds. In doing so, it attempts to enhance the relevance of logistics education or both the short-and long—terms needs of society.

4 **RESPONSIBILITIES.**

A. The Chapter Chairman shall;

(1) Assign a GWAC member in good standing with SOLE to act as the Chapter LEF Representative. This assignment will occur at the beginning of each election year.

(2) Sign the transmittal letter for GWAC donation to LEF.

B. The Chairman, Education Committee shall:

(1) Provide required support to the Chapter LEF Representative to ensure the responsibilities of the Chapter LEF Representative are accomplished. Accordingly, the Chapter LEF Representative shall be a member of the Education Committee.

(2) Recommend to the Chapter Board during the first quarter of each Calendar Year an amount for GWAC donation to LEF. Donation, if approved by the Chapter Board, shall be remitted so as to be received by SOLE Headquarters prior to March 31st to ensure its recording prior to the close of the annual Award Year.

C. The Chapter LEF Representative shall:

(1) Coordinate the activities relative to the Chapter' s overall support of the LEF.

(2) Submit an annual budget line item within 30 days after being appointed, that reflects all projected costs relative to the duly and continued support of LEF by GWAC.

(3) Publicize the goals and program needs of LEF in the ORACLE at least twice a year; once in February to provide adequate time for submittal of application materials for the annual April 15th deadline for scholarships awards, and once in August to announce local winners of the scholarships.

(4) Coordinate with the fund raising efforts of the Chapter as required to raise funds for the GWAC donation to the LEF.

(5) Upon approval by the GWAC Board of an amount for the donation, prepare the transmittal letter for the GWAC Chairman's signature. The unsigned letter is given to the GWAC Vice Chairman, Finance. A sample of the letter of transmittal is provided at Appendix I hereto.

(6) Beginning in the month of January each year, publicize information (scholarship award brochure, and etc.) on the availability of LEF scholarships in a manner to ensure appropriately wide dissemination of information that will result in maximum applications to be submitted by the April 15th deadline of each year. A copy of the application is shown at Appendix II.

(7) Ensure that a continued GWAC fund drive is carried out in the form of a one dollar "50/50 donation" at the monthly luncheons. (A sign and a punch bowl should be available at the luncheon check—in table.)

(8) Distribute LEF pamphlets and other material at least four times a year at the GWAC monthly luncheons, at local symposia and at all new member functions.

D. The Vice Chairman, Finance, shall:

(1) Receive the unsigned letter of transmittal from the Chapter LEF Representative.

(2) Prepare the donation check in the amount approved by the GWAC Board.

(3) Present the transmittal letter, with the donation check, to the Chapter Chairman for signature, and forward signed letter with the donation check to the LEF Coordinator, SOLE Headquarters.

5. REFERENCES.

A. GWAC Policy Number 5.01, *ANNUAL AWARDS PROGRAM*.

B. GWAC Policy Number 6.03, *PROFESSIONAL EDUCATION PROGRAM*.

6. EFFECTIVE DATE — This procedure is effective upon approval by the Board.

Enclosures

APPROVED BY THE BOARD:

CHAIRMAN: _____

DATE: _____

**Greater Washington Area Chapter
Society of Logistics Engineers**

District 2, Chapter 1
Post Office Box 2645
Arlington, Virginia 22202

LOGISTICS EDUCATION FOUNDATION

ATTN: (Name of LEF Coordinator)

Society of Logistics Engineers
8100 Professional Place, Suite 211
Hyattsville, MD 20785

Dear (Name of LEF Coordinator)

The Greater Washington Area Chapter is pleased to remit herewith a contribution in the amount of \$_____ to the Logistics Education Foundation for Fiscal Year

(NOTE: NEXT PARAGRAPH IS OPTIONAL AND THEREFORE, SHALL BE USED ONLY WHEN DEEMED APPROPRIATE BY THE GWAC BOARD.)

Please reserve these funds for application to logistics scholarships at colleges and/or universities in the Northern Virginia/District of Columbia/suburban Maryland geographical areas.

Sincerely,

(Name of Chapter Chairman)

Chairman

Enclosure

APPENDIX I

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

GWAC POLICY NO. 6.02

APR 09 1994

PROFESSIONAL CERTIFICATION PROGRAM COORDINATION

1. **PURPOSE.** The purpose of this document is to provide written policies and procedures to guide the execution of the Greater Washington Area Chapter (GWAC) obligation for the Certified professional Logistician (CPL) program, and to develop, sustain, and promote resources available to CPL candidates.

