GSE Policies – Table of Contents

1 Eligibility for Membership 2
2 Application for Membership 3
3 Nomination and Voting Procedures for the European Committee 5
4 Nomination and Election Procedures for Region Managers 7
5 Power of Signature and Disposition of Funds 8
6 Code of Conduct 9
7 Decisions Outside Meetings 10
8 Matters of Concern 10
9 Use of the Association's Name, and Copyright 10
10 Organisation 11
11 Establishing and Terminating Regions 12
12 Job Description for GSE Officers 14

1 Eligibility for Membership

1.1 Membership Criteria

1.1.1 The Association consists of companies, organisations and individuals being focused on IBM and other vendor products and services.

1.2 Membership Classes

1.2.1 Associate and Individual Members

Each new member joins the Association as an Associate Member, or as an Individual Member.

Only individuals may be granted the status of Individual Member. This type of membership requires the approval of the Steering Committee.

Those companies and organisations wanting to be Associate Members or individuals wanting to be Individual Members must have a reputation of professional competence. They must be able to make a special contribution in the area of information processing, and are expected to participate actively and effectively in the activities of the Association.

1.2.2 Installation Members

Upon decision of the Steering Committee, a Member can be granted the class of Installation Member.

In principle, Installation Members are companies whose primary business is not to sell IT hardware, software or Consulting Services. In special justified cases the Installation Membership may be granted to such companies if there is a justified recommendation given by the Region Manager and the Steering Committee does not foresee any conflict of interest.

To avoid a conflict of interest with their duty as a member of an Association of IT users, Installation Members may have their Membership class changed to that of an Associate Member by a decision of the Steering Committee.

1.2.3 Honorary Individual Membership
Upon decision of the European Committee, an Honorary Individual Membership can be granted to a person in recognition of his/her outstanding services for the Association. This type of membership includes a lifelong complimentary Individual Membership and a complimentary enrolment on GSE events.

2 Application for Membership

2.1 Application

An applicant desiring to become a Member shall address a written application for membership to the appropriate Region Manager.

2.2 Region Board

2.2.1 For the purposes of this Policy the Region Board are those Members of the Association who have been given the responsibility of administering a Region.

2.2.2 They must be Representatives or Delegates of a Member of the Association. The Region Manager is responsible for creating the board, appointing its members (normally, the Technical Co-ordinator, the IBM or other vendors Liaison to the Region and one or more Working Group Chairmen), and is the board's chairman.

2.2.3 A quorum for considering membership applications within a Region Board shall be the Region Manager and the Technical Co-ordinator or another Region Board Member.

2.2.4 The Region Board will reject the application according to the Membership criteria, or accept the applicant by a simple majority as Associate Member and may recommend Installation Membership class. For individuals the Region Board may recommend the applicant as Individual Member. The recommendation must include a justification of the recommendation.

2.3 Notification

2.3.1 The decision and recommendation of the Region Board will be sent, in written form, by the Region Manager to the GSE European Support Office.

2.3.2 The GSE European Support Office informs the applicant of the Region Board's decision.

2.3.3 If the application is rejected, the applicant will be informed of his right to appeal within four weeks. Upon receipt of the appeal, the GSE European Support Office informs the Steering Committee about the appeal. The Steering Committee then decides upon the appeal.

2.3.4 If the Region Board's recommendation of Membership class is for Installation Membership or for Individual Membership, the ESO will submit this proposal to the Steering Committee.

2.3.5 If the Steering Committee decides to grant Installation Membership, the GSE European Support Office will inform the Member accordingly.

2.3.6 If the Steering Committee decides to grant Individual Membership, the GSE European Support Office will inform the applicant accordingly.

2.4 Change of Membership Class

2.4.1 The Membership Class from an Associated Membership to an Installation Membership or vice versa can be changed by a decision of the Steering Committee on a motion proposed by
(a) the respective Region Board
(b) the European Committee

2.5 Scope of Membership

2.5.1 An Associate or Installation Member consists of one company. All employees of that company, whether at its headquarters address or branch office addresses, within one GSE Region, may benefit from the single company Membership.

2.5.2 It is not possible for one Associate or Installation Membership to consist at any time of more than one company.

Groups comprised of, or entities owning, several separate companies may not apply for one Membership covering all related companies at once, whether or not their related companies are subsidiaries, wholly-owned or otherwise.

