



IIOM Ltd

Unit 3, Curo Park, Frogmore, St Albans

Herts AL2 2DD

Tel 01727-876020 Fax 01727-871336

www.theiiom.org

Members' Handbook

Version 2.0

© International Institute of Obsolescence Management (IIOM) 2016.

Table of Contents	Page
Purpose of the handbook	3
Introduction	3
Major benefits of joining IOM	4
IOM Structure	5
Board Directors	6
Strategic Overview	6
National Chapters	7
Corporate image	8
Duties & responsibilities – President	8
-Vice President	8
-Non-Chair Director	9
-Secretariat	9
-Technical Manager	9
Election of an IOM council	10
IOM Member meetings	10
Subscriptions and Membership	11
Honorary Members	11
IOM International Conference	12
Acceptance of Membership applications	12
Members Rules	12
Misconduct	12
IOM website	12
Inappropriate Advertising	13
Use of the IOM logo	13
Use of the IOM Member logo	13
Grievance Procedure	13
Completeness and Modification	14

Purpose of the Members handbook.

This manual's purpose is to explain how IOM works on a day-to-day basis for the benefit of all members and officers.

The Articles of Association for IOM International and IOM UK are available from Companies house. These define the legal identity and legal reporting requirements as well as listing the Directors.

International Institute of Obsolescence Management is registered in the UK as a company limited by guarantee. Company registration no: 05327680

International Institute of Obsolescence Management UK is registered in the UK as a company limited by guarantee. Company registration no: 09679717

COG Germany (an IOM Chapter) is registered in Germany as a Verein in Germany.

Introduction.

The International Institute of Obsolescence Management (IOM) is a professional body for those involved in, or interested in, Obsolescence Management. The Institute is for professionals worldwide who are dedicated to furthering their knowledge and understanding of the Obsolescence Management discipline and who wish to network with a wide group of companies from a global membership

IOM was legally incorporated in 2015, shortly after IOM UK was also incorporated.

IOM is a development from the Component Obsolescence Group which was formed in 1997 to bring together all those concerned with the electronic equipment manufacturing industries and its supply chain. To discuss and share solutions to the growing problems of component obsolescence especially as it affects the viability of long life products. Since that time, the scope has been extended to cover Mechanical items, Software and other related issues. IOM can be proud of the successful workshops and conferences that have been delivered, as well as the member meetings where we are improving the knowledge and process awareness of the membership. Membership of IOM is open to all interested parties across the whole supply chain. IOM will proactively liaise with other organisations in the field of obsolescence throughout the world.

As an organisation IOM now has over 240 member companies based in thirteen countries there are three international chapters in the UK, Germany and Benelux and more countries will be added when they have met the guidelines for chapter formation and have signed a delegation agreement with IOM.

IOM has ambitions to develop multiple overseas chapters as the recognition of the discipline grows. IOM is also committed to a professional CPD programme. This will be a certificate and diploma programme leading to post-nominal letters being able to be used recognizing the experience and capability in the discipline. An international working group will manage the development of the CPD programme – members will not include any that work for potential training providers.

