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## **OPERATING GUIDELINES**

# CATIA OPERATORS EXCHANGE (COE)

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## i. INTRODUCTION

The objective of these guidelines is to manage an environment that fosters communication while protecting the members from:

- aggressive marketing/sales
- recruiting
- compromising proprietary data

and to build a win-win relationship between the CATIA Operators Exchange, Dassault Systèmes, and the extended family of suppliers.

This document is a guide for use by the Members, Committees, Development Planning Council, and Officers of the CATIA Operators Exchange (hereafter referred to as “COE”), in relation to the operating policies and practices employed within the association.

These Operating Guidelines are not a set of rules under which COE operates in legal terms, but are written in more practical terms for COE operations. The documents applying to the legal operation of COE are those officially recorded at the time of incorporation, along with the published COE By-Laws and Canons of Conduct.

However, these Guidelines form the basis of the day-to-day operation of COE and contain the direction for performance of activities in which COE participants may be involved.

The Guidelines are distributed with a single completed copy of the document being provided to each Member Organization in the most efficient manner. Further, individual sections are provided to those Member personnel or groups of persons to whom the section applies in their operations related to COE.

# CATIA OPERATORS EXCHANGE (COE)

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## **SECTION 1**

# **THE CATIA OPERATORS EXCHANGE**

## 1. THE CATIA OPERATORS EXCHANGE

### 1.1 COE AND ITS MISSION

COE provides a collaborative forum that drives innovation and maximizes productivity through the exploitation of CAx/PDM technology and services provided by Dassault Systèmes and partners.

COE is a not-for-profit taxpaying corporation.

The primary objectives of COE are to provide a forum for the interchange of knowledge, experiences, and technical information relating to the application of the Dassault Systèmes family of solutions and the environment in which CATIA solutions operate; and to communicate with Dassault Systèmes regarding the current and future capabilities and use of these products.

Membership is open to all licensed users of the software in both commercial and academic environments.

# CATIA OPERATORS EXCHANGE (COE)

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## 1.2 COE CANONS OF CONDUCT

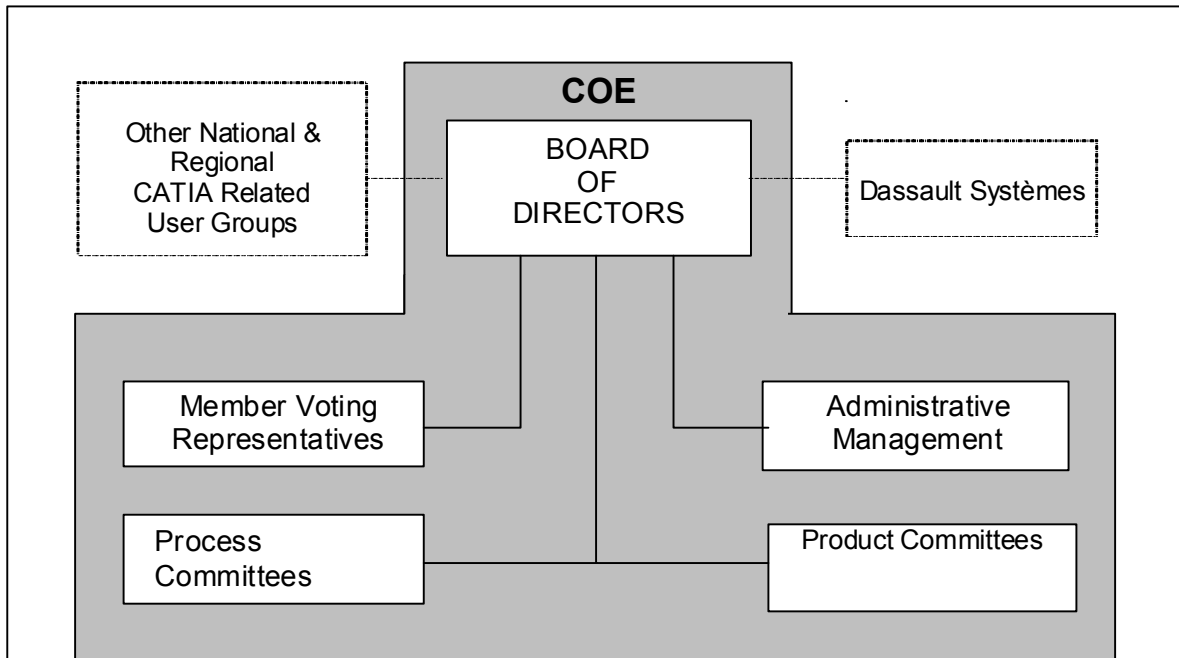
In order that CATIA Operators Exchange (COE) may better achieve its objectives, the following Canons of Conduct are adopted and shall govern the conduct of all COE members, member representatives and attendees in connection with all COE matters and activities:

- A. Must conduct themselves and their activities in a professional manner marked by integrity and a spirit of fair play.
- B. Must refrain from engaging in any activity which would violate the proprietary rights of their employers, COE, or any other person or organization.
- C. Must abide by the By-Laws and policies of COE.
- D. Must properly register and display appropriate credentials at COE activities.
- E. Must not engage in any unauthorized sales activity, including direct or indirect solicitation, or conduct any other activity contrary to the purposes or policies of COE.
- F. Must not distribute any materials or post displays of any kind at COE activities without prior approval of an officer of COE.
- G. Must not use COE facilities or resources to engage in any form of personnel recruiting.
- H. Must not use the COE membership list or any part thereof except in the conduct of COE business as determined by the Board of Directors.
- J. Must restrict the use of COE documents and other data to the purposes defined by the COE Board of Directors or COE policies.

## 1.3 STRUCTURE OF THE CORPORATION

### 1.3.1 MANAGEMENT OF THE CORPORATION

The Corporation has developed a management structure (figure 1.3.1) for its operations consisting of a Board of Directors elected by COE members and an administrative management company retained by the Board. A brief description of the management of COE is provided in the following pages of this document. Appendix I contains a detailed graphical representation.



**1.3.1 COE ORGANIZATIONAL CHART**



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## **CATIA OPERATORS EXCHANGE (COE)**

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### **1.3.2 BOARD OF DIRECTORS**

COE is managed by a Board of Directors which is responsible to the members. The Board comprises a President, Vice President/President-Elect, Secretary, Treasurer, Directors at Large, and a Dassault Systèmes Director.

All Board members except the Dassault Systèmes Director are employees of member companies and are elected via a slate of candidates put before the membership at the Corporation's annual meeting. The Volunteer Management/Election Committee members decide the Board positions based on skills & preference. Directors serve for three-year periods, with a limit of two consecutive terms, on a voluntary non-fee-receiving basis.

The Dassault Systèmes Director is an employee of Dassault Systèmes or one of its wholly owned subsidiaries. This candidate is nominated by Dassault Systèmes to the Board of Directors, and is approved by a majority of the remaining Board members. This director serves for a three year period and may be re-elected.

Additional appropriate representatives from Dassault Systèmes are invited to the board meetings, but have no vote. Representatives from other CATIA, ENOVIA, DELMIA, and SMARTEAM Family of Products (hereafter referred to as "DS Family of Products") user groups are also invited, in ex officio capacity.

### **1.3.3 PROCESS COMMITTEES**

The primary objective of COE Process Committees is to provide a forum for presentation, demonstration, and discussion of the use of DS family of products for virtual product management, product design, manufacturing, and related activities.

COE is served by a structure of committees, each chaired by an appointed chairperson(s) approved by the Board of Directors who serves on a voluntary non-fee-receiving basis.

The committees are dedicated to specific aspects of the software, its environment, or its application. They meet at the annual conference and throughout the year to provide a forum for specialists to exchange experiences, knowledge, and to discuss their mutual interests.

Each committee is supported in its work by specialists from Dassault Systèmes, developers of DS family of products, and marketers of DS family of solutions, who attend and actively participate in the meetings.