2. **SCOPE** - This procedure encompasses all GWAC efforts relative to the SOLE CPL program. It applies specifically to the responsibilities of the Chapter Chairman, the Technical Vice Chairman, the Education Committee Chairman, and the Certification Program coordinator. This procedure does not apply to the content or conduct of CPL review courses offered through local universities.

3. **GENERAL.**

A. **OVERVIEW.** Certification as a professional logistician is a valuable and marketable achievement which calls for the integration of a number of Chapter activities and objectives. In addition to calling for a constant review of the principles of logistics as a profession, the certification program responds to the needs of GWAC members for continuously updated technical and CPL examination review materials, access to qualified individuals who are willing to share their experience, and a reliable baseline of literature and study guides with which to prepare for at examinations. The effective administration of the Chapter CPL program is therefore more than the details of administering the semiannual examinations — it involves continuity across exam cycles and broad participation in a number of Chapter interests. The need to establish and maintain the relevance and value of the CPL recognition demands the continual improvement of the certification program and its associated documentation and literature.

B. **OBJECTIVES.** In executing GWAC obligations for the CPL program, the Certification Program Coordinator must act in concert with responsible GWAC Board members and committee chairs to:

(1) Promote, with the greatest integrity, the opportunity and requirements for certification, through advertising and personal notification, and by coordinating GWAC activities with SOLE headquarters and other Chapters.

(2) Provide the most current and complete educational and self—study materials.

(3) Foster appropriate involvement of Government agencies, private industry, and educational institutions in the encouragement and preparation of CPL candidates.

(4) Coordinate GWAC resources to provide a comprehensive and accessible source of information for the specific CPL application procedures, deadlines, and SOLE Headquarters sanctioned examination preparation materials and literature.

(5) Sponsor and administer the semi—annual CPL examinations, including the selection and preparation of GWAC proctors and coordination with other Chapters for whom GWAC agrees to accept candidates.

(6) Establish and execute a CPL Mentor program to effectively guide and assist candidates.

(7) Provide the means for effective follow-up of CPL candidates after each examination to document lessons learned, gain feedback from examinations and study courses, encourage a sustained effort by candidates, and obtain the benefits of the continued involvement of successful candidates for strengthening the CPL program.

(8) Ensure that interest and knowledge gained from the CPL program is shared among other Chapter activities *f or* professional development, technical programs, membership, and education.

C. CPL PROGRAM REQUIREMENTS. The CPL examination has always been intended as part of a larger effort to define and manage certification standards, maintain the standards for excellence in the preparation and practice of logistics, and provide a relevant basis for growth and continuing education. A more detailed overview of the CPL program is appropriate. For purposes of this procedure, the GWAC Professional Certification Program is divided into three areas:

(1) “THE SELL” – Sustaining the interest in, and relevance of, certification to the logistics community:

(a) Broad and consistent advertising of the CPL program, and of the benefits which accrue to CPLs and organizations that require and use them.

(b) Involvement of Government agencies, private industry, and educational institutions at the grass roots to identify and satisfy their expectations of an effective and meaningful CPL program, and to sustain their interest and participation in it.

(c) Coordination of GWAC efforts overall to ensure the viability of the certification process through standardization, consistency, and relevance of the CPL program and the resources available for candidates’ preparation.

(d) Encouragement of Government and industry officials to recognize the benefits of professional certification and to incorporate certification into their personnel technical objectives and requirements.

(2) “THE APPLICATION” – Ensuring Chapter members are completely aware of required qualifications for CPL, and of when and how to pursue certification:

(a) Ensuring all interested candidates are completely aware of CPL application schedules and procedures, have access to requirements and schedules, are able to obtain educational and technical information, and are aware of sources of support.

(b) Providing a consistent point of contact for CPL application issues with SOLE headquarters.

(c) Strictly adhering to the well-documented and consistent process of reviewing applications for completeness and clarity (NOTE: the responsibility for evaluation of the content and merits of all applications rests solely with the SOLE Qualification Review Board (QRB). Chapters are not to express or convey judgment as to the qualifications of candidates, but are specifically encouraged to streamline the application process by promoting the complete disclosure of information which is relevant to the application and which will enhance the favorable review of qualifications by the QRB.)

(d) Seeking and applying lessons learned to gain a broader participation in the CPL program, improve review guidelines, and guide potential candidates.

(3) “THE EXAM” – As the final step, the semiannual examination must be absolutely fair and consistently administered. The considerations below are the principal domain of the Certification Program Coordinator, and once appointed, to CPL examination Chief Proctors. Detailed guidance and procedures for administering the CPL examinations are contained in the attached “Procedures and Considerations Administering the CPL Examination.”

(a) Securing a suitable facility, qualified chief proctor (a CPL), and assistant proctor(s).