The mission statement for the Group states: -

- Advance the science and practice of Obsolescence Management

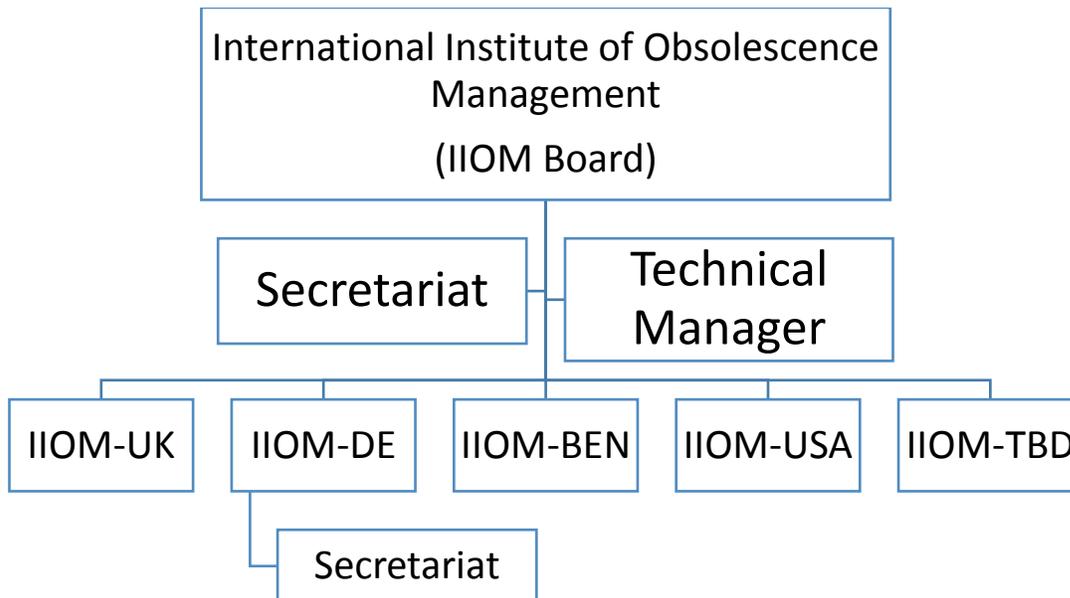
- Promote and recognise high standards of practice and professional competence
- Open opportunities for development and career paths for practitioners of Obsolescence Management
- Generate widespread awareness and understanding of the discipline.

The major benefits of participating in IOM include:

- Member meetings hosted and/or sponsored by member companies with presentations, discussion groups and networking opportunities.
- Meetings are held at different locations throughout the chapter territory
- IOM Web Site (www.theiom.org) with extensive information and links to other worldwide obsolescence management resources. The web site has both free access and Member's password protected areas offering: -
 - Members list with contact details available for members
 - Copies of most presentations given at member meetings
 - Who are they now? A database of company name changes
 - Obsolescence related links
 - IOM & industry Event calendar
 - Information on the benefits of joining IOM
 - The IOM shop
- Access to our list server that we use to help in the resolution of specific issues. The list-server is primarily used by members in attempting to source difficult to find components. It can also be used to broadcast general interest messages to those members registered on the list-server (advertising not allowed).
- National and International Standards. IOM membership gives you the opportunity to influence various Standards making committees in the formulation of new and revised standards regarding Obsolescence Management. These include BSI, SAE, & the IEC where IOM members originate and publish international standards on obsolescence and related matters such as anti-counterfeiting.
- Guidance Booklets – Utilising the expertise within the membership, a series of booklets on best practice have been published on a wide range of issues related to Obsolescence Management. These are available in English in pdf form from the IOM shop. The IOM shop can be accessed from the IOM website www.theiom.org
- The Biennial IOM Conference is a two to three-day event which is attended by a large group of attendees which attracts respected International participants and speakers. The Conference attracts all members of the supply chain from the end user, through the customers and OEM's, to the suppliers and solution providers. Attendees could be project managers, procurement professionals, sales and marketing managers, component specialists, consultants and owners of small businesses.
- IOM Exhibitions and Road Shows for the benefit of Members – both in the UK and Internationally.
- Working Groups and Panels developing new initiatives between quarterly meetings. Groups are formed according to Members' needs.

IOM structure

The following diagram illustrates the international IOM structure.



The structure of the IOM board is: -

The Directors of IOM are self-funding and receive no financial support from IOM. Expenses incurred for specific IOM activity may be reimbursed if pre-agreed by the Board. There are two main objectives that the Directors are obliged to attend to by law and these are as follows:

1. Ensure that the entire activity conforms with national and international laws.
2. Ensure that IOM remains solvent and does not commit any financial irregularities.

To comply with these requirements, the Directors are obliged to: -

Keep track of the activities of IOM Councils - which in turn control the activities of all the sub groups.