### **1.3.4 PRODUCT COMMITTEES**

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## **CATIA OPERATORS EXCHANGE (COE)**

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The primary objective of the COE Product Committees assure that the DS Family of Products users' needs for enhanced functionality are properly communicated and dispositioned by Dassault Systèmes developers. This includes enhancement requests and functional requirements as well as top strategic requirements.

The COE Product Committees are composed of multiple committees, each chaired by an appointed chairperson(s), approved by the Board of Directors, who serves on a voluntary non-fee-receiving basis. A member of the board of directors serves as a liaison to the Product Committees.

The committees are dedicated to specific aspects of the DS family of products, its environment and/or its application. They meet at the annual conference and throughout the year to provide a forum for specialists to exchange experiences and knowledge, and to discuss DS Family of Products enhancements and strategic requirements. They also review Dassault Systèmes' progress against previously submitted requirements.

Each committee is supported in its work by development specialists from Dassault Systèmes who attend and actively participate in the meetings.

### **1.3.5 ADMINISTRATIVE MANAGEMENT**

The Corporation, acting through its Board of Directors, has selected and retained an administrative management company to provide the necessary support services for COE. Services provided include member contacts, support of Board and Committee activities, maintenance of membership files, coordination of conference facilities and activities, publication of COE materials, and direct handling of assigned financial matters. The company location serves as the COE corporate headquarters.

## **1.4 MEMBERSHIP**

### **1.4.1 MEMBERSHIP STRUCTURE**

COE has defined a structure of Members and Affiliates which provides categories for each organization wishing to join or actively support COE.

The full structure may, from time to time, be revised by actions and changes of rules, initiated and voted on by the membership. This section of the Guidelines provides an overview of the structure in the Membership Class Matrix (figure 1.4.1), showing the various classifications, their entry qualification, rights, and fees. (A description of each membership category is provided in Appendix II.)

The COE Board accepts nominations for membership from all entities or individuals either using or having a related interest in the DS Family of

## **CATIA OPERATORS EXCHANGE (COE)**

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Solutions. The applicant is required to indicate the classification of membership appropriate for the applicant's business or usage when submitting an application form for membership. These forms are available from COE headquarters. The Board will review the classification based on the information provided by the applicant and may revise this when considering acceptance into the organization. Membership will be approved if, in the Board's opinion, the applicant's business interests are not in conflict with COE's best interests.

COE may invite visitors to its conferences and meetings. The conditions that apply to such individuals are also described in the appendix.

The year for the purposes of membership is from January 1 to December 31. Membership fees are due by December for the following year.

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**Figure 1.4.1 : MEMBERSHIP CLASS MATRIX**

Class Name	Qualifications	Voting Rights	Committee Rights	Strategic Session***	Membership Fees	Conference Fees
Corporate Member	Production User	YES	YES	YES	FULL	FULL
Individual Member	Production User	YES	YES	YES	REDUCED	FULL
Supplier Partner	S/W - SCP Partner S/W -Non-SCP Partner Strategic H/W H/W or Service Provider	NO NO NO NO	Invitation Invitation Invitation Invitation	YES NO YES NO	FULL FULL FULL FULL	FULL FULL FULL FULL
Consultant Affiliate	Consultant	NO	Invitation	YES	FULL	FULL
Institutional Affiliate	School/Research	NO	Invitation	YES	NO	REDUCED
DS family of products User Association Affiliate	ECUA or GFUC Member	NO	YES	YES	NO	FULL
Developer Affiliate*	DS Family of products Solutions Developer	NO	YES	YES	NO	Special
Conference Visitor/Guest	Invitation	NO	Invitation	Invitation	NO	Special
Potential	Prospective Member	NO	Invitation	Invitation	NO	Non-Member**

\* Dassault Systemes developer organizations (not production operations)

\*\* May attend maximum of one conference as non-member  
(Refer to Appendix for additional details)

\*\*\* COE Forum Panel at Annual Conference, Product Sessions and other functions deemed to be strategic

### 1.4.2 MEMBER REPRESENTATIVE

Each organization, when applying for membership in COE, irrespective of its classification (Corporate Member, Developer, etc., excluding Individual), shall appoint on the application a Voting Representative who shall be the primary interface with COE for all mailings and matters related to the Member.

Certain classifications of membership carry the right to vote on issues related to the structure and operation of COE. The membership structure defines the classifications which carry this right. With these memberships, the member representative shall be known within COE as the "Voting Representative" and shall carry the additional responsibility of receiving all information related to general meetings, issues on which a vote will be held, and COE business matters.

The Voting Representative will be recognized by COE as the member organization's officer for casting the member's vote on all issues which are to be settled by a vote within COE.

### 1.4.3 REGISTRATION AND RENEWAL

The organization's appointed Voting Representative will register the Member or the individual will register by completing a registration form and submitting it to the COE Office. The registration form will be submitted to the COE Board of Directors for approval at its administrative management company.

After approval by the COE, an Invoice for payment of fees will be issued. Payment is due within 30 days of issue of the invoice.

Annual renewal of members is automatic. It is the member's responsibility to inform COE of any change of status. Invoices for payment of membership renewal fees will be sent to the Voting Representative.

### 1.4.4 PROXY VOTES

A Corporate member company representative who is eligible to vote may empower a Proxy. In such case, the Voting Representative may designate a person to act in his behalf. COE will recognize the Proxy upon receiving a Proxy letter on company letterhead from the Voting Representative.

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## **CATIA OPERATORS EXCHANGE (COE)**

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If a Voting Representative has not submitted a written Proxy prior to a COE business meeting, a representative of that COE corporate member company, acting in the Voting Representative's behalf, may submit a request to the COE Board of Directors for Proxy privileges. The Board, at its discretion, may grant these privileges, provided there are no objections from the official Voting Representatives, or Proxies who are attending the meeting.

### **1.4.5 POSTAL/ELECTRONIC VOTES**

From time to time, COE may request the members to vote on issues at other times than a business meeting. In such circumstances, COE will only accept a "Postal or Electronic Vote" returned by the member on the COE official voting paper or electronic address, bearing the signature or electronic signature of the nominated Voting Representative whose name appears on the current COE official database, as a legal vote.

### **1.4.6 MEMBERSHIP COMMUNICATIONS**

COE has retained an administrative management company to handle administration activities and to serve as a single point of contact for the members. This company acts for COE in providing Members with information on COE events, committee meetings, contact persons within Member companies, new Member inquiries, and general COE queries. The mailing database of conference attendees and Member status is maintained in this office.

## **1.5 MEETINGS**

### **1.5.1 BUSINESS MEETINGS**

The voting representatives of the COE member installations meet at the business meeting held during the annual conference. The intent of the meetings is to:

- Review the results of COE activities since the previous meeting.
- Review and/or establish COE strategies and objectives.
- Elect directors of the organization within the COE by-laws.
- Review and/or adopt proposed changes to COE by-laws.
- Review Membership & Financial Reports.
- Review and/or adopt proposed changes to COE Operating Guidelines.
- Conduct any COE business that the members wish to address.

### 1.5.2 CONFERENCES

COE holds conferences for the representatives of its member installations. The conferences, being “open meetings”, are open to visitors (with Board approval), prospective members (with Board approval), all classes of members, and affiliates. The conferences normally will include:

General Sessions

(covering topics of widespread interest)

Breakout Sessions

(covering topics of specific interest to specific disciplines)

Working Sessions

(gathering, developing, and advocating product requirements, negotiating pressing issues, and developing COE objectives and / or strategies)

Depending on the sensitivity of the material being addressed during a session (e.g. development work in progress, Dassault and/or IBM development strategy, etc.), the attendance to that session may be restricted by either the session coordinator or the Board of Directors.

