



## POLICIES & PROCEDURES MANUAL OF PLM WORLD, INC.

### I. MEMBER CONFERENCES:

1. Registration. Conference registration is the responsibility of PLM World.
2. Fees
  - A. Collection. All conference fees are to be collected by PLM World.
  - B. Amount. Conference fees shall be established by the Board of Directors, at least three months before each conference. The fee structure shall include a discount for pre-registration.
  - C. Cancellations and Refunds: If a registrant is unable to attend the conference, he/she can send a substitute attendee, or request a refund in writing, no later than two weeks before the beginning of the conference. Once the written request is received, a refund for the registration fee, minus a \$50 administration charge, will be forwarded to the registrant. Requests received after the cut-off date will be considered by the Board of Directors on a case by case basis.
  - D. Waiver of Fees. Members of the Board of Directors, SIG/TECHNICAL TRACK Chairpersons, and speakers who meet the conditions specified in the call for papers, do not have to pay registration fees. The Board of Directors may, by resolution, waive fees for other individuals.
3. Partner Program: Refer to Appendix A.
4. Hotel Contracts
  - A. Authorized Agent. The Board of Directors may authorize an agent to negotiate hotel contracts.
  - B. Approval. Hotel contracts must be approved by a vote of the Board of Directors.
  - C. Signature. Two members of the Board of Directors must sign hotel contracts.
5. Conference Presentations: Refer to Appendix B, Speaker Guidelines
6. Attendees. In general, only members may attend member conferences. Exceptions require mutual agreement, either written or understood, between the Board of Directors and UGS PLM Solutions.

### II. MEMBERSHIP:

1. Eligibility. Membership eligibility requirements are defined in the Bylaws.
2. Fees
  - A. Membership fees, if any, shall be established by the Board of Directors.



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- B. Speakers receive free membership, if applicable, for the remainder of the year for speaking at a conference.
  - C. Members can join PLM World without attending a conference by paying annual fees, if applicable.
  - D. The Board of Directors may from time to time confer certain rights or privileges to members who have attended a conference within the past 24 months.
3. Term. Membership is from March 1 through Feb 28/29, regardless of when fees, if applicable, are paid. Membership rolls may be purged for administrative reasons.
4. Database. A list of members shall be maintained in a database. This membership database is an asset of PLM World and cannot be sold or distributed without the Board of Directors approval.

### III. FINANCIAL:

1. Audit. An audit shall be performed by an auditor approved by the Board of Directors every two (2) years.
2. Taxes. Federal and state tax returns shall be filed annually as required by Federal and state tax laws. Tax preparation services will be contracted for, by an accounting firm approved by the Board of Directors.
3. Budget
- A. Fiscal Year. The fiscal year for PLM World is from January 1<sup>st</sup> to December 31<sup>st</sup>.
  - B. Frequency. A budget shall be prepared annually and submitted to the Board of Directors on November 30<sup>th</sup>.
  - C. Approval. Each annual budget must be approved by the Board of Directors before it goes into effect.
  - D. Review. The Board of Directors shall review the active budget from time to time throughout the fiscal year, and, by resolution, approve changes and/or amendments. A copy of the amended budget must be entered into the records of the Corporation with the minutes containing the resolution approving the amended budget.
4. Banking Practices
- A. Account. The User Group shall have a consolidated (checking, investment, credit card capture, etc.) merchant bank account with a single banking institution. The account shall be insured, interest bearing, owned by PLM World, Inc.
  - B. Signatures. All checks written from the PLM World Bank account over \$2,500 require signatures by two members of the Board of Directors or a single Director if another Director has given their written authorization for the payment.