Conversely, the benefits of a GSE Membership held by one wholly- or part-owned subsidiary cannot extend to the whole group of companies to which the subsidiary belongs.

2.6 Termination of Membership

2.6.1 By resignation with a formal letter addressed to the GSE European Support Office. The termination of Membership is effective at the end of the calendar year. The resignation must be filed with the Association at least three months prior to the end of a calendar year.

2.6.2 By decision of the Region Board, whenever the Membership criteria is no longer met.

2.6.3 By decision of the Steering Committee for reasons justified and in accordance with the Association's Statutes and Policies, with immediate effect.

2.6.4 In case of Membership termination by decision of the Region Board or the Steering Committee, the Member will be informed of his right to appeal within four weeks. Upon receipt of the appeal, the GSE European Support Office informs the Steering Committee about the appeal. The Steering Committee then decides about the appeal.

3 Nomination and Voting Procedures for the European Committee

3.1 Goal

3.1.1 The goal for the nominating and election procedures within GSE is to manage and guide the election process to ensure that qualified candidates are available for each office.

3.2 Announcement of Elections

3.2.1 The European Committee has to define, at least 12 weeks before the elections, the location and date of the Steering Committee Meeting at which the election of the officers of the European Committee shall be held according to the Statutes and Policies of GSE.

3.2.2 At the same time the European Committee shall nominate an Elections Manager, normally the Immediate Past President, who must not be a potential candidate.

3.3 Elections Committee

3.3.1 The Elections Manager is responsible for the election process. This person will act as the Chairman of the Elections Committee, and shall appoint suitable other persons to serve on the Committee, none of whom may be involved as candidates.

3.3.2 The responsibility of the Elections Committee includes:

(a) Setting up a questionnaire to be filled by all nominees. The questionnaire shall include a request for appropriate information about the nominees and their objectives.

(b) Addressing a call for nominations and the questionnaire to the Members of the Steering Committee, not later than 12 weeks before the elections date.

(c) Ensuring that there are sufficient nominations for all elected positions on the European Committee.

(d) Carefully examining of all nominations, as described below.

(e) Ensuring that the elections are properly conducted according to the procedures.

All decisions of the Elections Committee are taken unanimously. If an unanimous decision cannot be reached within the Elections Committee, the Steering Committee will take the final decision by simple majority.

3.4 Nominating Process

3.4.1 Any Member of the Steering Committee can nominate a candidate for any elected position on the European Committee. The nomination and the filled questionnaire are to be sent to GSE European Support Office, so that it is received not later than six weeks before the elections date.

3.4.2 A candidate must not be an individual member of GSE.

3.5 Validation of Nominations

3.5.1 The Elections Committee shall have the duty of validating the nominations before the elections.

3.5.2 The validation process shall be conducted in such a way as to ensure that the selected candidates match the job descriptions of the posts for which they are candidates, and will involve matching the requirements of the posts with the characteristics of the nominees. If necessary, the Elections Committee will interview the nominees.

3.5.3 The Elections Committee will send the final list of nominees to all members of the Steering Committee not later than two weeks before the Elections.

3.5.4 Nominees shall take no further actions to promote their candidature.

3.6 Ballot

3.6.1 The Elections Manager will organise a secret voting, with one voting form for each office to be elected. The voting form will provide a choice in favour for each nominee. To be valid, a voting form must be returned with only one choice marked.

3.6.2 Each position will be elected by simple majority of the number of Members of the Steering Committee present.

3.6.3 If no nominee reaches simple majority, the nominee(s) with the lowest number of votes will be eliminated before the election is reiterated with the remaining candidates.

3.6.4 If all candidates obtain the same number of votes, the voting is started over.

3.6.5 Any candidate may withdraw his nomination at any time.

3.6.6 If necessary, the Steering Committee shall end the elections process by simple majority voting; in cases of an equal division of votes, the Chairman of the Steering Committee has the casting vote.

3.6.7 In case an office remains vacant after the elections process, the officer in place will continue the office until new elections are organised.

