



CAB-100: Corporate Advisory Board – 29 January 2023

Purpose

The purpose of the CAB-100 Policy is to describe the mission, composition, membership and benefits of INCOSE’s Corporate Advisory Board (CAB).

Applicability

The CAB-100 Policy applies to the members Corporate Advisory Board (CAB) and Chapter Affiliation Sponsors (CAS).

Definitions

The term “Chapter Affiliation Sponsor” (CAS) refers to an organization that has a contract-based relationship with an INCOSE Chapter, as defined in CHP-101.

Mission

The mission of 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 shall:

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

Membership

CAB Membership

Membership of the CAB shall comply with the requirements of the INCOSE Countries of Concern chart, located under the Sanctions page on the INCOSE website.

CAB membership is based upon a set of bands which are related to the number of employees of the organization as detailed in Allocation of CAB Associates Table in LST-101 INCOSE Membership Price List. Employees, students and faculty members of CAB organizations may be eligible to be CAB Associates. The annual membership fees for CAB membership are shown in LST-101 INCOSE Membership Price List.

CAB Membership fees shall be reviewed periodically per CAB-101 Periodic Update of CAB Membership Fees. The membership year begins 01 January. New CAB members will be assessed



pro-rated annual dues to align their membership renewal dates to 01 January. Proration of annual fees for new CAB members shall be monthly.

A CAB member dropped from INCOSE membership for non-payment of fees may be reinstated within 12 months of their inactive status at the current CAB membership rate without the need of an Initiation Fee payment.

If a CAB member divests a portion of its company, then the divested company shall be considered a new CAB member upon submission of a CAB application and payment of the Annual Fees as shown in LST-101 INCOSE Membership Price List. The divested company shall not be required to pay the Initiation Fee.

CAS Membership

CAS membership is based upon a set of bands as detailed LST-102 INCOSE Additional Services for Chapter Affiliations Sponsors Price List. Employees, students and faculty members of CAS organizations may be eligible for CAS Associate membership, as detailed in CHP-101. CAS Associate membership is treated as equivalent to CAB Associates. The annual membership fees for CAS membership are shown in LST-102 INCOSE Additional Services for Chapter Affiliations Sponsors Price List.

CAS Membership fees and the membership year shall be in accordance with the applicable Chapter MoA.

Diversity, Equity, and Inclusion (DEI)

In accordance with INCOSE Policy DEI-100, the CAB will ensure that structures and mechanisms are in place to ensure that the CAB is an organization where everyone can comfortably be their authentic self and has an equal voice and opportunity in their interactions within the organization.

CAB Meetings

Each CAB member organization may send up to two representatives to a CAB meeting. Only one representative per CAB member organization shall be eligible to vote at a CAB meeting. The CAB Representative must be an INCOSE CAB Associate and is encouraged to be a full INCOSE member. In the case where the CAB Representative is the CAB Chair and/or CAB Co-Chair, they must be a full INCOSE member.

The CAB shall hold meetings twice a year in conjunction with the International Workshop (IW) and International Symposium (IS). On the months apart from the IW and IS, the CAB shall hold a regular monthly meeting. The CAB shall make notes and presentation material of all meetings available to the INCOSE Board of Directors.



CAB Leadership

The CAB shall have a Chair and a Co-Chair. The Co-Chair shall be elected by the CAB at the International Workshop from those candidates nominated from the CAB organizations. The Co-Chair-Elect shall then be installed by the CAB. The Co-Chair shall serve in this position for two (2) years. At the completion of the Chair's term, the Co-Chair shall advance to the position of Chair and shall be installed in this position by the CAB at the International Workshop. The Chair shall serve in this position for two (2) years.

If for any reason formal installation of the Chair or Co-Chair fails to occur as specified, those elected shall take possession of office on the 1st of February following the election.

The CAB shall appoint one (1) Appointed Director to the INCOSE Board of Directors. This position is held by the CAB Chair *ex officio*. In the event that the CAB Appointed Director position is declared vacant, a replacement director shall be appointed in accordance with Article III of the Bylaws. The CAB Chair and Co-Chair must be full members of INCOSE.

The CAB chair shall be on the distribution list for Board of Directors, Technical Operations, and Sector Leaders.

CAB Needs

The CAB will provide the Board of Directors a list of CAB *Needs*. This list will be reviewed annually and updated as necessary at an INCOSE business meeting, and the Board of Directors (BoD) or delegated representative(s) will provide the CAB a current status of INCOSE efforts in fulfilling these needs. The *Needs* list provides the CAB an opportunity to identify specific goals and objectives for priority emphasis consistent with the INCOSE Vision, Mission and Strategic Objectives.

CAB Benefits

CAB member organizations shall receive the following benefits. Note that Intellectual Property Rights and usage of INCOSE products by CAB organizations are governed by INCOSE Policy ADM-103.

1. Representative Role on the Corporate Advisory Board (CAB chair has a voting seat on INCOSE BoD).
2. The designated representative of each CAB member shall be granted full INCOSE membership for the years they serve as their organization's CAB representative. The CAB representative alternate does not receive this benefit.



3. Functions for CAB member representatives who attend the business meetings. These shall be hosted by INCOSE with the INCOSE Board of Directors in attendance to promote networking and goodwill in furthering the INCOSE Vision, Mission, and Objectives. The function at the International Workshop will usually be part of a fund-raising event for the INCOSE Foundation to show the CAB support for the work of the Foundation. The function at the International Symposium is usually a plated dinner networking event. The CAB representative and a guest of their choosing will be invited to the CAB function at the International Symposium.
4. Recognition in selected INCOSE publications.
5. A hyperlink from the INCOSE CAB web home page to a URL provided by the CAB organization. The destination page will be provided by the CAB organization, subject to approval by INCOSE.
6. Reduced rates on selected advertising within INCOSE.
7. Each CAB organization can identify those employees or students/faculty of the CAB organization to be CAB Associates. Each CAB organization is allocated a maximum number of CAB Associates based on their CAB membership status.
 - a. CAB Associate benefits are defined by LST-100 *INCOSE Member Benefits Table*.
 - b. A provision for CAB Associates to upgrade their membership to individual membership (full or student) at a discounted rate.
8. Recognition in the International Symposium Brochure and Proceedings, and acknowledgement at both the International Workshop and International Symposium events.
9. Access for the CAB Representative to the on-line INCOSE Membership Directory and the directory of CAB member organizations and representatives.
10. Access for the CAB representative to INCOSE products as listed in LST-100 *Member Benefits Table*.
11. One registration for the International Symposium for the CAB organization (excludes Very Small Organizations).
12. Opportunity to nominate candidate(s) for the allocated CAB slots for INCOSE's Institute for Technical Leadership (TLI) each year.
13. Academic Council CAB members are eligible to apply for Academic Equivalency for the INCOSE Systems Engineering Certification knowledge requirement in accordance with Policy CER-101.



Related Policies

CHP-101 Additional Services for Chapter Affiliation Sponsors

TEC-101 Sale & Distribution of INCOSE Technical Products

LST-100 INCOSE Member Benefits Table

LST-102 INCOSE Additional Services for Chapter Affiliations Sponsors Price List

SUPERSEDES: CAB-100 dated 14 October 2021

APPROVED BY: INCOSE Board of Directors, IW23 Torrence CA, 29 January 2023

MAINTAINED BY: (RACI Responsible R): Corporate Advisory Board Chair

POLICY OWNER: (RACI Accountable A): President-Elect