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- C. Signature Authority. All members of the Board of Directors, with the exception of the UGS PLM Solutions Liaisons, shall have signature authority on the PLM World Bank Account.
5. Operational Reserve
- A. Purpose. A reserve fund shall be maintained to sustain corporate operations in the event of unforeseen short-term income shortfalls.
  - B. Amount. The level of this fund shall be set by the Board of Directors.
  - C. Review. The reserve amount shall be reviewed annually by the Board of Directors during the budgeting process, and adjusted based on previous year expenses and following year projections. Addition to or subtraction from the reserve shall be a budgeted item.
  - D. Investment of Funds. All reserve funds shall be insured and conservatively invested in liquid assets.
6. Capital Assets
- A. Definition. A capital asset is any non-consumable item, (ex. computers, printers, laptop's, copy machines, etc.) owned by PLM World.
  - B. Tracking. A list of the capital assets of PLM World shall be maintained.
7. Commitments
- A. Purchase Orders
    - 1. Budgeted Items. Purchase Orders may be issued for budgeted items, in amounts within the limits established by the budget, without explicit Board of Directors approval.
    - 2. Non Budgeted Items. The Board of Directors must approve any purchase order issued for non-budgeted items. Once approved, these expenses must be included in an updated budget within five (5) business days.
  - B. Contracts
    - 1. Approval. All contracts with individuals or businesses, must be approved by the Board of Directors.
8. Reimbursement of Expenses
- A. Eligibility
    - 1. PLM World business related travel and incidental expenses for members of the Board of Directors will be reimbursed, provided that documentation requirements are met.



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2. The Board of Directors may elect to reimburse SIG/TECHNICAL TRACK Chairpersons expenses for travel to and from Member conferences. Reimbursement is contingent on the financial condition of the User Group prior to the Member conference, the SIG/TECHNICAL TRACK chairpersons meeting minimum requirements outlined below and proper expense documentation. The Technical Director will inform SIG/TECHNICAL TRACK chairpersons of the Board of Directors' decision on SIG/TECHNICAL TRACK Chairperson conference travel expense reimbursement ninety (90) days before each Member conference.

### B. Reimbursable Travel Expenses

1. Advance Purchase Coach class airfare.
2. Mileage at 31 cents per mile. (if you drive to a meeting, no more than a comparable airfare)
3. Hotel Expense. (Room, tax and Telephone only, no Mini-Bar)
4. Meals.
5. Cab or Shuttle fare to/from airport to/from home/hotel.
6. Parking (Airport/Hotel).

### C. Non-reimbursable Travel Expenses

1. Car rental, if not previously approved by the Chairperson or Treasurer
2. Any travel expense without receipts or supporting documentation.

### D. Other Reimbursable Expenses

1. Must be PLM World business related and receipts or supporting documentation are required.

## IV. BOARD OF DIRECTORS:

All Directors shall comply with the letter and spirit of the Bylaws and Policies and Procedures Manual.

### 1. Duties of Board of Directors Members

#### A. Vice-Chairperson.

1. Assist the Chairperson in performing the duties of the position.

#### B. Chairperson.

1. Call Board of Directors meetings, publish an agenda for, and preside at these meetings.
2. Perform an annual performance evaluation of the Business Manager.
3. In the absence of a past chair, appoint a Chairperson of the Nomination Committee.

#### C. Vice-Technical Director.

1. Assist the Technical Director in performing the duties of the position.

#### D. Technical Director.

1. Responsible for technical management for the corporation.
2. Represent the Special Interest Groups on the Board of Directors.
3. Review SIG/TECHNICAL TRACK Chairperson candidates' qualifications.



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4. Work with UGS PLM Solutions to develop conference themes and the conference agenda.
  5. Coordinate and organize all SIG/TECHNICAL TRACK chair activities.
  6. Provide technical guidance to the Special Interest Group (SIG)/Technical Track chairpersons and Process Specific Focus Groups.
  7. Publish and update the conference agenda on PLM World's Web site.
  8. Prepare and publish a call for papers for each User conference.
  9. Assist SIG/TECHNICAL TRACK Chairs in recruiting speakers and selecting abstracts for technical papers.
  10. Review the presentations submitted for the proceedings before each User conference.
  11. Act as liaison with UGS PLM Solutions for the Customer Involvement Process (CIP).
  12. Assume the SIG/TECHNICAL TRACK Chairpersons responsibilities until a replacement is found.
- E. Director of Public Relations.
1. Coordinate and supervise marketing for PLM World conferences.
  2. Coordinate PLM World communications.
  3. Work with the Web Master to keep web content up-to-date.
- F. Secretary.
1. Maintain the corporation's records.
  2. Create and distribute minutes from Board of Directors meetings.
  3. Maintain the User Groups Policies and Procedures document and make sure that the Policies and procedures are followed.
  4. Maintain PLM World Bylaws document and make sure that the Bylaws are followed.
  5. Organize Board of Directors conference calls.
- G. Treasurer.
1. Assure PLM World financial accounts are balanced and up to date.
  2. Report on the financial status of PLM World at the annual business meeting.
  3. Responsible for filing tax returns.
  4. Assure chapter compliance with financial reporting requirements.
  5. Responsible for completion of PLM World audits.
  6. Assist the Business Manager in completing the annual budget.
  7. Assist the Business Manager in tracking corporate assets.
- H. Business Manager.
1. Create and maintain a member program to build and retain membership.
  2. Coordinate member services via the PLM World web site, newsletter production, and e-mail.
  3. Financial management (using QuickBooks) including accounts payable, accounts receivable (membership fees, conference fees, vendor program), invoicing, POs, tax preparation, budgets, and audits.
  4. Conference planning & management such as hotel logistics coordination (meeting rooms, AV); coordination of theme, overall marketing (invitations, syllabus, etc.); registration; proceedings (coordination, development, and distribution).
- I. UGS PLM Solutions Liaisons.
1. Attend PLM World Board of Directors meetings.
  2. Provide direction to the Board of Directors from an UGS PLM Solutions marketing and development perspective.