Purposes of the conferences include:

- Inform and review scheduled and/or proposed changes and developments to the DS family of products and DS Family of Products-related software and its operating hardware environment.
- Provide a forum for a COE member(s) to address DS Family of Products issues of concern and, when mandated by members, advocate the collective membership’s position.
- Provide an opportunity for DS Family of Products users to share “DS Family of Products knowledge” through formal and informal dialogue.
- Provide committees with an opportunity to meet in order to carry out the business of their workshops and meetings.
- Gather, review and submit requirements for the DS family of products.
- Provide an opportunity for the members to meet with Dassault developers and the CATIA hardware platform provider’s representatives to discuss and share information concerning the DS Family of Products.

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## **CATIA OPERATORS EXCHANGE (COE)**

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### **1.5.3 BOARD OF DIRECTORS MEETINGS**

There are four regularly scheduled COE Board meetings during each year:

- One at the annual conference, usually starting on Sunday and then reconvening on Thursday (one per year).
- Three other opportunities representing quarters of the year.

The purposes of these meetings are to:

- Discuss and manage the COE affairs; e.g. financial, membership, administrative.
- Review the strategy for the organization's current activities and future objectives.
- Discuss with the appropriate representatives of the software and hardware suppliers Members' product requirements.
- Obtain status from the committee liaisons and vote on their recommendations.
- Also, during the annual conference, the Board meets jointly with the Committee chairs to discuss conference issues and concerns, accomplishments, and enhancements.

### **1.5.4 OPERATING COMMITTEE MEETINGS**

Operating committees of COE meet multiple times throughout the year and during conferences. Conference Agendas contain meeting schedules and descriptions. These meetings are open to all members.



Operating Committees include, but are not limited to:

- Product Committees
- Process Committees
- Conference Planning
- Web Site
- Membership & Marketing
- Vendor Relations

## **1.5.5 PRODUCT COMMITTEE MEETINGS**

The Product Committees meet during COE's annual conference. However, meetings can be held at any time -- in person or by teleconferencing. At conferences, the Product committees will typically meet at the beginning and multiple times thereafter as functionally focused committees. Conference meetings can be a break out or working session.

A Working Session is one which may be attended only by representatives from COE voting member companies, individual members and invited specialists. COE reserves the right to conduct Closed Working Sessions in order to obtain strategic information from Dassault Systèmes, and other suppliers. In the case of closed working sessions, attendees will be asked to sign a Confidential Disclosure Agreement.

Working Sessions exclude representatives from the media, other software/hardware vendors, and visitors not yet a registered voting member of COE.

## **1.6 TECHNIFAIR**

COE holds a trade fair at each annual conference, highlighting products & services that are significantly relevant to the DS family of products.

Attendance is open to any COE member company that has a product or service that either directly and significantly interfaces with DS family of products or offers services directly and significantly related to the use of DS family of products such as education & training.

## **1.7 PUBLICATIONS**

### **1.7.1 NEWSLETTERS**

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## **CATIA OPERATORS EXCHANGE (COE)**

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- COE may from time to time partner with industry publications to publish and distribute information relevant to the users of the DS Family of Products.
- COE publishes newsletters six to twelve times per year. These newsletters appear in electronic format titled NewsNet.
- The newsletters contain DS Family of Products-related information and articles from COE, other related User Groups, representatives DS Family of Products installations and representatives of suppliers DS Family of Products-related products.
- The editors and/or the Board of Directors have the right to refuse a submittal if they believe that the proposed article is not in the best interests of COE and/or the submittal is in violation of COE's operating procedures, by-laws, or Canons of Conduct.

### **1.7.2 CIRCULARS**

- From time to time COE sees a need to circulate to its members items of news, information, questionnaires, or surveys.
- The circular must be approved by the Board.
- The circular will be mailed to the member's representative or distributed at conferences. Mailing will be done through the administrative management company. COE's mailing list is available for rental, with the use of a third party mailing house. It cannot be purchased. A COE member through our headquarters office may mail items to the people on our mailing list(s) with the prior approval from the Board of Directors.

### **1.7.3 CONFERENCE LITERATURE**

- COE will distribute to its members, associates, visitors, and other interested persons a detailed brochure and invitation to the conference.
- The Conference Brochure will include an outline of the conference (sessions, conference speakers & conference timetable), and the necessary hotel and travel information and conference dates.
- COE publishes to the conference attendees the conference proceedings which includes the text and/or outline of the presentations for which COE has received.

### **1.7.4 PUBLICITY**

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## CATIA OPERATORS EXCHANGE (COE)

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- COE has produced and maintains a package outlining the goals of our organization, its advantages, its organization, and some of its operating procedures.
- This package has been made available to the Developer Affiliates for distribution to prospective members.
- Copies of this package are available to members, affiliates, and visitors upon request from our administrative management company.

### 1.7.5 DELETED

### 1.7.6 MEMBER DIRECTORY

- COE produces a member directory detailing the DS Family of Products environment at each voting member company.
- This directory contains proprietary information & must not be used for any marketing purposes.
- In order to encourage companies to supply information, only companies that provide information on their installation are supplied with access to the member directory.

### 1.7.7 WEB SITE MANAGEMENT

The COE Web Site is managed by the COE Web Site Committee with staff acting on direction of the committee. The web team at Headquarters is supervised by an Online Manager – the high-level management resource for all aspects of the day-to-day operations of the web site. The Online Manager plays the primary role of a strategic consultant on project planning, budget creation/management, and high-level planning for the overall goals of the web site. The online Manager also performs the duties of a Project Manager, guiding all mid-size to large projects through their lifecycles in the development queue.

The content owners of the web site are the HQ Marketing and Admin teams. They should be responsible for the moderation of all static content on the web site and should be constantly monitoring for brand message continuity, technical accuracy, and preservation of voice. The Web Site team should work closely with COE HQ for web review to keep content fresh and relevant.

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From time to time the web committee will engage an informal external task force to be made up of detail-oriented individuals with a thorough understanding COE's mission and goals and of the Internet. The purpose of such a committee would be to provide an outside perspective on the web site, its effectiveness in supporting COE's mission and goals and specifically on issues of usability: Does the web site display properly in my browser? Is the navigation easy to use? Can I get all the appropriate member benefits with my login credentials?

### 1.8 EXPENSE PROCEDURE

Members of COE may incur expenses as a result of their COE responsibilities. Expenditures should be approved in advance. Properly approved expenses will be reimbursed.

#### 1.8.1 GENERAL GUIDELINES

##### Approval:

- Any expense incurred on behalf of COE should be approved in advance by a member of the Board of Directors, who cannot be the person incurring the expense.

Note: A Board member may expend up to \$50 on behalf of COE without prior approval, subject to the following limitations:

- It must be for the benefit of COE
- It must be consistent with other COE expense policies
- Reimbursement will be reviewed by the Board
- All expense reporting requirements are satisfied

##### Expense Report:

- A COE Expense Report (available from the Treasurer or the Administrative office) must be filled out and submitted to the Treasurer or the administrative management company.
- All expenses over \$25.00 must be accompanied by a receipt.

##### Method of Payment:

- Reimbursement will be made in the form of a check made out to the submitter of the Expense Report.

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### 1.8.2 TRAVEL REIMBURSEMENT POLICY

COE will reimburse person(s) traveling on behalf of COE and whose travel has been authorized by a member of the COE Board of Directors.

Individuals, traveling on behalf of COE, are to obtain travel arrangements, including airline ticketing, accommodations, car rental and cancellations, through COE Headquarters. Exceptions must be approved in advance by a member of COE Board of Directors. In either situation, all travel arrangements will be based on the lowest/reasonable costs with minimal time inconvenience for the individual traveler. Where costs are significantly higher than normal then COE headquarters or the traveler must inform a member of the Board of Directors, preferably the Treasurer.

The current COE per diem rate covers all of the traveler's normal living expenses (excluding transportation, lodging and airport/hotel transfers).

