CAB-100: Corporate Advisory Board – October 21, 2012

The mission of the Corporate Advisory Board (CAB) is to be the “Voice of the Corporate Customer” for INCOSE. The CAB is the collection of organizations, that have satisfied the requirements of CAB membership as stated in the INCOSE Bylaws, and who espouse Systems Engineering, and employ Systems Engineers. As such, the CAB shall:

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

The CAB will provide the Board of Directors a list of CAB “needs”. This list will be updated annually at an INCOSE business meeting, and the Board of Directors 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 Mission, Goals, and Objectives.

Each CAB member organization shall send no more than two representatives to a CAB meeting. Only one representative per CAB member organization shall be eligible to vote at a CAB meeting.

The CAB shall have a Chair and a Co-Chair. The Co-Chair shall be elected by the CAB at the International Symposium from those candidates who are currently serving on the CAB. The Co-Chair-Elect shall then be installed by the CAB. The Co-Chair shall serve in this position for at least one (1) year. 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 01 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 shall be on the distribution list for all Board of Directors, Technical Operations, Sectors, and Chapter and Member Shared Services (CAMSS) Committee correspondence.
The CAB shall hold meetings at least twice a year in conjunction with the INCOSE International Workshop and International Symposium business meetings. The CAB shall provide minutes of all meetings to the INCOSE Board of Directors.

CAB member organizations shall receive the following benefits:

1. Dinner for CAB member representatives who attend the business meetings. This dinner shall be sponsored and hosted by INCOSE with the INCOSE Board of Directors to promote networking and goodwill in furthering the INCOSE Mission, Goals, and Objectives. A maximum of two plates per CAB member organization shall be provided. The dinner 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 dinner at the International Symposium will be a plated networking event.

2. Recognition of sponsorship in each issue of INSIGHT.

3. Recognition of sponsorship in each issue of the INCOSE Journal.

4. A one-half page advertisement in INSIGHT once per year at no charge.

5. Recognition of sponsorship in the International Symposium Brochure and Proceedings, and at both the International Workshop and International Symposium events.

6. Access to the on-line INCOSE Membership Directory and a directory of CAB member organizations (including representatives).

7. When produced, an electronic copy for internal use of all INCOSE publications, INCOSE Symposium and Proceedings, and Regional Conference Proceedings. (See usage note at end of policy.)

8. A banner acknowledging all CAB organizations displayed at the International Symposium.


10. "Information copies" as requested by the CAB, of Working Group interim products.
Note: Derivative product usage by CAB member organizations: It is preferred that CAB organizations refer/link to the INCOSE products directly rather than create derivative products. In general, CAB members may use up to 20% of the material from INCOSE products for inclusion in internal documentation for their organization. In the event of such usage, the following steps and constraints shall be followed:

a. All usage shall have appropriate citation to give appropriate accreditation to the material (referencing the INCOSE source, and authorship where appropriate). The following statement shall also be included: “Used with permission from INCOSE. This does not indicate endorsement by INCOSE.”

b. A formal request for permission to use large parts of INCOSE products for internal derivative products shall be submitted to the INCOSE Administrative office, including identification of the specific information intended for use, unless the Copyright statement says otherwise. The INCOSE Technical Operations shall also be informed when INCOSE product information is going to be used in a derivative product.

c. Each INCOSE product has a copyright statement that shall be upheld. Since some products are fully created within INCOSE, others are through collaborations with other associations, and yet others use information with permission of author/publishers (who have not given away IP rights), the details of the copyright differ among the products.

d. Reuse of the referenced and quoted material in INCOSE from other sources cannot be further transferred by INCOSE.

e. At no time shall INCOSE products be used for the generation of derivative products that will be used or sold externally to the CAB member organization, except as normal references and citations.

f. Additionally, Intellectual Property Rights are controlled by INCOSE through INCOSE Policy ADM-103.

SUPERSEDES: February 2, 2011
APPROVED BY: INCOSE Board of Directors, San Diego, CA, USA October 21, 2012
MAINTAINED BY: Corporate Advisory Board Chair