(b) Coordinating with SOLE Headquarters and other chapters sending candidates to the exam.

(c) Shepherding applicants, overcoming their reluctance, and helping to guide their final preparations for the exam.

(d) Ensuring the unfailing accountability and security of examination materials for approved candidates.

(e) Representing GWAC for expressing appropriate thanks to host companies, sponsors of training sessions, etc.

(f) Conveying feedback on the results of the exam, participation, and the concerns of candidates to the people concerned: Chapter Chairman, Technical Vice Chairman, Education and Awards Committee Chairmen, and SOLE Headquarters.

4. RESPONSIBILITIES -

A. The Chapter Chairman shall:

(1) Establish a leadership role in promoting the benefits and needs of a vigorous certification program, including broad advertising of the CPL program, encouraging the involvement of companies and government organizations, and coordination of efforts among local Chapters.

(2) Encourage a continuing high level of involvement and integration among Technical, professional Development, Membership, Education, and Professional Certification

activities in the Chapter.

(3) Review CPL applications for GWAC members, and complete the Chapter Chairman's endorsement.

(4) Provide for the encouragement and recognition of individuals and organizations who seek and support professional certification.

(5) Provide opportunities for the promotion of certification program objectives and efforts in Chapter activities and programs.

B. The Technical Vice Chairman shall:

(1) Coordinate with SOLE Headquarters Professional Development and Technical executives to ensure documentation and technical resources relative to the CPL program are maintained current and accessible in the GWAC.

(2) Participate in the collection, review, and application of technical materials suitable for inclusion in the CPL Program, both at the GWAC and National level.

(3) Ensure the opportunities and benefits of the certification program are presented where appropriate in technical symposia and working groups involving GWAC members.

(4) Work toward the establishment of baseline logistics professional and technical requirements and qualifications for use by SOLE Headquarters and Chapters in establishing and maintaining certification criteria, selection or development of technical and training materials, formulation of technical programs, and technical support for GWAC promotional, educational, and membership activities.

(5) Provide for the review of educational materials, curricula, and supporting documentation developed by or intended for use in the GWAC for technical accuracy, relevance, support of CPL program objectives, and currency.

C. The Chairman of the Membership Committee shall:

(1) Coordinate with the Professional Certification Program Coordinator and Education Committee Chair to identify non—members and non—affiliated members preparing for and taking the CPL exam, to whom the opportunity for membership in GWAC can be presented.

(2) Distribute membership and chapter change applications where applicable.

(3) Include CPL certification and the integration of professional and technical training as attractions of SOLE and GWAC membership.

D. The Chairman of the Education Committee shall:

(1) Work with educational institutions (e.g., George Mason University) and the Technical Vice Chairman to development and implementation of consistent CPL curriculum and supporting technical documentation for formal and company-sponsored courses for CPL review.

(2) Work to identify opportunities and needs for GWAC— sponsored CPL review courses in Government and industry, and focus GWAC support for their formation and the provision of qualified instructors.

(3) Provide for the selection, training, and coordination of suitable instructors for GWAC—sponsored CPL review courses, and maintain a current list of qualified and available instructors.

(4) Acquire and provide SOLE Headquarters—approved curriculum materials and supporting literature to prospective instructors of formal and company—sponsored CPL review courses.

(5) Work with the Technical Vice Chairman to evaluate the currency and relevancy of training materials used for CPL review.

(6) Make educational materials available to individuals seeking them for self—paced study in preparation for certification.

(7) Foster the creation of company— and agency-based educational opportunities such as courses, seminars, and symposia; identify approved training materials for their use.

(8) Facilitate the Chapter's CPL promotional effort by ensuring opportunities and requirements for certification are presented where appropriate to participants in educational programs and activities sponsored by GWAC.

(9) Work closely with the Certification Program Coordinator to ensure the need of participants in GWAC—sponsored educational activities for relevancy, recognition, and professional development are understood and satisfied where feasible through the certification program.

(10) Write and submit to the ORACLE news articles relative to the CPL Certification Program at least every other month.

E. The Certification Program Coordinator shall:

(1) Provide a clearinghouse of information and procedures for the CPL application and examination, Chapter activities promoting and sustaining certification, and related technical and educational literature for use by CPL candidates and their employers.

(2) Serve as the GWAC point of contact for the receipt of all CPL applications for administrative review, securing Chapter Chairman endorsement, forwarding to SOLE headquarters, and following—up prior to the examination.

(3) Supervise the preparations for and administration of CPL examinations, performing the functions outlined in paragraph 3C(3) above.