Oversee the maintenance of the any legal agreements (legal or otherwise) made with IOM subsidiaries and any other organisation which trades with IOM.

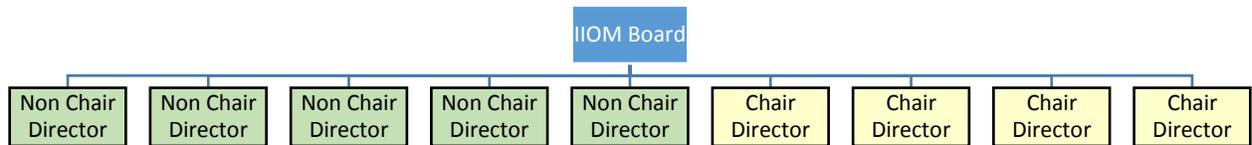
Oversee any other agreement – legal or otherwise - for the provision of services to IOM or services provided by IOM for other parties. Examples of the latter would be the Secretariat and Technical Manager contracts

Where necessary, the Directors have a duty to question and cause to be overturned any decisions made by any party within the IOM community which in anyway jeopardise the organisation or cause it to operate outside the law or cause financial irregularities.

To ensure that IOM operates within its budget throughout each tax year and to ensure those tax returns and other legal obligations are met.

Members join IOM International and choose from which local chapter they will attend regular meetings (Chapters are organized geographically). Each local chapter agrees a local budget with the central organization and is allocated funds to run their local activities such as marketing and advertising, travel and other costs.

The IOM board is formed as follows:



Non-Chair Directors

- A core team for consistency
- Maximum five-year term (may be re-appointed once)
- Nominations sought for replacements -From time to time the President of IOM will remind members of the opportunity to serve as a Director, for example at Members Meetings, and members will be invited to submit nomination forms. Replacement Directors will be selected by the Board

Chair Directors

- Chapter Council Chairman
- Serve for time they are Chairman (usually 3 years)
- National Report to IOM Board at each meeting

Strategic Overview

From time to time, the Board will consider the development of IOM to ensure that activities organised by IOM in all Member areas meet the existing and future needs of the membership.

Both formal and informal feedback from the membership is sought on a regular basis and this, together with other indicators such as membership levels, are used to ensure that the activities of IOM continue to meet the needs of the membership.

Each of the IOM Chapters has its own series of events ranging from periodic meetings, workshops and other events. Each local Council monitors this activity, and where necessary, co-ordinate activities in each member group to allow members from any IOM Chapter to participate in any or all events wherever held.

In addition to the above, major international events, such as the Biennial IOM Conference are coordinated by the Board to ensure as full a level of participation (delegates and speakers) and interest to all member areas.

No one IOM Chapter has a monopoly on experiences, good ideas and solutions so the Co-ordination of Events and the Integration of Activities has a high priority within IOM's planning and certainly adds significant value to each participating Member of IOM irrespective of country. The IOM board has the responsibility to ensure that such actions are fully exploited and carried through.

The Chapter Council has the responsibility to set overall objectives for its Chapter. Such objectives include reviewing membership numbers in each IOM Chapter. This is especially important since membership and sponsorship are the only sources of income to the whole of IOM which is a "not for profit" organisation. Objectives considered are: -

- Membership Numbers needed to maintain income and services also indicate the relevance of IOM to its members.
- Sponsorship for meetings and to support other activities such as the Web Site.
- Number of general meetings to be held in each area per year.
- Biennial IOM International Conference.
- Examining and setting of new initiatives which could take IOM forward

National Chapters

Each national Chapter is governed by an elected council and led by an elected Chairman; other roles necessary for the development of a chapter are agreed locally **and may be found in the chapter handbook.**

Each Council is elected from their own membership in compliance with any national legal requirements which may apply. Each chapter is free to co-ordinate the activities in their territory and to decide policy within the overall agreed framework of IOM. The IOM Council operates in accordance with guidelines contained in the IOM Delegation agreement and the chapter's members' handbook

Corporate Image

IOM International have the responsibility to agree policy and oversee the PR activities for the organisation to ensure that any exposure in the press, television, radio or any other media actively promotes a positive image of IOM and whenever possible is coordinated. The aims of any PR will vary with the growth of IOM and changes in users' needs but will generally promote membership, raise awareness of current issues and ongoing initiatives and promote IOM activities such as Conferences, and general meetings.