COE will reimburse:

- Hotel/Motel accommodations
- Air, shuttle, bus or taxi transportation
- Car rental fees, insurance and fuel (approved in advance by a member of the Board of Directors and where possible, COE travelers are expected to share rental cars)
- Mileage allowance for personal vehicles
- Parking and tolls
- Meals per diem (breakfast, lunch and dinner)
- Baggage handling
- Tips
- Telephone and fax charges for COE-related business and maintaining contact with immediate family on the date of arrival and date of departure.
- Business meals if approved in advance by a member of the Board.
- If the Board of Directors invites an individual to participate/attend a COE conference the Board has the option to pay all or a part of an individual's expense and waive the conference fees. This requires the approval of COE's President and Treasurer.
- The travelers are required to prepare an Expense Report and send it to COE Headquarters no later than ten working days following trip completion. Receipts for all expenses incurred, that exceed \$25.00, that an individual wishes to be reimbursed must be submitted with the expense report. Receipts for foreign travel must have the U.S. dollar equivalent and the rate of exchange noted on it.

## **SECTION 2**

# **BOARD OF DIRECTORS**

## 2. BOARD OF DIRECTORS

### 2.1 QUALIFICATIONS

The CATIA Operators Exchange (COE) is an independent, self-financing, non-profit organization which exists for the benefit of all those who use the Dassault Systèmes family of products as a product definition tool. The direction of COE is the responsibility of the Board of Directors. Directors are elected at the COE annual conference from a list of candidates who are members.

A candidate must be an employee of a member organization of COE that is in good standing with COE.

A candidate's primary job function must be Dassault Systèmes PLM Solutions related.

A candidate must have significant COE experience as defined as:

At least one years experience in a leadership position with COE, such as a Board Member, Process or Product Chair; or Chair of one of the program committees such as: Conference, Workshop, Marketing, Membership, etc.

A candidate must state in writing a willingness to serve on the Board of Directors for a term of three years.

A candidate's employer must commit in writing to support the candidate's responsibilities to COE for a three-year term. These responsibilities include:

- Attend the COE annual conference and potentially one other COE event related to the employers business each year at the employer's expense.
- Attend two Board of Directors meetings per year at COE expense. These meetings are typically scheduled in the summer and winter.
- Contribute additional time and incidental resources necessary to perform the functions related to the position of COE Director.

One position is reserved for a Director who is an employee of Dassault Systèmes or one of it's wholly owned subsidiaries. This candidate's primary job function must be Dassault Systèmes PLM Solutions related, and must be involved in, or manage those involved in, the technical aspects of running, supporting and/or developing Dassault Systèmes PLM Products.

### 2.2 ELECTION OF DIRECTORS

#### COE Volunteer Management Committee

##### **Mission of Committee**

The mission of the Volunteer Management Committee is to ensure that the best qualified candidates are available for election by the COE membership. The affect of this process is to provide COE with leadership that fairly represents the membership while consistently managing to the long-term strategies of the organization. It also gives COE the opportunity to recruit skill sets that complement existing skill sets on the board. To this end, the committee recruits, interviews, and nominates the applicants for the Board of Directors.

It is the nominating committee's role to define a slate of officers and directors that will lead the organization for the next year, it consists of:

President  
President Elect  
Secretary  
Treasurer  
Director at Large (4)

##### **Committee Makeup**

The Committee is made up of six voting members and a headquarters staff person. The current President Elect serves as the Chair (unless up for election, then Immediate Past President serves as Chair). Other members include: Immediate Past President; a board member, non-President Elect candidate; and four members at large elected at the COE business meeting, one of those members serving as an alternate. It is the responsibility of the chair, with the help of the headquarters staff person, to schedule meetings and candidate interviews and to ensure that the committee members are notified of these meetings.

Members at large on the committee will be elected by the voting representatives of member companies for a single 1yr + 3yr term, first year as alternate.

Members at large have a term limit of one term, i.e. after serving for one term they must stand down for at least one year.

Any representative from a member company in good standing may serve on the election committee.

The election committee is responsible for presenting one slate to the board for approval.

The alternate should be involved in all election committee activities, but will only vote if another election committee member is unable to.



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### **General Operational Procedures**

The volunteer management committee is tasked with the responsibility of confirming the President and President elect in their officer positions. Under normal circumstances the persons occupying these positions will be confirmed for a 2<sup>nd</sup> & 3<sup>rd</sup> year in these roles; however under exceptional circumstances (such as poor performance as judged by the board or a majority of voting member companies voting down the slate) the person occupying those positions may be removed from the slate.

For Board vacancies occurring mid-term the rules are outlined in the COE bylaws (Article 3, Section 3.6). For Board Officer positions, the current COE President will appoint a successor to fill the open position until the next Board election takes place.

All procedures will conform to COE's Bylaws and Guidelines.

The following documents shall be distributed to the committee members at the beginning of the interview process by Headquarters:

- Bylaws
- Applicable Guidelines and Procedures
- Suggested Questions
- Other informational documents which impact the operation of the committee

### **Electoral Nomination Procedures**

Prior to the interviewing time frame, the committee may actively recruit members to apply for the position of director. The committee will hold an initial meeting to obtain direction and verbal input on the spirit of the bylaws and policies as well as to review any recent changes. The Volunteer Management committee chairperson will appoint a sub-committee to review applications to ensure that the applicants are qualified prior to scheduling telephone interviews. Five business days will be allowed for this task. Based on the deadline established by the Board of Directors for applying for nomination, the chair will determine an appropriate interview schedule. Applicants will be assigned time slots for interviews via conference call as directed by the chair. Applications shall be distributed by headquarters to the committee for review prior to the scheduled interviews. During the interview, each applicant's experience and qualifications are evaluated. The list of suggested questions may be used to begin the interview process. The committee will submit a slate of candidates to the board of directors including the officer roles for a approval prior to the annual business meeting. Those not selected are advised to volunteer for a committee and may be considered for a board position at a later date.

Any modifications to the interview deadline must be approved by a majority of the nominating committee.

COE headquarters will serve the volunteer management committee in an administrative function, carrying out any mailings or other such activity as required.

The following procedure is then followed by the committee to obtain nominations:

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- Notice of an election of member(s) of the Board of Directors must be provided to voting members, by the Volunteer Management committee, at least 10 weeks in advance of the election, detailing the requirements to be a board member. These requirements are documented in section 2.1
- Both self elected and committee recruited candidates will send all required documentation to the Volunteer Management committee (c/o COE headquarters) at least 45 days in advance of the election.
- The Volunteer Management/election committee will ensure that each candidate has supplied all required documentation and is qualified for board election.
- 30 Days prior to the election the Volunteer Management/election committee will mail out the slate of all candidates' information to all voting members.

The actual election is administered by the Volunteer Management committee at the annual business meeting. The election will be run as follows:

- The Volunteer Management committee will announce that an election will take place and give the name and company association of each of the candidates.
- Each member of the slate will be given 3 minutes to speak, the order will be determined by drawing straws, and the person drawing the longest straw will speak first.
- Ballot will be distributed to each of the eligible voting representatives and those who have supplied approved statements of proxy.
- After all candidates have spoken, a paper ballot will be taken.
- The nominating committee will collect all ballots, count the votes & then announce the outcome.
- The Volunteer Management committee will announce the results of the election at the business meeting and at the following general session.
- Should the slate be voted down, the slate is not approved by the voting representatives, the Volunteer Management Committee will be charged to bring another slate to the board for consideration within 30 days. With Board approval, the new slate will be sent to all voting representatives for a vote.

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- Or a slate that is composed of qualified candidates with appropriate supporting documentation may be submitted from the floor to be voted on by the voting representatives.

### **Term Limits and Officer Positions**

President – 3 consecutive 1 year terms = 3 years\*

Vice-President/President-Elect – Same as above

Treasurer – Same as above

Secretary - Same as above

Immediate Past President – non-voting

Directors at Large – 2 consecutive 3 year terms

Dassault Systèmes Director – 2 consecutive 3 year terms. May be renewed beyond this limit at the Board's discretion.

A board member who is not re-elected or serves his or her term limit may sit out one year then run for office once again.

