



Policy Number: 05-010 Revision: C

Title: Corporate Membership Policy

Date: 25 October 2005

1. PURPOSE

The purpose of the policy is to provide guidance concerning the provision of APICS Corporate Memberships in support of Phoenix Chapter #58 goals.

2. PHILOSOPHY

In addition to individual memberships in APICS, it is, often, in the Phoenix Chapter's interest to solicit Corporate Memberships from organizations in the Chapter's area of responsibility. This should promote the Phoenix Chapter by offering more competitive rates and benefits to our members, as well as increase participation in Phoenix Chapter activities. This participation may include, but is not limited to, dinner meetings, educational offerings, seminars, and volunteer activities; eg, BOD membership, company coordinator, director, etc.

3. SCOPE

This policy is applicable, specifically, to the Chapter VP of Membership, any Membership Directors, if appointed, and company coordinators and, generally, to all Chapter members and the organization providing administrative support to the Chapter, currently J Lewis (Admin Spt Svcs). Further, it is applicable to any company opting for the corporate membership option. This policy supports the National APICS position concerning corporate membership and, when there is a difference between the national policy and this document, the provisions of this document will apply, subject to review by the Phoenix APICS Chapter's BOD.

4. POLICY/PROCEDURE

a. Responsibilities

(1) Chapter VP Membership and/or Company Coordinator Director

- (a) Solicit candidates for the Corporate Membership Program (Program)
- (b) Provide information concerning the Program to individuals requiring such information, eg, Chapter members, interested organization, Chapter BOD members, chapter administrative support organization, etc.
- (c) Ensure that organizations joining the Program complete required forms, submit required funds, and fulfill the requirements outlined paragraph (2)a below.

(2) Corporations participating in the Program will

- (a) Complete and submit necessary application forms to include submission of required funds, as outlined in paragraph 4b below.

- (b) Appoint a Company Coordinator to act as a Chapter POC for the Program. The Company Coordinator duties are outlined in Chapter Policy 05-XXX, TBP and the Chapter Company Coordinator Handbook, TBP.
- (c) Designate a total of 5 voting APICS Chapter members; the Company Coordinator plus 4 additional members.
- b. The corporate membership rate will be a flat fee of 5 times the individual membership rate applicable at the time Corporate Membership is requested, currently \$550.00. Corporate Membership will include any employee at the physical plant (same mailing address) that would like to participate in APICS.
- c. The following rights and privileges accrue to participants in the Corporate Membership Program:
 - (1) The five voting Chapter members will receive APICS membership cards, will receive all APICS National and Chapter publications, will be permitted to purchase all APICS materials and services at the member rate, and will be permitted to vote in all national and Chapter APICS elections.
 - (2) All other organization employees at the same physical site will receive APICS member discounts on National Society programs and products. They will NOT, however, receive Society publications other than those provided by the designated Company Coordinator.
 - (3) All other organization employees at the same physical site will receive member rates on all Chapter sponsored seminars, educational offerings, and Chapter meetings. They will NOT, however, receive Chapter publications other than those provided by the designated Company Coordinator. They can however request an electronic copy, or to have one faxed to them by SAM INC.

5. ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES

- a. Attachment(s) - None
- b. Closely Related Policies/Procedures/Documents
 Chapter Policy 05-XXX, Company Coordinator Policy/Procedure, **TBP**
 Chapter Company Coordinator Handbook, dated XX XXXXX 200X, **TBP**

6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:

- VP - Membership