Duties and responsibilities.

Introduction

The purpose of this section of the Member's Handbook is to define the duties and responsibilities of the officers and members of IOM International

President

The IOM President is elected by the members of the IOM Board who are themselves elected by the IOM membership. All roles are self-funding except in exceptional circumstances where pre-approved expenditure may be reimbursed.

Under normal circumstances, the President is already a member of IOM and has preferably served as a chapter chairman. Upon exceptional circumstances when no suitable candidate is available, then the President can be co-opted from outside the IOM board.

All actions should be undertaken with the best interests of IOM and the IOM community as a whole.

The requirements of the Presidents role are as follows:

- To be specifically concerned with the Strategy of taking IOM forward.
- To lead the IOM International Council meetings.
- To represent IOM internationally as appropriate particularly where expansion activities are planned.
- To maintain regular contact with the Secretariat on matters arising, supporting decision making, and establishing IOM direction.
- To provide industry knowledge and technology awareness to the International Secretariat.
- To write a column in the IOM International Newsletter.
- To support the International Secretariat with opportunities to expand membership and present to external bodies.
- To represent IOM where appropriate during their day to day business activities.
- To support any working group Chairman when requested or when it is deemed necessary.
- To work with the Technical Manager and any Chapter Marketing lead on press articles prepared for IOM and be prepared to be the nominated author.
- To respond to all members to discuss IOM activities or issues when required.

IOM Vice-President

The Vice-President is elected by the members of the IOM Board who are themselves elected by the IOM membership. All roles are self-funding except in exceptional circumstances where pre-approved expenditure may be reimbursed.

The requirements of the Vice President's role are as follows:

- To support the IOM President.
- To be specifically concerned with the day to day operation of IOM.
- To represent the IOM chapter in the President's absence.
- To support the decision-making process.
- To deputise for the President when necessary and when mutually acceptable.
- To carry out tasks that the President delegates to the Vice-Chair, where mutually acceptable.
- To communicate regularly with the President.
- To represent IOM where appropriate during their day to day business activities

IOM Council Non-Chair Member

The Non-Chair members are elected by the members of the IOM Board. All roles are self-funding except in exceptional circumstances where pre-approved expenditure may be reimbursed.

The requirements of the Council Member's role are as follows:

- To support the IOM President.
- To support the decision-making process.
- To carry out tasks that the council delegates to the Council member, where mutually acceptable.
- To consider innovations & strategies that benefit IOM as a whole
- To represent IOM where appropriate during their day to day business activities

Secretariat

The IOM International secretariat is a permanent position funded directly by IOM International. The Secretariat is responsible to the Directors who formulate the applicable governance for the role.

The contractual agreement for the HQ secretariat is negotiated and managed by the IOM board.

The contract includes a schedule of agreed tasks and responsibilities.

These include:

- Financial & Management accounting
- Meeting logistics arrangements and liaison with sponsors and speakers
- Management of the Biennial conference logistics and registrations
- Holding of member records
- Website maintenance
- Management of new member enquiries and member registration.

Individual chapters may also require the services of a secretariat and are at liberty to organize this locally; all agreements however need to be discussed with the IOM International board to assure affordability.

Any chapter may ask to join with the IOM international requirements for a secretariat should that be mutually advantageous.

Technical Manager

The Technical Manager is a permanent position funded directly by IOM International. The Technical Manager is responsible to the Directors who formulate the applicable governance for the role.

The contractual agreement for the Technical Manager is negotiated and managed by the IOM board.