If a board member is not able to complete their 3 year term the Volunteer Management committee is tasked with filling the remainder of the term. See below:

### **Board member elected to a one-year term to complete a term started by another individual**

If the Board member runs for re-election and is re-elected, their completed one-year term will roll over into the new term. This would mean that their new term would still be considered their first term and they would be able to run for re-election for a second term at the completion.

### **Board member elected to a two-year term to complete a term started by another individual**

If the Board member runs for re-election and is re-elected, their completed two-year term will be considered their first term, and the term they are re-elected into will be considered their second term. This is due to a two year term being more than 50% of the term.

\*Should a President's 3 year board term not align with the 3-year maximum term for President, the President will take the role of Immediate Past President when the 3 year term is complete and a special election will be held to fill the remainder of his/her 3 year board term.

### **Dassault Systèmes Director.**

This position is nominated by Dassault Systèmes Executive Sponsor and is approved by a majority vote of the Board of Directors.

## **2.3 TASKS AND RESPONSIBILITIES**

The tasks and responsibilities of the COE Board of Directors are those which are necessary to insure the efficient management and continued existence of the

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organization. The members of the Board of Directors will decide internally the office of the individual members. These decisions will be based on desire and aptitude for the various positions. The specific responsibilities for the various offices are as follows:

### **2.3.1 PRESIDENT**

- Coordination of the strategic vision of the organization.
- Chair COE Board of Directors meetings.
- Interface and cooperate with other Dassault Systemes Family of Solutions User Organizations .
- Interface with the appropriate representatives of those organizations having to dialogue with COE, including Dassault Systemes and other stakeholders.
- Interface with our partners in other User Groups worldwide.

### **2.3.2 VICE PRESIDENT/PRESIDENT-ELECT**

- Backup to the President

### **2.3.3 SECRETARY**

- Act as secretary to the organization:
  - Produce the minutes of all COE organizational meetings.
  - Establish and publish in advance the Agenda for each meeting.
  - Maintain the record of all COE correspondence.
  - Coordinate all COE correspondence. No member can issue correspondence in behalf of COE without the Secretary's cognizance.
- Chair COE Business Meetings

### **2.3.4 TREASURER**

- Maintain the COE finances and financial records and recommend actions for continued financial good health.

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- Keep the records of all funds received and all payments made.
- Oversee all of COE's financial accounts.
- Prepare and present a report of COE's financial status at every Board meeting.
- Prepare and present a report of COE's financial status at the business meeting of the annual conference.
- Coordinate the COE process to determine Member, Associate, Visitor, Guest, and conference fees.
- The Treasurer is assisted by the Administrative Office who report on all financial affairs.

### **2.3.5 DIRECTOR – MEMBERSHIP & MARKETING**

- Maintain the records of membership and the representatives of the member and affiliated organizations.
- Establish the rules & procedures of the Membership & Marketing committee, approve or reject applications based on committee recommendations.
  - Coordinate Newsletter activities
  - Coordinate all brochure and circular activities.
  - Coordinate all publicity activities.
  - Maintain the Membership Directory.
  - Establish communications for the organization, co-ordinating with Dassaul & all other Dassault Systèmes family of products User groups.
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### **2.3.6 DIRECTOR – VOLUNTEER DEVELOPMENT**

- Manage the affairs and concerns of the Process and Product Committees.

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- Establish the rules and procedures for the operation of the Process and Product Committees.
- Promote the exchange of necessary information between the Product and the Process Committees.
- Collect and distribute the results of Process and Product Committee activities to the membership.
- Coordinate and approve all Process and Product Committee expenditures.
- Provide an interface to Dassault Systemes for all Process and Product Committee activities.
- Prepare and present a report on the status of the Process and Product Committees at each regular Board of Directors meeting.
- Maintain action items from the COE Forum Panel at Annual Conference

### **2.3.7 DIRECTOR – WEB SITE**

- Help to grow the on-line COE Community in general;
- Grow the Forum subscribers;
- Gather content for the various repositories;
- Assist in the development of the on-line enhancements process, and more.

### **DELETED**

### **2.3.8 DIRECTOR – VENDOR RELATIONS**

- Establish the rules & procedures of the TechniFair, SolutionsFair and other year round methods of vendor exposure and sponsorships. Review and enforce rules of vendor member participation.

### **2.3.9 DIRECTOR – DASSAULT SYSTÈMES**

The Dassault Systèmes Director may sit on any of the non-standing Committees except as shown below:

- Finance
- Governance
- Volunteer Management

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The Dassault Systèmes Director may not serve as chair of any of the committees.

## **SECTION 3**

# **PROCESS AND PRODUCT INTEREST COMMITTEES**



## 3. PROCESS AND PRODUCT COMMITTEES

### 3.1 MISSION

Process Committees are designed to accommodate specific interests in and discussion of the DS Family of Products and its applications, in as much technical detail as is required. The annual conference includes session times specifically designed for these committees. These time periods are called Break-Out Sessions.

These Committees are usually broken down by the various modules of the DS Family of Products, except where there are similar interests between modules, or where logistics and common sense take precedent. In most cases, there is a fair amount of overlapping discussion in each of the committee sessions due to DS Family of Products's interdependencies.

The Product Committees are series of committees with the responsibility of representing the users of the DS Family of Products in providing guidance to the Dassault developers assuring that the products are functionally enhanced and optimally fulfilling the COE users' needs. This mission includes the coordination of the acquisition and submittal of members' Enhancement Requests, as well as the development and monitoring of the high level Functional Requirements. Achievement of this mission is the result of the establishment of a close, cooperative working relationship among the Product Committees and between the Product Committees and the Dassault Systèmes developers.

### 3.2 ORGANIZATION DESCRIPTION

The current Committees are:

Division – Industry Solutions (IS)	Top Gun Competition
Community – Academic (AC)	COE Shareware Library
Community – Small, Medium Enterprises (SME)	COE Website
Community – Automotive (AUTO)	Division – Product Definition (PD)
Community – Shipbuilding & Plant Design (SPD)	Process – Product Design (PPD)
Community – Aerospace (AERO)	Process – Electro-Mechanical Engineering (EME)
Community – Consumer Goods (CG)	Process – Tool Design (TD)
Community – Energy (EGY)	Product – Composites (COMP)
Community – Advanced Planning (APN)	Product – Product Synthesis (SYN)
Division – COE Year-Round (CYR)	Product – Sheetmetal (SM)
Event Planner – Annual Conference	Product – Drafting & 3D Master (DR)
Event Planner – AUTO Workshop	Product – Electro-Mechanical Engineering (EMD)
Event Planner – AERO, Defense, and Ship Building Workshop	Product – Solid Part & Assembly (SPA)
NewsNet Editor	Product – Shape Design & Styling (SDS)
PLM Hardware Benchmark	Division – Infrastructure, Develop, Deploy, and Knowledgeware (IDDK)
Ask-the-Expert Webinars	Process – Client Deploy and Admin (CDA)

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Process – Knowledge Based Development (KBD)	Division – Information Management (IM)
Process – Develop (DEV)	Process – Service After Sales (SAS)
Product – CAA (CAA)	Process – Collaboration (COL)
Product – Knowledge Based Engineering (KBE)	Process – Data Exchange & Management (DEM)
Division – Manufacturing (MFG)	Process – Information & Data Management (IDM)
Process – Numerical Control (NC)	Process – Legacy Data (LD)
Process – Manufacturing Processes (MAN)	Product – 3D Live (3DL)
Product – Digital Numerical Control (DNC)	Product – Life Cycle Applications (LCA)
Product – Digital Manufacturing (DMFG)	Product – Collaborative Enterprise Sourcing (CES)
Division – Engineering Analysis and Simulation (EAS)	Process – Catalogs/Standards (C/S)
Process – Engineering Modeling, Analysis, and Optimization (EMAO)	Division – Education and Training
Process – Kinematics and Multibody Simulation (KMS)	Process – Training Methods
Process – Product Visualization (PV)	Product – CBT/Learning
Product – Engineering Analysis, Simulation, and Optimization (EASO)	COE U – Auto
	COE U – AERO/Defense
	COE U – Consumer Goods
	COE U – Academic
	COE U – Equipment & Systems
	COE U – PLM Services

### 3.3 QUALIFICATIONS FOR COMMITTEE PARTICIPATION

Manager – A Manager heads up a group of committees, or a division, under the Committee organization. Their responsibilities include determining the future direction and theme of their division; communicating with Dassault Systemes representatives to incorporate their vision of the division and included committees; and overseeing the duties of the chairmen within their domain. Managers are involved in strategic discussions with the Volunteer Development Director.