4 Nomination and Election Procedures for Region Managers

The nominating and election of a Region Manager shall be held according to the Statutes and Policies of the legal body representing the regional organisation. If no such legal body exists, the following Policies apply:

4.1 Goal

4.1.1 The goal for the nominating and election procedures within a GSE Region is to manage and guide the election process to ensure that qualified candidates are available for the office.

4.2 Announcement of Election

4.2.1 The Region Manager of each Region has to define, at least eight weeks before the election, the location and date of the Region Meeting at which the election to Region Manager shall be held according to the Statutes and Policies of GSE.

4.2.2 The Region Board shall nominate an Election Manager who must not be a potential candidate.

4.2.3 The Election Manager shall mail to each member of the Region not later than 7 weeks before the election date an announcement of the date and place of the election together with a call for nominations to the position of Region Manager of the Region.

4.3 Nominating Process

4.3.1 The Election Manager must actively seek and propose qualified candidates. Candidates shall supply appropriate information about themselves and their objectives as a potential Region Manager. This information shall be distributed by the Election Manager to the Membership in the Region together with the list of candidates, and may be displayed at the event at which the election is held.

4.3.2 Any Installation Member can nominate a candidate for Region Manager. The nomination which must be supported either by the Region Board or by at least five percent of the Installation Members in the Region or by five Installation Members, whichever is the larger number, shall be sent to the Election Manager so that it is received not later than four weeks before the election.

4.3.3 The Election Manager has to propose a final list of candidates to the Region Board for confirmation.

4.3.4 The Election Manager shall send to all members of the Region three weeks before the election the list of candidates for Region Manager, together with a reminder of the date and place of the election, and an affidavit form for proxy voting pointing out that only Representatives of Installation Members or their proxies have a voting right. Candidates shall take no further actions to promote their candidature.

4.4 Ballot

4.4.1 The election shall be conducted by the Election Manager.

4.4.2 If necessary, the election shall be organised by postal voting to the address of the Election Manager.

5 Power of Signature and Disposition of Funds

5.1 The President or in his absence his deputy can commit the Association by his signature.

5.2 Financial transactions up to a limit that will be determined by the European Committee may be effected individually by the Director of Administration and Finance or a person designated by the Steering Committee as a Treasurer.
Additional persons can be designated by the Director of Administration and Finances having the power of signature together with the Director of Administration and Finance.

5.3 Any financial transactions and disposition of funds above the limit may be effected by the Director of Administration and Finance or the Treasurer and shall always require a written order signed by the President.

5.4 Disposition of Funds within Regions

5.4.1 The accumulated disposition of funds for a calendar year must not exceed the total amount of the existing reserve fund of the Region and of the annual refunding to the Region and of the other annual income of the Region. The Director of Administration and Finance or a person authorised by him is entitled to audit the regional accounting and bookkeeping.

5.4.2 The disposition of funds within a Region shall be organised according to the Statutes and Policies of the legal body representing the regional organisation.

5.4.3 If no such legal body exists, the disposition of funds shall be effected by the Region Manager.

6 Code of Conduct

6.1 The following Code of Conduct is adopted and shall govern the conduct of all Members, and attendees, in connection with all Association matters and activities.

6.2 Members, and attendees, must:

6.2.1 Conduct themselves and their activities in a professional manner marked by integrity and a spirit of fair play.

6.2.2 Refrain from engaging in any activity that would violate the proprietary rights of their employers, the Association, or any other person or organisation.

6.2.3 Abide by the Statutes and Policies of the Association.

6.2.4 Properly register and display appropriate credentials at Association activities.

6.2.5 Restrict the use of Association documents and other data to the purposes defined.

6.2.6 Comply with the GSE Privacy Policy available on http://www.gse.org/privacy-policy-guide-share-europe/ when working with or using personal data.

6.3 Members, and attendees, must not:

6.3.1 Engage in sales activity, including direct or indirect solicitation, or conduct any other activity contrary to the purposes of the Association.

6.3.2 Distribute any materials or post displays of any kind at Association activities without prior approval of the appropriate Officer.

6.3.3 Engage in any form of personnel recruiting or use Association facilities or resources to assist in such activity.

6.3.4 Use the Association's name, or Membership lists, other than in the conduct of the Association's business.

6.4 Any Member, or attendee, who fails to observe this Policy will lose Membership, or will be subject to other appropriate disciplinary proceeding on decision of the Steering Committee.