The contract includes a schedule of agreed tasks and responsibilities.

These include:

- External representation on behalf of the group within other trade associations and groups.
- Preparing and delivering public presentations on behalf of the group

- Support to the Board and International Chapters
- Website Technical content
- Providing secretariat service at Members meeting, Council and Board Meetings
- Helping develop membership and the formation of international chapters.

Individual chapters may also require the services of a technical manager and are at liberty to organize this locally; all agreements however need to be discussed with the IOM International board to assure affordability.

Any chapter may ask to join with the IOM international requirements for a technical manager should that be mutually advantageous.

Election of an IOM chapter council

The Members of an IOM Chapter council are drawn from and by the IOM membership by election and stands for a period of three years. Nominations are sought from and by the membership to fill all the positions available. Board Directors of IOM International maybe asked to attend IOM Chapter Meetings on an ex-officio basis they do not have voting rights in these meetings. All members of the IOM chapter are eligible to vote to fill vacancies in the IOM Chapter when elections take place.

Elections are by a show of hands at the relevant members meeting.

IOM Member Meetings

At periodic intervals, the IOM members Meetings are held for the specific benefit of the chapter IOM membership. These are also open to invited guests and are usually sponsored by a member company. Funding of meetings may also be from IOM internal resources. The setting of the Agenda, finding of speakers and contributors, location of meetings is the responsibility of each IOM Chapter.

The aims of the meetings are to address issues of specific importance to the membership in the field of Obsolescence, to report back to the membership on the activities of IOM itself and the Working Groups, bringing attention to points of legislation and other influences that affect members together with any other relevant items. Presentations from invited speakers address specific Obsolescence issues but **generally avoid any overt commercial content**, although supplier specific presentations are welcomed if they are relevant to the IOM Members. Significant levels of interaction are encouraged by the inclusion of items such as: -

- Q & A sessions after each presentation.
- One or more Discussion Groups sessions.
- Q & A panels covering any specific topic of major interest.

At the close of the Meeting, each attendee is encouraged to fill out a questionnaire rating each presentation and session along with suggestions and comments all of which are analysed by the local IOM Chapter before setting the agenda for the following session. This feedback is used to ensure that all meetings meet the real needs of IOM Members in the best possible way.

All presentations will be uploaded onto the IOM Web Site and should therefore be copyright cleared or free to use in this way by IOM [as far as the owner (speaker) of such presentations agrees].

Subscriptions and Membership

The level of Subscriptions in each IOM Chapter is decided by the IOM board.

Each IOM corporate membership is based on a specified Company Site and generally only staff from that specified site are eligible to participate in IOM Activities including attendance at meetings. If staff from another site of that Company wishes to regularly attend meetings and have access to IOM Services on a regular basis, then a separate Membership for that site is required. If the member site wishes to use their membership to send members from another site of the same company that should be encouraged.

The Subscription allows the staff of Member companies to attend all or any of the regular meetings and to have discounts on the delegate fees for the Biennial IOM International Conferences. It also allows access to Members' pages on the IOM Web Site through a password system. Members may attend IOM meetings in other countries at no extra charge. Each Annual payment covers membership for the financial year April-to March.

Individual memberships are now available allowing individuals who are not supported by their employers to join the chapter and principally those seeking professional CPD to join the group as an individual of the chapter to undertake the certificate and diploma programs.

Non-payment of subscriptions, following a suitable "chasing" period results in automatic cancellation of an organisation's or individual's membership of IOM.

Honorary Members

IOM may at its own discretion appoint an honoree member to retain experience and influence internationally or within a chapter who will act as an unpaid ambassador for IOM. Usually no more than one honorary members may be appointed internationally and one per chapter.

Selection of Honorary members

Honorary members may be selected by the international board or by local chapter board, selection should be by anonymous vote and a unanimous verdict must be recorded.

Rules for Honorary members

1. Must not be actively involved in commercial activity in Obsolescence Management.
2. Likely to be seen as an effective ambassador in the field.
3. Honorary membership lasts for a period of two years.
4. An honorary member may step down at any time.

