



## **ACD-102: Establishment and Sustainment of Student Divisions – 14 October 2022**

### **Purpose**

This policy defines the conditions and requirements to establish and sustain an INCOSE Student Division.

### **Applicability**

This policy applies to any group of students desiring to establish or maintain an INCOSE Student Division at their higher education academic institution.

### **Definitions**

SDiv: Student Division

Inactive SDiv: A SDiv that is considered established by INCOSE but not executing any activity

### **Policy Content**

#### Establishing a SDiv

Establishing a SDiv requires the submission and approval of the following artifacts to the INCOSE Assistant Director for Student Divisions:

- 1) A charter (list of officers), including at least a President, Vice President, two other officers (to be defined by the SDiv), a faculty advisor, and two members of the sponsoring INCOSE chapter (formally confirmed by the INCOSE chapter).
- 2) A value proposition, which must address as a minimum value to students related to systems engineering and/or INCOSE.
- 3) A performance measurement plan.
- 4) Where the academic institution of the SDiv requires a SDiv to establish its own Bylaws, the SDiv shall establish Bylaws (and Policies, as appropriate) that are consistent with the INCOSE Bylaws and Policies, such as DEI-100. Copies of a SDiv's Bylaws and Policies are to be sent to INCOSE.
- 5) Where a SDiv does not hold its own Bylaws, it shall follow the INCOSE Bylaws and Policies, such as DEI-100, and provide declaration of such to INCOSE, along with the addendum of any exceptions, modification, or additions.

The SDiv and its members must fulfill the following conditions:

- 1) All members of the SDiv must be INCOSE members or associates; no restriction on level of membership is established.



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

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

### Maintaining a SDiv

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

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

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

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

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

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

### **Related Policies**

DEI-100 Diversity, Equity and Inclusion

### **Related Procedures, Templates, and Forms**

None.

**SUPERSEDES:** not applicable



**APPROVED BY: INCOSE Board of Directors – Remote, 14 October 2022**

**MAINTAINED BY: (RACI Responsible R): Director for Academic Matters**

**POLICY OWNER: (RACI Accountable A): Secretary**