Process Committee Chairperson - A Chairperson for a Process Committee should first and foremost come in regular contact with the DS Family of Products in the course of his/her job, and have a working knowledge of the system. This person should be an employee of an organization that is a member<sup>1</sup>, in good standing, of COE and should command the respect of his/her peers in the specific discipline in which that committee endeavors. This Chairperson should be willing to work as much as is required to insure his/her committee obligations are met. Additionally, the Chairperson(s) should be provided with management support from his/her site for these activities, including attendance of the annual conference.

Process Committee Participants - Any employee of a corporate member or an individual member who attends a COE conference can participate in a COE Process Committee..

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<sup>1</sup> A member can not be a company or individual member that either sells or develops a CATIA related product as their primary organizational function without the approval of the COE Board of Directors.

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Product Committees - Each Product Committee will typically have several individuals who are considered "experts" in the particular functionality for which the committee is responsible. The participants should be composed of experts from a spectrum of industries (e.g., automotive, aerospace, consumer products) and from an array of installation sizes. Participating individuals should be able to make a commitment to regularly attend the committee meetings in order that the support of and communications with the Dassault Systèmes Domain Leaders is maintained. Committee participants are encouraged to continually communicate with each other and with the Dassault Systèmes Domain leaders during and between conferences.

Because of the confidential nature of the strategic requirements of the DS Family of Products, each individual participating in Product Committee activities must supply a signed Confidential Disclosure Agreement prior to participation in the closed working sessions. These agreements to be maintained by the COE Headquarters during the Annual Conference Registration procedure.

Chairperson - A Chairperson for a Product Committee should come in regular contact the DS Family of Products in the course of his/her job, have a working knowledge of the system, and have an in-depth knowledge and experience in the area on which his/her committee is focused. This person must be an employee of an organization that is a member<sup>1</sup>, in good standing, of COE and should have the respect of his/her peers. This Chairperson should be willing to work as much as is required to insure his/her committee obligations are met. Additionally, the Chairperson(s) must be provided with management support from his/her organization for these activities, including attendance of the conferences.

Working Session Participants - Any employee of an organization that is a member<sup>1</sup>, in good standing, of COE who regularly attends COE conferences and has expertise in the area addressed by the committee can qualify to participate in a COE Product Committee.

### 3.4 SELECTION PROCESS

Managers – A Manager volunteers, or is appointed by the Board. Any person who becomes a manager must meet the qualifications set forth previously in Section 3.2.1, and must be approved by at least the Director of Volunteer Development.

Chairperson - A Chairperson volunteers, or is appointed by the Board. Any person who becomes a Chairperson must meet the qualifications set forth previously in Section 3.2.1, and must be approved by at least the Director of Volunteer Development.

Committees may have co-chairs. The chairperson may propose a co-chair to the Director of Volunteer Development should the workload increase to the point where a co-chair is required. Should one of the co-chairs resign their position, the remaining chairperson should recommend a replacement to the Director of Volunteer Development.

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Process Committee Participants - Process Committees have a relaxed selection criteria. Any employee of a member who attends and participates on a specific committee's Break-Out Session would be automatically be eligible to participate in a Process Committee's activities.

Product Committee Participants - Qualified persons who desire to serve on a particular Product committee should make their desire known to the Chairperson. The Chairperson will evaluate the person's qualifications, suitability, and committee staffing needs and determine affiliation. The Chairperson has the responsibility to assure that his/her committee meets the required qualifications.

### 3.5 TASKS AND RESPONSIBILITIES

Manager – A Manager attends all COE conferences as their division is involved. While at the conference, the Manager should make sure that all sessions within their division have the appropriate COE Chairman, Dassault Systèmes representation. They should attend pre-conference Chair and Manager Meetings and the post conference Chair and Manager meetings. The times of these meetings are listed in the conference agendas.

Advance of conference, a Manager must communicate with Dassault Systèmes to determine the topics contained within their division, and pass this information on to their chairmen. They must manage the solicitation of sessions and placement on the schedule, to ensure that all committees are providing appropriate feedback.

Chairperson - A Chairperson attends the annual conference as is required to stay current with his membership and the DS Family of products. If a Chair can't attend a specific conference, that Chair must appoint an acting Chair or must be covered by a Co-Chair. While at the conference, the Chair should attend the pre-conference Chair meetings and the post-conference Chair meetings. The times of these meetings are listed in the conference agendas.

A Chairperson must make arrangements well in advance of each conference for sessions to be given at his/her Break-Out Sessions. He/she must do this by soliciting presentations, demonstrations, arranging panels, supplying discussion materials, or using whatever format is proper and relevant to the specific topic. The Chair must appraise the audio-visual and/or computer equipment requirements of each of his/her sessions and inform the administration company of these requirements well in advance of the conference. Once the conference begins, the Chair should insure that these requirements have been met.

The Chair must ascertain as soon as is possible whether or not his speaker(s) or participants are going to be in attendance at the proper time. If cancellations or

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changes are to be made on the agenda, the Chair must notify the Director of Volunteer Development as soon as is possible.

It is the Chair's responsibility to conduct sessions in an orderly and professional manner. It is the Chair's responsibility to enforce the COE Canons of Conduct, not only during his/her sessions, but also during the entire conference.

The Chair should introduce the Dassault Systèmes representative at each of his/her sessions. The Chair should track any action items that are distributed during his/her session and insure that they are followed through to completion.

Committee Participants - Committee participants should attend as many conferences as is possible. Committee participants should volunteer to give as well as solicit break-out presentations. Committee participants should conduct themselves in an orderly and professional manner and help enforce the COE Canons of Conduct. Committee participants should participate by asking and answering questions during the sessions. Committee participants should provide input to the Chair or to the Board on the quality of the current conference, as well as the planning for future conferences.

### **3.6 OPEN AND CLOSED MEETINGS**

Due to their technical content, the committee sessions are usually attended by experts of the particular discipline being discussed. However, these sessions are not restricted to these experts and it is encouraged that an inexperienced user take advantage of these sessions.

Security Requirements - There are no regularly scheduled closed sessions of the Product committees. These Closed meetings are only scheduled as required to discuss sensitive information and are "by invitation only". This does not mean that the information received in the open sessions is unrestricted. All information provided at COE is considered proprietary and should be handled responsibly and in accordance with the Canons of Conduct and any COE agenda disclaimers.

### **3.7 PRODUCT COMMITTEE CONFERENCE SESSIONS**

Strategy session - Dassault Systèmes product demonstration and requirements gathering, usually 90 minutes in length.

Objective is to validate the Product Committee process and Dassault Systèmes' view of customer requirements through demonstrations. Following the demonstrations the meeting will be opened up to the attendees to gather future requirements, near term (3-6 months).

Dassault Systèmes to provide equipment, workstations and Audio/Video, requirements for demonstrations to the COE Board of Directors meetings.

Working sessions, usually one hour in length

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The objective is to continue to understand Dassault Systèmes' direction and validate customers stated or known requirements. The Product Committee Chair and the Dassault Systèmes Domain Leader will establish whether the session is open or closed (Requires Confidential Agreement be signed).

Product Committee management sessions, usually 90 minutes in length.