(4) Work closely with the Membership Chairman to promote the opportunities and benefits of SOLE and GWAC membership are presented to new CPL applicants.

(5) Serve as the GWAC point of contact with SOLE Headquarters for coordinating examination preparations, candidate lists, and SOLE materials and documentation supporting all aspects of the CPL program.

(6) Establish a clearinghouse of logistics educational and technical materials relating to the certification program for use by logistics instructors.

(7) Maintain a dialogue with SOLE Headquarters to promote consistency and comprehensiveness of materials provided by SOLE for CPL review.

(8) Participate in developing opportunities to promote the certification program and GWAC sponsorship efforts through conferences, symposia, SOLE co-sponsored events, and similar technical exchanges among SOLE members and their counterparts in the logistics and engineering community.

(9) Act on the tendency of the CPL application process to focus attention on the need for continued professional society involvement by presenting opportunities for applicants' continued or renewed involvement in Society and Chapter programs and functions.

(10) Establish and administer a CPL mentor program to connect CPL applicants with Chapter members and recently certified CPLs who can facilitate their preparations for the CPL examination and provide needed encouragement.

(11) Ensure opportunities for feedback are available for organizations and individuals involved in CPL education and preparation in order to continually improve the promotion, processes, information, and support given to prospective and proclaimed CPL candidates.

(12) Appraise appropriate individuals in the GWAC management structure of needs for coordination and resources to support the CPL program.

5. FUNCTIONAL AREAS . Chapter functional areas for the Professional Certification Program, including assigned functional area number for each, are identified as follows:

- 4.0 Technical
- 4.2 Professional Certification Program Coordination
 - 4.2.1 Promotional Activities
 - 4.2.2 Application Receipt, Processing, and Review
 - 4.2.3 CPL Examination Administration

- 4.2.3.1 Preparation
- 4.2.3.2 Proctor Responsibilities
- 4.2.3.3 Follow-Up and Process Improvement
- 4.2.4 Educational Coordination
- 4.2.5 Technical Coordination
- 4.2.6 Membership Coordination
- 4.2.7 Coordination with SOLE Headquarters
 - 4.2.7.1 Technical
 - 4.2.7.2 Administrative

6. REFERENCES.

- A. GWAC By-Laws
- B. SOLE Headquarters Management Manual
- C. GWAC Chapter Policy and Procedures Manual
- D. “Instructions to Proctors” -- SOLE Headquarters.
- E. Grah R. Ellis and Arthur R. Ellis, “A Self Teach Study Guide for the CPL Examination” (current edition).
- F. University of Pennsylvania, University Education Programs, “The CPL Guide” (“Pennsylvania Modules”), SOLE Headquarters.
- G. Gene Livermore, “A CPL Mentor Program”, SOLEtter 29:3, March 1994, p. 1.

7. EFFECTIVE DATE – This document is effective upon approval by the Board.

APPROVED BY THE BOARD:

CHAIRMAN: _____

DATE: _____

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

GWAC POLICY NO. 8.01

May 05 1994

PRODUCTION AND DISTRIBUTION OF THE ORACLE

1. **PURPOSE.** The purpose of this procedure is to provide a written process for the production and distribution of the *ORACLE*.

2. **SCOPE.** This procedure applies to any and all efforts of the Greater Washington Area Chapter (GWAC) of the Society of Logistics Engineers (SOLE) to produce and officially distribute the *ORACLE*.

3. **GENERAL.**

A. The *ORACLE* is the official Newsletter of GWAC SOLE. It is published eleven (11) times year; monthly September through June, and a single issue for the combined months of July and August. The *ORACLE* is a media through which the Chapter disseminates information, announcements, and articles on items of interest pertinent to the enhancement of logistics technology, education and *management*. The Chapter endeavors to ensure the highest integrity of the *ORACLE*. However, the Chapter assumes no responsibility for statements made by advertisers.

B. The *ORACLE* is officially disseminated via third—class mail. In order to ensure cost effective and timely handling by the United States Postal Service (USPS), GWAC members responsible for the *ORACLE* shall understand the usage of third—class mail and comply with and adhere to the USPS rules on the preparation of third-class mail. These rules are described thoroughly within the LISPS pamphlet entitled *THIRD-CLASS MAIL PREPARATION*. Further, these GWAC members shall adhere to the schedule provided hereinafter.

C. The production and distribution of the *ORACLE* is potentially a costly item for GWAC. Accordingly, every effort shall be made by the Chapter Board to obtain from a volunteer source, printing services at no cost to GWAC.

D. An overview of the production and distribution process of the *ORACLE* is as follows:

(1) All inputs for the *ORACLE* are received by the Editor IILT the 15th of the month.