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3. Coordinate the production of the proceedings CD for user conferences.
4. Coordinate the UGS PLM Solutions portion of the conference agenda.
5. Facilitate communication between SIG/TECHNICAL TRACK chairs and UGS PLM Solutions SIG/TECHNICAL TRACK representatives.

### J. Past Chair.

1. Chair nominating committee.
2. Supervise election of the Board of Directors and SIG/Technical Track Chairs.
3. Assist current chair with contract negotiations.

### K. Past Technical Director.

1. Assist Technical Director in planning PLM World Conferences.
2. Assist Technical Director where necessary.

### L. RUG Liaison.

1. Facilitate RUG committee.
2. Maintain records of all chapters and known Regional groups.
3. Support Regional meetings.
4. Manage relationship with PLM World chapters.
5. Report and recommend to/from board of directors.

### M. Honorary Member.

1. Specific Duties and term to be decided by resolution of the Board of Directors.
2. Maintain records of all chapters and known Regional groups.
3. Support Regional meetings.
4. Manage relationship with PLM World chapters.
5. Report and recommend to/from board of directors.

## 2. Duties of Special Interest Group/Technical Track Chairpersons

1. Refer to the document titled "PLM World Technical Committees Structure" for the technical organization structure of PLM World.

## V. BOARD OF DIRECTORS AND SIG/TECHNICAL TRACK CHAIRPERSON ELECTION PROCEDURES:

### 1. Candidate Qualifications

- A. All candidates must be current members of PLM World, Inc.
- B. All candidates must have the approval of the Board of Directors.
- C. SIG/TECHNICAL TRACK Chairperson candidates must have presented in a previous SIG/TECHNICAL TRACK session or must commit to present in the Technical Track session just prior to becoming a Chairperson.

### 2. Ballot Procedures



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- A. Ballots shall be mailed or e-mailed to all current PLM World members.
- B. The Corporation may elect to use an independent voting company if desired, including the use of online voting.
- C. Completed ballots shall be returned to the Corporation, by mail, FAX or web, by the date specified on the ballot.
- D. Ballots will contain the name of at least one candidate for each open office, and a space for write-in candidates.
- E. Steps shall be taken to insure that each Ballot can be voted only once.
- F. Ballots will be counted and the results certified by the Board of Directors.
- G. The candidate receiving a majority of votes shall be declared the winner. The Board of Directors shall decide any ties.
- H. The results shall be announced to the Members as soon as possible after the election is certified.
- I. The election results will take effect on the date specified by the Board of Directors.

VI. BOARD OF DIRECTORS EMAIL VOTING POLICY:

When it is necessary for the board to vote on an issue outside of a meeting, the following rule shall apply. The email calling for the vote shall have "Call For Vote: Subject" in the subject line. All votes shall respond replacing the subject line with "[your name]'s vote: subject." All of these emails shall include a cc to the secretary and will be recorded in the next minutes.

VII. CONFLICT WITH BY-LAWS:

In the case of any conflict between the terms set forth herein and the Corporations Bylaws, the terms of the Bylaws shall govern and the terms set forth herein shall be deemed modified to the least extent necessary to correct such conflict.