This is a working session to minimize conflicts that result from common products used in many processes. Continue to review and evaluate the directions given to Dassault Systèmes as a result of customer inputs. Identify requirements that should be processed by a Product Committee that is outside the responsibility of the reviewing Product Committee. Develop and review long term (1-3 years) strategies and establish priorities.

*All information provided to COE is considered proprietary and should be handled responsibly and in accordance with the Canons of Conduct and any COE agenda disclaimers. Information disseminated in closed sessions will be handled per the Confidential Disclosure Agreements.*

### **3.8 DOCUMENTATION OF COMMITTEE ACTIVITIES**

It is the responsibility of the Chair or Co-Chair of each committee to compile a brief synopsis of the activities of his/her committee after each conference. This report is submitted to the Director of Volunteer Development or to the administrative services company. Each report may subsequently be published in the committee section of the COE Newsletter.

### **3.09 FORMATION AND RECOGNITION OF A NEW PROCESS OR PRODUCT COMMITTEE**

Individuals interested in establishing a Process or Product Committee must work with the Advance Planning Committee Manager. The Advanced Planning Committee Manager will use various methods to test interest in content on specific subjects to determine if the interest level is sufficient to establish a new Process or Product Committee to address that subject. If attendance is adequate, then the committee will be established. As long as participation and interest remain, then so will the Process or Product Committee.

### **3.10 REMOVAL OF CHAIRPERSON/ MANAGER**

Any chairperson/ Manager that does not attend 3 consecutive conferences may be removed as chairperson by the Director of Volunteer Development.

Any chairperson that does not have general sessions or break-out sessions at 2 consecutive conferences may be removed by the Director of Volunteer Development.



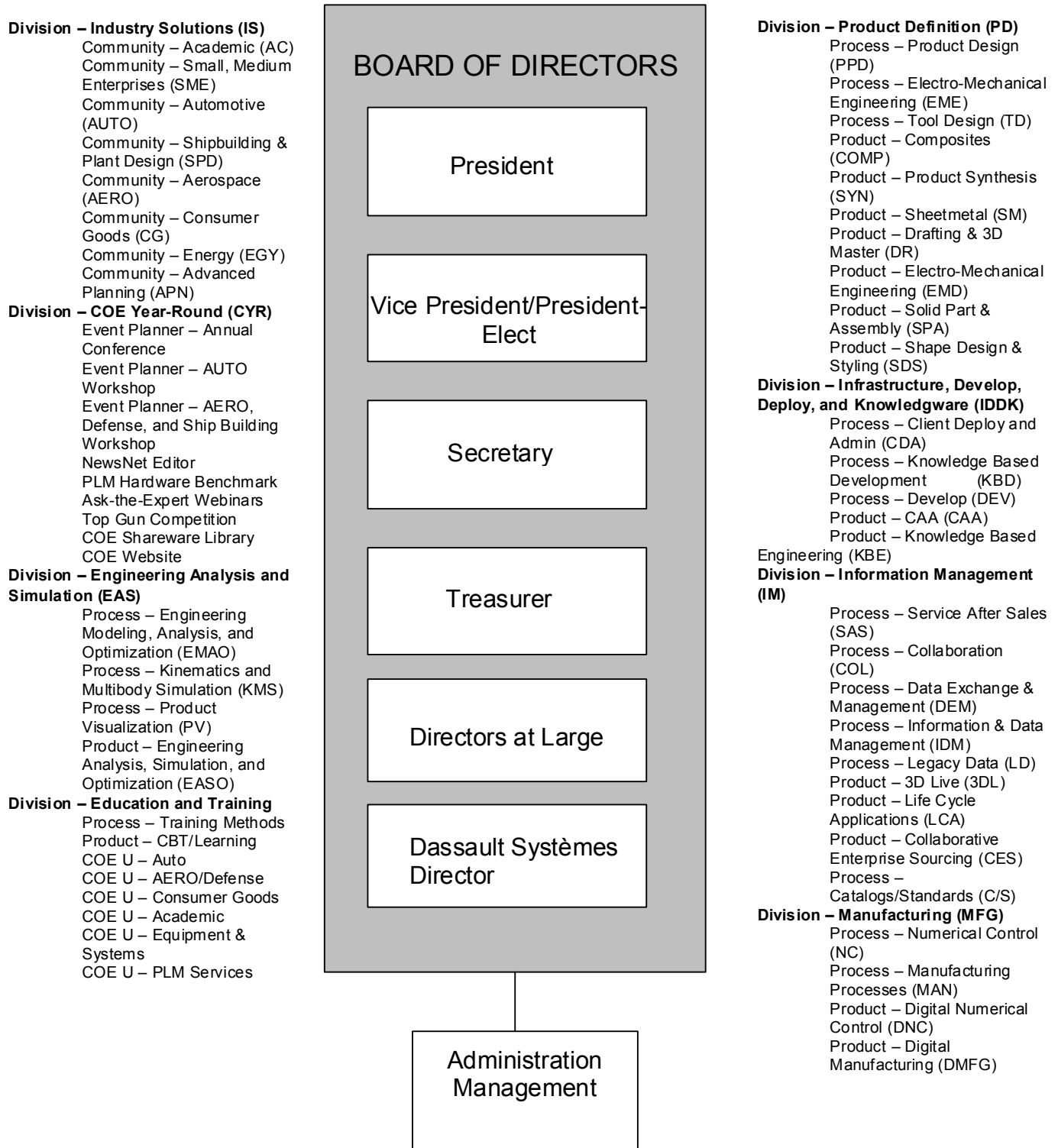
**APPENDIX**

**SECTION**



# CATIA OPERATORS EXCHANGE (COE)

## APPENDIX I - COE ORGANIZATION CHART



## **CATIA OPERATORS EXCHANGE (COE)**

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### **APPENDIX II - COE MEMBERSHIP CATEGORIES**

COE has devised a structure of members and affiliates which provides categories of membership appropriate to each organization or individual wishing to join COE. The following paragraphs describe the COE membership structure.

Note that COE has both corporate and individual members. Each corporate member company will appoint a member representative and each company may only have one vote no matter the number of individual members.

Membership application forms are available from, and processed by, COE headquarters and via [www.coe.org](http://www.coe.org). Membership is approved by the Board of Directors.

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### Class Name:

#### **Corporate Member**

### Qualification:

A Member of COE must be an organization which uses DS Family of Products Solutions to aid in the design, manufacture, quality control and/or documentation of the member organization's products or product support. A product does not include DS Family of Products Solutions-related software, or associated services or support material.

### Right:

A Corporate Member is entitled to a single vote. A Voting Representative is selected by each Member to act in its behalf in all COE activities.

The Voting Representative must work for the member organization. If the Voting Representative is not available to participate in a COE function, a substitute may be designated by the member organization, to be known as the Voting Representative Proxy. This Proxy designation must be submitted in writing by the Voting Representative to the COE Board of Directors or the COE administrative office.

A Corporate Member is entitled to nominate individuals for election as an Officer of COE, Committee Chairperson or Product Chairperson. See Qualifications for Nominations for COE Offices.

Up to five individuals within a Corporate Member company will receive all mailings, publications and literature distributed by COE.

### Fees:

A Corporate Member (organization) will pay an annual membership fee. Persons working for a Member organization will pay a Member conference fee to attend COE conferences. Fees are reviewed and established by the COE Board of Directors annually.

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### Class Name:

#### **Individual Member**

### Qualification:

An Individual Member of COE must be a user of the DS Family of Products Solutions to aid in the design, manufacture, quality control and/or documentation of the member organization's products or services. This is an optional class of membership.

### Right:

An Individual Member is entitled to participate in COE business meetings and vote, but only one representative from any company (corporate or individual) may vote. An Individual Representative is selected by each company to act in its behalf in all COE activities.

If the Individual Representative is not available to participate in a COE function, a Proxy may not be designated to represent them.

An Individual Member is entitled to nominate individuals for election as an Officer of COE, Committee Chairperson or Product Chairperson. See Qualifications for Nominations for COE Offices.