(2) Address labels are produced by the Circulation Manager NLT the 15th of the month.

(3) Inputs are edited and additional articles are composed by the Editor NLT the 6th working day after the 15th of the month.

(4) Labels are provided to the printer by the next working day after the 15th of the month.

(5) Camera-ready copy of the *ORACLE* is provided to the printer by the Editor NLT the 6th working day after the 15th of the month.

(6) Printed, folded, stapled and labeled copies of the *ORACLE* are delivered by the printer NLT the 9th working day after the 15th of the month.

(7) Copies of the *ORACLE* received from the printer are sorted in accordance with the IISPS rules NLT the 10th working day after the 15th of the month, and delivered to the USPS by the 12th working day after the 15th of the month.

E. An overview of the USPS rules on the preparation of third—class mail is as follows:

(1) All pieces of mail must be sorted into the same processing (size/shape) category. (Because copies of the *ORACLE* are uniform in size, this sort is not required.)

(2) Minimum piece (packets of at least 10 pieces, double banded with rubber bands and marked with the sort type) must be met.

(3) All appropriate permit fee(s) must be paid. Payment of the fee(s) to a single post office on an annual basis is permissible.

(4) The *ORACLE* must be presorted. Presorting is the process of grouping third—class mail pieces either by ZIP Code, state, or carrier route; arranging the pieces into packages; and placing the packages into appropriately labeled sacks. The greater the 3 and 5 digit component of the sort, the greater the discount. More details are provided in the USPS rules pamphlet entitled *THIRD-CLASS MAIL PREPARATION*.

(5) Appropriate mailing statement is prepared and used to check the mail shipment when delivered to the USPS.

4. RESPONSIBILITIES.

A. The Chapter Board Chairman has the responsibility to assist as required in securing a volunteer source that will print the *ORACLE* at no cost the GWAC. Otherwise, a monthly cost strategy subject to Board approval, must be established and employed in a timely manner.

B. The Vice Chairman, Operations, has the responsibility to ensure that the *ORACLE* is produced and distributed in a cost effective and timely manner. This includes:

(1) Securing a volunteer source that will print, fold, staple and/or apply the

labels on the *ORACLE* at no cost to GWAC.

(2) Securing the lowest cost for printing, folding, stapling and/or applying labels on the *ORACLE* when a volunteer source can not be found, and obtaining Board approval on a monthly basis for the cost of producing and distributing the *ORACLE*.

(3) Ensuring the printed *ORACLE* is presorted to the niaxiinwn level practical, and delivered to the USPS.

(4) Overseeing the total *ORACLE* production and distribntion process.

C. The *ORACLE* Circulation Manager has the following responsibilities:

(1) Produce the labels in ZIP Code ascending numerical order from membership information obtained from SOLE Headquarters -

(2) Deliver labels to the printer.

(3) Assist the Vice Chairman, Operations, as required in the production and distribution of the *ORACLE*.

D. The *ORACLE* Editor has the following responsibilities:

(1) Receive and edit inputs as required.

(2) Compose additional articles as required. -

(3) Prepare camera—ready copy of the *ORACLE* and deliver to the printer.

(4) Assist the Vice Chairman, Operations, as required in the production and distribution of the *ORACLE*.

E. Members have the responsibility to:

(1) Provide *ORACLE* input to the Editor in a timely manner.

(2) Make a sincere effort to provide *ORACLE* input either via E-Mail or on disk.

5. REFERENCES.

A. GWAC By-LaWS.

B. SOLE Headquarters Management Manual.

6. EFFECTIVE DATE. This directive is effective upon approval by the Board.

APPROVED BY THE BOARD:

CHAIRMAN: _____

DATE: _____

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

GWAC Policy No- 10.01

APR 27 1994

MEMBERSHIP MANAGEMENT

1. **PURPOSE.** The purpose of this document is to provide written procedures relative to the overall management and control of data for new and renewed memberships of the Greater Washington Area Chapter (GWAC), Society of Logistics Engineers (SOLE).

2. **SCOPE** — This document applies to any and all aspects of the receipt, processing, and subsequent accounting for new and renewed membership information and documentation.

3. **GENERAL.**

A. The GWAC membership management and control system must ensure that the following, at a minimum, is accomplished:

(1) New members are expeditiously recognized and welcomed by the GWAC.

(2) GWAC membership database is updated expeditiously and accurately.

(3) All membership dues rebates that are due GWAC ~from SOLE Headquarters are received in a timely manner.

(4) All membership dues rebates received from SOLE Headquarters are properly accounted for.

