



**Simulation Interoperability
Standards Organization**

"Simulation Interoperability & Reuse through Standards"

SISO Inc. Operations: Individual Membership

July 8, 2014

SUMMARY

Since SISO's Incorporation in 1996 as a non-profit scientific/educational organization under Section 501(c)(3) of the US Internal Revenue Code, our fundamental operating model has been that our Simulation Interoperability Workshops (SIWs) should be self-supporting, based on income from registration fees, and that the infrastructure necessary for SISO's Standards Development Activities should be supported by other income and contributions from SISO Sponsors and Organizational Members.

SISO membership has always been based on individual memberships. Annual membership renewals are included as part of SIW registration fees, with a fee-based membership option provided for those who are not able to attend SIWs regularly.

This document is structured to describe the operations associated with SISO's Individual Memberships.

1 SISO Individual Membership Requirements

SISO's Policy and Procedures (P&P) and Balloted Products Development and Support Process (BPDSP) require an individual to maintain current SISO membership in order to

- a. Vote in SISO elections
- b. Stand for election to a SISO Committee and continue to serve on a SISO Committee
- c. Stand for election to a SISO Planning and Review Panel and continue to serve on a SISO Planning and Review Panel
- d. Vote as a member of a formal SISO Ballot Group, Product Development Group, or Product Support Group
- e. Download SISO-developed IEEE standards under the IEEE Standards Choice Subscription funded by SISO.

All individual memberships expire on December 31st of each year, unless renewed by one of these three methods.

2 SISO Individual Membership Receipt

The primary mechanism for receiving SISO membership has always been for individuals to register for and pay for one or more SISO Simulation Interoperability Workshops (SIWs) during a calendar year. Additionally, at various times, the Executive Committee may negotiate an agreement with another modeling and simulation professional organization to conduct joint workshops/conferences. If negotiated, all registered attendees of the joint workshop/conference, regardless of the organization receiving the

registration fee, will receive individual membership in both organizations. Registration and payment for an SIW confers SISO membership through 31 Dec of the following calendar year.

Those who are not able to attend the SIWs may use an alternative mechanism: an individual Sustaining Membership fee of a Board of Directors set amount (currently \$95 per year). The Sustaining Membership fee may be paid via a web page maintained for this purpose or may be paid directly to SISO. Payments made prior to 30 Jun bestow membership for the current year and payments made after 1 Jul bestow membership through 31 Dec of the following year.

Individual membership may also be gained through nomination for individual membership from an Organizational Member.

All individual members receive the same rights and benefits, regardless of the mechanism that is used to pay their membership fee:

- a. SIW registration
- b. Payment of Sustaining Membership fee
- c. Inclusion in a list of individual memberships paid for as part of an organizational membership.

3 SISO Membership Database

SISO Inc. will maintain a SISO Membership Database. The membership database will contain individual information including

- a. Name (Required)
- b. Employer
- c. Job Title
- d. Email (Required)
- e. Phone
- f. Address (Required)
- g. Member ID (Required)
- h. Expiration Date of Membership (Required)
- i. History of Membership (Required)
- j. Biography

Individuals will have access to their membership database record and will have the ability to update the information in the membership database from the SISO Web Page. Members paying the Sustaining Membership fee will be required to provide updated information as part of the purchase/renewal of their memberships.

The SISO Inc. Board of Directors has delegated the responsibility to maintain the membership database to the SISO Executive Director and the SISO Support Contractor.

4 SISO Membership Expiration

Each year, in November, all SISO Members with expiring memberships will be notified of their membership expiration and advised to renew their membership through the payment of the Sustaining Membership fee or through identification from an Organizational Member. Periodic reminders will be provided through 31 December.

Each year, in December, the SISO Executive Director will identify SISO Committee Members and SISO PRP Members with expiring memberships and will remind them of their responsibility to maintain their SISO Individual Membership.

Each year, in January, the SISO Executive Director will advise the chair of any committee or panel of any members whose membership has expired. Reminders will be sent to the expired members advising them that they will be removed from the committee or panel if their memberships are not renewed.

Each year, in February, any committee or panel member with expired membership will be removed from committee or panel listings and associated discussion forums.