6.5 Conflict of Interest

6.5.1 No Representative or Delegate of a Member shall hold any position within the Association if the Steering Committee recognises a conflict of interest that would be material or potential between that Member and the Association.

7 Decisions Outside Meetings

7.1 Resolutions of the European Committee or the Steering Committee may also be adopted by postal mail or secured electronic mail or fax. The vote shall be directed to the GSE European Support Office which will inform the respective Committee Members about the result of the voting.

7.2 Two weeks' notice must be given for the voting process. The voting process can be closed earlier if all officers with voting right have voted or have declared to abstain. The decision shall be postponed to a face-to-face meeting if so requested before the expiry of the period by a simple majority of the committee concerned.

8 Matters of Concern

8.1 Matters of Concern

8.1.1 A Matter of Concern represents an official statement about the Association's business position.

8.1.2 The President is responsible for the Matters of Concern.

9 Use of the Association's Name, and Copyright

9.1 The use of the registered name GUIDE SHARE EUROPE or its abbreviations GSE and G.S.E. is only permitted in cases directly pertaining to the Associations affairs. This is also valid if the name or abbreviation is used together with other additions (country, region, etc.). The use of parts of the name (i.e. GUIDE, G.U.I.D.E., SHARE) needs the approval of the European Committee - also together with additions (country, region, etc.) - and has to consider existing proprietary rights.

9.2 Association materials may not be used, reproduced, or distributed for any direct resale profit activities. However, the use, reproduction or distribution of Association materials as educational or informational supplements is submitted to the approval of the European Committee.

9.3 Parties requesting Association materials shall be advised as follows:

"GUIDE SHARE EUROPE materials may not be used, reproduced, or distributed for direct commercial benefit as either promotional or sales aids or as direct resale profit activities."

9.4 All Association publications must bear the following copyright statement:

COPYRIGHT © GUIDE SHARE EUROPE 20xx ALL RIGHTS RESERVED

GUIDE SHARE EUROPE materials may not be used, reproduced, or distributed for direct commercial benefit as either promotional or sales aids or as direct resale profit activities.

10 Organisation

10.1 Voting in the Steering Committee

10.1.1 Each Member of the Steering Committee has one vote. All decisions of the Steering Committee are taken by simple majority of votes.

10.1.2 In cases of equal division of votes, the Chairman of the Steering Committee (the President, or in his absence his deputy) has the casting vote.

10.1.3 Appointed officers have no voting rights.

10.2 Functions of the Technical Coordinators Committee

Will be proposed by the Technical Coordinators Committee and approved by the Steering Committee.

10.3 Projects and Working Groups

10.3.1 GSE European Projects

GSE European Projects undertaken by GSE meet the following criteria

(a) A GSE European Project addresses a topic that cannot be handled at a Regional level.

(b) Tangible deliverables must be identified prior to the project initiation

(c) Project progress presentations must be given at the GSE international conferences or on the GSE Website

(d) GSE European Projects must have the approval of the Steering Committee

10.3.2 Regional Working Groups

The Regional Working Groups directly influence IBM's and other vendor's strategies, as well as the quality of offerings through Requirements. The Working Group meetings should have the most appropriate topical agenda featuring user presentations as well as IBM and other vendor presentations on the Working Group's subjects.

10.3.3 European Working Groups

The European Working Groups complement Regional Working Groups on topics where there is not enough momentum in a single Region or for which the topic requires European Co-ordination. European Working Groups have to be approved by the Steering Committee.

10.4 GSE European Support Office (ESO)

A professional GSE European Support Office is in charge of the tasks described in the appropriate Job Description. The Director of Administration and Finance is responsible for the GSE European Support Office.

11 Establishing and Terminating Regions

11.1 Definition of Regions

Regions exist to enable GSE Members to effectively carry out the work of GSE in a geographical area or in a common language. The Steering Committee will determine the minimum number of Members necessary to form a Region.

11.2 Establishing a new Region

11.2.1 Establishment of a new Region is decided by the Steering Committee.

11.2.2 A group of Members wishing to establish a new Region must notify the Steering Committee of their intention via their current Region Manager, or where this is not appropriate for any reason, via the Director of Administration.