(5) All chapter reports required by SOLE Headquarters (Annual Chapter Election Report, Quarterly. Activities Report. Financial reports, etc.) are submitted in a timely manner so as not to cause delay in the conveyance of membership dues rebates by SOLE Headquarters.

B. To this end, GWAC members responsible for the implementation and execution of the GWAC membership management and control system shall be fully cognizant of the following membership data flow:

(1) SOLE Headquarters receives and processes new member applications and membership renewals with accompanying dues. Accordingly, new member applications and/or membership renewals received by GWAC shall be immediately forwarded to SOLE Headquarters, Membership Coordinator.

(2) SOLE Headquarters updates their databases from this membership information:

(a) National level services and publications.

(b) Quarterly new members/renewing members.

(3) GWAC updates the chapter membership database and membership

directory from the SOLE Headquarters database.

(4) SOLE Headquarters provides GWAC an updated listing of all GWAC members on a quarterly basis. Listings are received about 2 weeks after the close of the quarter (March, June, September and December). At the close of GWAC, this information is provided either in hardcopy or on disk.

(5) On the other two months in each quarter, SOLE Headquarters provides GWAC a hardcopy listing of new GWAC members only, with SOLE Membership Certificates and a copy of each new member's application.

(6) SOLE Headquarters provides GWAC membership dues rebates on a quarterly basis (January, April, July and October).

(7) GWAC prepares Welcome Letters and mails them with the latest ORACLE to new members.

(8) GWAC acquires biography information on new members and prepares biographies for the ORACLE, and for the welcoming/recognition period at the monthly luncheons.

4. RESPONSIBILITIES.

A. The Vice Chairman, Administration, shall:

(1) Advise SOLE Headquarters whether quarterly listings of all GWAC members are desired in hardcopy or on disk.

(2) Receive all membership listings, and new member applications and SOLE certificates, and provide them to Chairman, Membership Committee within 30 days after receipt from SOLE Headquarters.

(3) Provide a copy of membership listings to Vice Chairman, Finance, within 30 days after receipt from SOLE Headquarters.

B. The Vice Chairman, Finance, shall:

(1) Receive and properly account for membership dues rebates from SOLE Headquarters.

(2) Receive copy of membership listings from Vice Chairman, Administration, and review new and renewed membership data on listings against membership dues rebates received.

(3) Appropriately charge to accounts receivable (from SOLE Headquarters) membership dues rebates not yet received for new and renewed members on the listings.

(4) Aggressively follow up with SOLE Headquarters as required to ensure all membership dues rebates are expeditiously received.

(5) Report to the GWAC Board on a monthly basis, preferably at board meetings, the following information:

(a) Total membership dues rebates received from SOLE Headquarters for the reporting period.

(b) Total membership dues rebates received from SOLE Headquarters to date.

(c) Total membership dues rebates due from SOLE Headquarters (account receivables).

C. Chairman, Membership Committee, shall:

(1) Receive/Acquire data from the SOLE Headquarters membership database as required, and use these data to update/maintain the GWAC membership database and membership directory.

(2) Receive membership listings, and new member applications and SOLE certificates from Vice Chairman, Administration ~ confirm prior updates made from the SOLE Headquarters database, making further updates/corrections as required.

(3) Prepare new member Welcome Letter (Appendix 31. Mail Welcome Letter and the latest ORACLE to each new member within 30 days after receipt of new member data from Vice Chairman, Administration.

(4) Acquire new member biography information and provide to ORACLE editor within 30 days after receipt of new member data from Vice Chairman, Administration.

(5) Maintain permanent GWAC file of new member applications., in alphabetical order.

(6) Prepare biographies for new members, and provide the biographies with new member certificates to the GWAC Board Chairman within 30 days after receipt of new member data from Vice Chairman, Administration.

(7) Mail remaining SOLE certificates after two luncheons, to new members who have not attended the GWAC luncheons.

D. GWAC Board Chairman shall introduce and present SOLE certificates to all new members at the GWAC luncheons.

E. The ORACLE Editor shall receive new biography information from the Chairman,

Membership Committee, and include appropriate biography information on each new member in the next issue of the ORACLE.

5. REFERENCES.

A. SOLE Headquarters Management Manual.

B. GWAC By-Laws

6. EFFECTIVE DATE – This documents is effective upon approval by the Board.

Enclosure

APPROVED BY THE BOARD:

CHAIRMAN: _____

DATE: _____

27 March 2007

Re: Member Welcome Letter

Dear _____:

As Chapter Chair and on behalf of the Chapter Board of Directors (BoD), I would like to welcome you to the Greater Washington Area Chapter (GWAC) of SOLE – The International Society of Logistics. The entire BoD hopes that you become remain active in Society and Chapter activities - especially given that our chapter is the largest in the world and also the closest to the resources of SOLE Headquarters.