Entitlements

1. Waiver of the membership fee due.
2. International Honorary member, Attend international conferences without conference charge.

3. Chapter Honorary member, Attend chapter meetings without charge.
4. Assistance with travel costs if requested to assist IOM interests or give a presentation on behalf of IOM.
5. Continued use of previous post nominal letters.

Honorary member status will be reviewed every two years to ensure that it is still appropriate.

IOM International Conference

The IOM International Conference is held every two years and is the responsibility of the IOM board in liaison with the IOM Conference Working Group and the Secretariat of the country chosen to host it. IOM Chapters are required to make every effort to source appropriate papers and to encourage the maximum attendance at the Conference and its associated trade exhibition.

The conference language will be English in all locations.

Acceptance of Membership Applications

The IOM board decides upon the criteria for admitting new Members to IOM, subject to such criteria being non-discriminating. Membership applications are accepted from companies and organisations from the whole of the supply chain including suppliers and users of components.

Members' Rules

Every Member is required to accept the rules in the member's handbook before their membership is accepted. The IOM Chapter are responsible for ensuring that the rules are complied with. The Secretariat is responsible for issuing them to new members. They will also be made available on the website.

Misconduct

In the event that Members are found to be acting in such a way as to be seen to be acting against the interest of IOM overall or its membership, the matter will be considered and appropriate action taken by the relevant IOM chapter.

In the case of cancellation of membership by reason of misconduct, then there would be no refund of any residual subscription and any actions taken by IOM would be "without prejudice"

IOM Web Site

The IOM Web site contains general information about the operation of IOM and its aims, leading obsolescence information, the IOM calendar to advertise future meetings and events and a merchandise area. It also contains a summary of information that is available within the password protected Members area.

The Members' area contains details of all the presentations made at the Quarterly meetings, and all other publications and Obsolescence information specific to the needs of the membership.

The IOM web site is supported by sponsorship by Member Companies. Members are encouraged to use this mechanism to advertise their support of IOM and the solving of Obsolescence issues.

Inappropriate Advertising

Any perceived inappropriate Advertising from any company or organisation seen to be against the interests of the Members or I IOM itself is not allowed and could be reason for the issue of a warning from the local I IOM Chapter or I IOM board.

The spirit of I IOM is that of mutual self-help. Members are encouraged to help each other in overcoming the problems caused by Obsolescence of components, systems, software etc.

Use of the I IOM Logo



The I IOM Logo is trademarked and its use is included as a part of the Delegation Agreement with other I IOM chapters operating in territories outside the UK. I IOM allows the use of the logo by each I IOM chapter in their own territories. The logo is not licensed for use outside of the scope of I IOM.

Use of I IOM Member Logo



Members are entitled to use the I IOM Members logo on their stationery and other collateral material.

Lapsing or dismissed I IOM Members automatically lose the right to use the any I IOM logo. Any remaining stocks of any material bearing the I IOM logo held by the ex-member must be disposed of and not be made available or issued after the date on which membership ceases.

Any unauthorised use any of the I IOM logos will give rise to a claim by I IOM such as, but not limited to, an additional charge such as a further 12 month's subscription fee, pursuant costs, etc.

Grievance Procedure.

Should any Member of I IOM feel that they have a legitimate complaint against the I IOM organisation, then this should, in the first instance, be brought to the attention of the I IOM chapter Chairman (or other member of the local I IOM Council). An appeal process to the I IOM board is also available.

Completeness and Modification

Please note that, as a living organization, this Handbook will often be slightly out-of-date. Perhaps it also does not record some matters, which you may consider might be helpful. Please feel free to propose changes of any kind to the contact below, in order that they may be encompassed in the next edition.

Issued under the authority of the IIOM Board

Ian Blackman

Technical Manager.

iblackman@theiiom.org

© International Institute of Obsolescence Management (IIOM) 2016.