11.2.3 If the Steering Committee decides to establish a new Region, the Director of Administration appoints an Election Manager. The Election Manager will write to each Member in the proposed new Region announcing the date and place of the election of a Region Manager together with a call for nominations for the position of Region Manager. The creation of the new Region depends on the election of a Region Manager according to Policy No. 4. The Election Manager may enlist the services of GSE European Support Office.

11.3 Termination of a Region

11.3.1 The Steering Committee may decide the termination of a Region if any of the conditions outlined in sections (a) to (d) exist.

(a) The Members within a Region fail to elect a Region Manager within 12 months after the term of office of the previous Region Manager ended.
(b) The number of paid-up Members falls below the minimum defined by the Steering Committee.
(c) One or more activities sponsored or carried out by a Region are in violation of the Statutes and Policies of the Association.
(d) The Membership requests resolution of the Region and reassignment to another existing Region.

11.3.2 If the Steering Committee terminates a Region, it shall decide about the future affectation of the current Membership, i.e. to existing or newly created Regions according to Policy 11.2.

11.3.3 Immediately after the decision of the Steering Committee, the President shall give written notice including the reasons for the termination to each Member within that Region, announcing the future affectation of the Member.

12 Job Description for GSE Officers

During their term of office, all Officers must be a Representative, a Delegate of an Installation or Associate Member, an Individual Member or a delegate of a University/High School.

12.1 President (GPR)

Appointment: Elected by the Steering Committee (SC)

Responsibilities:

- To lead, represent, and carry prime responsibility for GSE
- To act in the function of the Chief Executive Officer of GUIDE SHARE EUROPE having general supervision over the affairs of the Association
- To preside over the General Meeting, all Meetings of the European Committee and of the Steering Committee
- To designate an officer to act as his deputy to perform his normal duties in the event of his absence or on the occasion of his specific request
- To maintain and decide on contacts with other user organisations
- To act as the Association's primary liaison with IBM and other vendors

Reports to:

- Membership at General Meetings

Substituted by:

- Designated deputy

Skills/Knowledge:

- Leadership
- Team player
- Management experience
- Advanced knowledge of the English language

Commitment:

- Total: 6 to 8 weeks/year away from office

12.2 Immediate Past President (IPP)

Appointment: ex officio

Responsibilities:

- To organise the election of officers in accordance with the Association's Statutes and Policies
- To provide guidance and support in a Personnel Management function for all officers holding European level positions
- To maintain Job Descriptions
- To execute tasks given by the President

Reports to:

- President

Substituted by:

- Designated deputy

Commitment:

- Total: 4 weeks/year away from office

12.3 Director Administration and Finance (DAF)

Appointment: Elected by the Steering Committee

Responsibilities:

- To execute tasks given by the President or by the Association's General Meeting
- To advise the President, the European, Regions Committee and the Steering Committee in administrative and financial matters
- To enforce the observance of the Association's Statutes and Policies
- To supervise all European Support Office activities
- To control all financial activities
- To supervise all ESO activities for European Conferences

Reports to:

- President

Substituted by:

- Designated deputy

Skills/Knowledge:

- Financial skills
- Basic knowledge of national and international regulations
- Advanced knowledge of the English language
- Management experience
- Team player

Commitment:

- Total: 4 weeks/year away from office

12.4 European Project Manager (EPM)

Appointment: Appointed by the European Committee and approved by the Steering Committee

Responsibilities:
- To attend the Committee Meetings on invitation
- To execute tasks given by the President

Reports to:
- President

Substituted by:
- Designated deputy

Skills/Knowledge:
- Advanced knowledge of the English language
- Management experience

Commitment:
- Total: 2 weeks/year away from office

12.5 Region Manager (RM)

Appointment: Elected by the Region's Membership and approved by the Steering Committee

Responsibilities:

- To coordinate all activities in the Region
- To organize Regional (National) Conferences
- To stimulate the active participation of Members within the Region
- To maintain contact with Members in the Region and Members of Working Groups
- To develop Membership
- To maintain local contact with IBM and other vendors on matters concerning Region activities
- To appoint the Technical Co-ordinator
- To appoint Members to the Region Board and chair its activities
- To organize Region Board Meetings
- To organize elections for Region Manager according to the Association's Statutes and Policies
- To develop an annual activity plan for the Region
- To participate in the Steering Committee or designate a deputy to represent the Region
- To report the Region activities to the Steering Committee
- To send Region report to ESO at regular intervals
- To manage the Region's finances within the limit of refunding
- To send a balance sheet of the Region's annual expenditures by the end of January of the following year to ESO
- To organize the finances according to local regulations, if necessary
- To cooperate with the Technical Co-ordinator (TC) to establish Working Groups and appoint WG chairpersons
- To cooperate with the TC to coordinate and supervise the activities of Working Groups within the Region
- To cooperate with the TC to stimulate presentations at European Conferences and papers for GSE publications
- To maintain Membership data and Working Group data in the common European administration system provided by ESO

Reports to:

- Steering Committee

Substituted by:

- Designated deputy, normally the Technical Co-ordinator

Skills/Knowledge:

- Leadership
- Team player
- Advanced knowledge of the English language
- Management experience

Commitment

- Total: 4 weeks/year away from office

12.6 Technical Co-ordinator (TC)

Appointment: Appointed by the Region Manager

Responsibilities:

- To ensure that regional technical activities meet the needs of the Members and contribute to the development of GSE
- To assist the Region Manager in technical matters
- To co-ordinate the Working Group (WG) activities and assist in developing activity plan and evaluating results of WGs
- To recommend to the Region Manager the creation and termination of WGs
- To assist the Region Manager in evaluating papers to be presented at GSE Conferences and Meetings
- To assist the Region Manager in resolving technical matters with IBM and other vendors
- To help prepare Regional GSE Meetings and Conferences
- To attend European GSE Meetings on invitation
- To build and follow up Regional projects on new technologies
- To maintain the relationship to the Steering Committee, European Project Managers and European Working Group Chairmen on technical matters
- To exchange technical information with Technical Co-ordinators of other Regions regarding
  - To new ideas and activities
  - To new projects in the Region
  - To new Working Groups
  - To new objectives
  - To annual technical Region report
- To recommend the creation of new European projects and European Working Groups

Reports to:

- Region Manager

Substituted by:

- deputy, appointed by the Region Manager

Skills/Knowledge:

- Leadership
- Team player
- Advanced knowledge of the English language
- Management experience

Commitment:

- Total: 2 weeks/year away from office

12.7 Working Group Chairman (WGC) - Regional Level

Appointment: Appointed by the Region Manager

Responsibilities:

- To co-ordinate all activities in a Regional Working Group (WG)
- To chair a Regional Working Group (WG)
- To define the objectives of a WG
- To update the activity plan of the WG annually
- To maintain a current list of the WG members
- To set up regular meetings and document the results
- To inform the Region Manager and the Technical Co-ordinator (TC) of the activities
- To maintain contact with the working group liaison
- To cooperate with chairmen of related WGs in other Regions
- To suggest and prepare publications of general interest
- To attend meetings of Regional WG chairmen
- To present an annual report on the activities of the WG at the Regional Conference
- To conduct all activities according to the Association's Statutes and Policies

Reports to:

- Technical Co-ordinator (on technical matters)
- Region Manager (on administrative matters)

Substituted by:

- Appointed Working Group Member

Skills/Knowledge:

- Leadership
- Team player
- Experience regarding the matters the WG is dealing with

Commitment:

- Chair the WG meetings
- Participate in Regional WG chairmen meetings
- Participate in Regional Conference
- Total: 1 to 2 weeks/year away from office

12.8 Working Group Chairman (WGC) - European Level

Appointment: Appointed by the Steering Committee

Responsibilities:

- To chair a European Working Group (WG)
- To define the objectives of the WG
- To update the activity plan of the WG annually
- To maintain a current list of the WG Members
- To propose a stream of WG sessions for the GSE International Conferences
- To cooperate with chairmen of related WGs in other Regions
- To suggest and prepare publications of general interest
- To cooperate with the Working Group Liaison
- To present an annual report on the activities of the WG to the Steering Committee
- To conduct all activities according to the Association's Statutes and Policies

Reports to:

- Steering Committee

Substituted by:

- Appointed Working Group Member

Skills/Knowledge:

- Leadership
- Team player
- Advanced knowledge of the English language
- Experience regarding the matters the WG is dealing with

Commitment:

- Total: 1 week/year away from office