To encourage your participation and exchange of views with other logistics professionals, the GWAC holds several events on a periodic basis in and around the greater Washington, DC area. They include:

- **BoD Meetings.** Held on the second Wednesday of every month at the offices of Anteon Corporation in Crystal City, Virginia from 1745 – 1900 hours. Anteon’s offices are located at 2231 Crystal Dr, # 1000 (tenth floor). The board meeting is open to any and all GWAC members and follows an agenda determined by the Chapter Chair although we encourage feedback from non-Board Members. The meeting location is accessible by automobile and mass transit. See map and directions attached.
- **Luncheons.** Held on the last Wednesday of the every month (except July, August, and December) at the Fort Myer Officer’s Club in Ft Myer, Virginia from 1115-1300 hours. The luncheon features a distinguished speaker addressing various topical logistics subjects pertinent to all logistics professionals. The luncheon is buffet style and costs \$15.00. Point of contact is the VC-Programs or Chapter Chair . The meetings are accessible by automobile and mass transit/taxi (although you should allow extra time for security checks at the Fort Myer entrance). See map and directions attached.

If you have Internet access, the SOLE homepage (www.sole.org) and GWAC homepage (<http://www.gwacsole.org>) should answer most of your membership questions. The GWAC homepage also allows you to view current Chapter events and to download our award-winning Chapter Newsletter, the ORACLE, along with other Society publications. If you have any questions or comments, please feel free to contact me, or any member of the BoD, at the phone numbers/internet addresses contained on the attached GWAC Contact List. Again, welcome to the Society and welcome to the Chapter. We wish you the best in your endeavors here or wherever they may take you and invite you to become an active GWAC member at your earliest convenience.

Sincerely,

David S. Floyd
Chapter Chair

ENCLOSURE I

**GREATER WASHINGTON AREA CHAPTER
SOCIETY OF LOGISTICS ENGINEERS**

GWAC Policy NO. 11.01

FEB. 23 1994

NOMINATION AND ELECTION OF CHAPTER OFFICERS

1. **PURPOSE.** The purpose of this procedure is to establish the process for nominating and electing members of the Greater Washington Area Chapter (GWAC) to Chapter offices in accordance with the GWAC By—Laws.

2. **SCOPE.** This procedure applies to the annual election of Chapter Officers. It includes the nomination of GWAC members in good standing. It details the process, responsibilities and time constraints relative to nominations and elections as necessary to ensure that the elections occur in a timely and proper manner.

3. **GENERAL.** Nomination and election of Chapter Officers occur once a year. Chapter members may seek out the Nominations Committee to identify their desires to become candidates for specific positions. P. candidate for Chapter Chairman shall, as an added qualification, be someone who has admirably held another Chapter office. The following offices are open for election each year:

- A. Chapter Chairman
- B. Vice Chairman, Administration
- C. Vice Chairman, Finance
- D. Vice Chair, Operations
- E. Vice Chairman, Programs
- F. Vice Chairman, Technical
- G. Board Members—at—Large (3)

4. **RESPONSIBILITIES.**

A. The Chairman, Nominations Committee who is the immediate past Chapter Chairman, has the following responsibilities:

(1) Activates the Nominations Committee. This Committee has an independent charter to secure a list of qualified persons as nominees for Chapter officer positions. Persons assigned to this Committee are selected because of their experience and knowledge of the functions for each Chapter office. The general membership is solicited, as required, for additional persons to serve on the Committee and participate in the nomination process. The Committee shall consist of at least three persons.

(2) Ensures nominees are qualified by adhering to the following rules governing candidacy:

- a. Affirmation by the candidate of the willingness to serve if elected.

b. Candidate is a member of GWAC in good standing prior to the election.

c. Candidate has been a member of SOLE for at least two (2) years prior to 1 October of the election year, that being the date the elected office is assumed.

d. Candidate is willing to devote the necessary time and bear the financial expenses attendant to the elected office.

(3) Ensures the following nomination process is implemented and administered:

a. Each person presently in office is asked to seek an individual who is willing to serve in his/her office. The person's name is submitted to the Nominations Committee NLT the March Board meeting. It shall be noted the Chapter By-Laws preclude the Chairman from succeeding himself/herself.

b. The Nominations Committee will solicit the membership to seek qualified persons to develop a list of additional candidates. Accordingly, a notice will be placed in the ORACLE requesting additional candidates.

c. Obtain a brief biography from each candidate Biography will provide sufficient information to ascertain the qualifications of the candidate for the position being sought.

d. Assess the perspective candidate as follows:

(1) Make a final screening of each candidate against the position desired by the candidate, ensuring a "match" between qualifications and position requirements.

(2) Screen membership status of each candidate against master Chapter membership roster to ensure candidate is a member in good standing.

(3) Ensure the candidates selected to run for Chapter Chairman has the endorsement and sponsorship of their employers. It is necessary for the employer to fully understand that a limited amount of company time is required by the successful candidate to carryout the duties of this position .

4) Prepare a final list of candidates for approval by the current Board. The approved list of candidates becomes the list of nominees to be placed on the official ballot.

(5) Convey approved list of candidates and brief biographies of these candidates to the Elections Committee Chairman.

e. Give maximum effort to ensure that at least two candidates are nominated for each position.

B. The Chairman, Elections Committee has the responsibility to ensure the following rules and procedures governing ballots, voting and the election are carried out:

1. Ensures the ballot and biographies are printed in the May issue of the ORACLE. Ballots shall be prepared in a format, with the Chapter return address on the reverse side, so that the voter can fold the ballot and return it in the mail without the need of an envelope.

2. Have additional ballots available at the May luncheon for those desired voters who did not make use of the ballot in the May ORACLE. Ballots shall be accepted at the June luncheon until 11:30 AM. No ballots shall be accepted after that date and time.

3. Ballots for the Elections Committee may be either brought to the next business meeting, brought to the May and June luncheons or sealed and mailed to the Chapter.

4. Ballots that are tallied must be legible and shall bear the voter's name, membership number and signature. Only one vote per member is allowed. Accordingly, illegible, duplicate, unidentified and/or unsigned ballots shall be ruled invalid and will not be included in the tally, but will be retained for the record.

5. Ballots shall be verified against a current master Chapter Membership Roster at the time they are tallied.

6. Ballots shall be secretly tallied during the June luncheon. A simple majority wins an elected office.

7. Should ties occur, the incumbent Board shall determine successful candidate(s) by casting ballots at a special meeting held within one week after the June luncheon. A simple majority wins an elected office. At least two-thirds of the incumbent Board must be present at the special meeting.

8. Results of the election shall be announced at the June luncheon meeting and published in the July/August issue of the ORACLE.

9. All ballots shall be secured in a large sealed envelop and conveyed to the incumbent Vice Chairman, Administration.

10. The SOLE Headquarters Executive Director, and the District Director shall be notified of the elections results as soon as possible, but NLT 15 days after the election.

C. The incumbent Vice Chairman, Administration shall:

1. Prepare Notice of Election Schedule for the April ORACLE.

2. Hold the sealed ballots in confidence for a period of 30 days, after which the ballots are destroyed.

D. The Chairman, Membership Committee shall provide a current Master Chapter membership roster to the Chairman, Nominations Committee.

E. The incumbent Chairman shall convene the *special* Board meeting as required to resolve ties from the regular election.

5. SCHEDULE OF EVENTS. Following is a schedule of events relative to the nomination and election process and procedures:

EVENT	DATE
MEMBERSHIP COMMITTEE CHAIRMAN.	
Provide current Master Chapter membership roster to Nominations Committee Chairman.	February Meeting
NOMINATIONS COMMITTEE CHAIRMAN:	
Activate the Nominations Committee. Collect from present board members names of recommended replacements.	February Meeting
Develop nomination list.	March
Verify and screen list of candidates.	March
Prepare final list for Board approval.	April Meeting
Convey approved list and biographies to the Elections Committee Chairman.	April
ELECTIONS COMMITTEE CHAIRMAN:	
Activate the Elections Committee.	March
Prepare ballots.	April
Receive approved list and biographies from the Nominations Committee Chairman.	April
Submit ballots and biographies for the May ORACLE.	April
Collect executed ballots at luncheons.	May and June
Collect executed mail-in ballots.	June
Assess validity of ballots.	June
Tally ballots and announce successful candidates.	June
Notify SOLE Executive Director and District Director.	NLT 15 days after luncheon
Convey sealed ballots to incumbent Vice Chairman, Administration.	June Luncheon

CHAIRMAN:

Convene special Board meeting to break ties.

NLT 1 week after June Luncheon

VICE CHAIRMAN. ADMINISTRATION:

Prepare notice of election schedule for the April ORACLE. February

Receive sealed ballots from Elections Committee

Chairman.

June Luncheon

Destroy sealed ballots.

31 days after receipt

6. REFERENCES. Chapter By-Laws.

7. EFFECTIVE DATE. This directive is effective approval. immediately upon approval.

APPROVED BY:

CHAIRMAN: _____

DATE: _____