An Individual Member will receive all mailings, publications and literature distributed by COE.

### Fees:

An Individual Member will pay an annual membership fee as designated by the COE board of directors. Only the Individual Member will pay the Member conference fee to attend COE conferences. Fees are reviewed and established by the COE Board of Directors annually.

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Class Name:

### **Supplier Affiliate**

Sub-categories:

1. Software Provider SCP partner (Strategic approval).
2. Software Provider without SCP partnership (No strategic approval)
3. Strategic Hardware Supplier (strategic approval)
4. Hardware or Service Provider that significantly complements the DS family of products implementation (No strategic approval).

The Strategic Hardware category is limited to workstation providers that have a development relationship with Dassault Systemes.

Qualification:

A Supplier Affiliate of COE must be a supplier of the DS family of products Solutions-related hardware, software and/or services.

Right:

A Supplier Affiliate is not entitled to vote. Participation by a Supplier Affiliate in certain COE activities, such as committee meetings and the on-line COE Forum, will be at the discretion of the COE Board of Directors. A Supplier Affiliate Representative is selected by each Supplier Affiliate to act in its behalf in all COE activities for which they are approved.

The Supplier Affiliate Representative must work for the member organization. If the Supplier Affiliate Representative is not available to participate in a COE function, a substitute may be designated by the member organization, to be known as the Supplier Affiliate Representative Proxy. This Proxy designation must be submitted in writing by the Supplier Affiliate Representative to the COE Board of Directors or its administrative office.

A Supplier Affiliate may nominate individuals for Committee Chairperson or Product Chairperson; however their nomination requires approval by the Board. A Supplier member may also nominate individuals for the board, as long as they qualify as documented in section 2.1.

A Supplier Affiliate will receive all publications and literature distributed by COE.

COE will designate those sessions and activities that are considered strategic. This list will always include Product sessions and the COE Forum Panel at Annual Conference.

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Representatives from member organizations that are considered to be strategically approved (as indicated above) can attend all COE activities unless stated expressly otherwise by a member of the COE Board of Directors or a Process / Product chair responsible for that activity.

Representatives from member organizations that are not considered to be strategically approved (as indicated above) must obtain approval from the COE Board of Directors, on a case by case basis, before they can participate in a COE activity that has been designated as strategic. The participation request must be submitted at least two days in advance of the activity. The decision to allow participation in the requested activity will be made on the basis of the benefit of that attendance to COE's interests and to the interests of the DS family of products.

Any representative of a member organization that violates COE's rules of membership will be asked to leave the conference or activity immediately and the COE Board of Directors will have the option to cancel the organization's membership as of the date of the infraction without any refund of any monies paid. Note that any monies owed to COE will still be due to COE.

A member organization can be reclassified at any time as a result in changes in the organization's operations, products, services and/or their strategic directions. Monies paid to COE for services and/or activities not received as of the date of reclassification will be refunded to the member organization.

### Fees:

A Supplier Affiliate will pay an annual membership fee which is the same as the fee paid by Corporate Members. Persons working for a Supplier Affiliate organization will pay the Member conference fee to attend COE conferences. Fees are reviewed and established by the COE Board of Directors annually.

## CATIA OPERATORS EXCHANGE (COE)

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### Class Name:

#### **Consultant Affiliate**

### Qualification:

A Consultant Affiliate of COE must be an individual or organization which supplies DS family of products Solutions-related consulting services.

### Right:

A Consultant Affiliate is not entitled to vote. Participation by a Consultant Affiliate in certain COE activities, such as committee meetings and the on-line COE Forum, will be at the discretion of the COE Board of Directors. A Consultant Affiliate Representative is selected by each Consultant Affiliate to act in its behalf in all COE activities for which they are approved.

The Consultant Affiliate Representative must work for the member organization. If the Consultant Affiliate Representative is not available to participate in a COE function, a substitute may be designated by the member organization, to be known as the Consultant Affiliate Representative Proxy. This Proxy designation must be submitted in writing by the Consultant Affiliate Representative to the COE Board of Directors or its administrative office.

A Consultant Affiliate will receive all publications and literature distributed by COE.

### Fees:

A Consultant Affiliate will pay an annual membership fee which is the same as the fee paid by Corporate Members. Persons working for a Consultant Affiliate organization will pay the Member conference fee to attend COE conferences. Fees are reviewed and established by the COE Board of Directors annually.

## CATIA OPERATORS EXCHANGE (COE)

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### Class Name:

#### **Institutional Affiliate**

### Qualification:

An Institutional Affiliate of COE must be a University, College, accredited learning institution or research organization which teaches DS family of products solutions in their curriculum & in a manner other than for financial or commercial gain.

### Right:

An Institutional Affiliate is not entitled to vote. Participation by an Institutional Affiliate in certain COE activities, such as committee meetings and the on-line COE Forum, will be at the discretion of the COE Board of Directors. An Institutional Affiliate Representative is selected by each Institutional Affiliate to act in its behalf in all COE activities for which they are approved.

The Institutional Affiliate Representative must be associated with the member organization. If the Institutional Affiliate Representative is not available to participate in a COE function, a substitute may be designated by the member organization, to be known as the Institutional Affiliate Representative Proxy. This Proxy designation must be submitted in writing by the Institutional Affiliate Representative to the COE Board of Directors or its administrative office.

An Institutional Affiliate will receive all publications and literature distributed by COE.

### Fees:

An Institutional Affiliate will not pay an annual membership fee. Persons associated with an Institutional Affiliate will pay the Academic conference fee to attend COE conferences. Fees are reviewed and established by the COE Board of Directors annually.



## **CATIA OPERATORS EXCHANGE (COE)**

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### Class Name:

**DS Family of Products (CATIA, ENOVIA, DELMIA, SIMULIA 3DVIA)  
Solutions User Association (DSUA) Affiliate**

### Qualification:

A DS Family of Products Solutions User Association (DSUA) Affiliate of COE must be a recognized DS Family of Products Solutions user organization, (e.g. Groupe Francophone des Utilisateurs de CATIA - GFUC) and be a member in good standing.

### Right:

A DSUA Affiliate is not entitled to vote, but may attend and participate in COE business meetings. A DSUA Affiliate Representative is selected by each DSUA Affiliate to act in its behalf in all COE activities.

A DSUA Affiliate Representative must be associated with the member organization. If the DSUA Affiliate Representative is not available to participate in a COE function, a substitute may be designated by the member organization, to be known as the DSUA Affiliate Representative Proxy. This Proxy designation must be submitted in writing by the DSUA Affiliate Representative to the COE Board of Directors or its administrative office.

A DSUA Affiliate will receive all mailings, publications and literature distributed by COE.

### Fees:

A DSUA Affiliate will pay an annual membership fee. Persons associated with a DSUA Affiliate who attends COE conferences must be members and will pay the regular member fee structure.

## CATIA OPERATORS EXCHANGE (COE)

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Class Name:

**Developer Affiliate**

Qualification:

A Developer Affiliate of COE must be a developer of DS Family of Products Solutions software. Included are Dassault Systemes development organizations -- not production user organizations.

Right:

A Developer Affiliate is not entitled to vote. A Developer Affiliate Representative is selected by each Developer Affiliate to act in its behalf in all COE activities.

The Developer Affiliate Representative must work for the member organization. If the Developer Affiliate Representative is not available to participate in a COE function, a substitute may be designated by the member organization, to be known as the Developer Affiliate Representative Proxy. This Proxy designation must be submitted in writing by the Developer Affiliate Representative to the COE Board of Directors or its administrative office.

A Developer Affiliate is not entitled to nominate individuals for election as an Officer of COE, Committee Chairperson or Product Chairperson.

A Developer Affiliate will receive all publications and literature distributed by COE.

Fees:

A Developer Affiliate will not pay an annual membership fee. Fees for persons associated with a Developer Affiliate who attends COE conferences will be set by the COE Board of Directors.

## CATIA OPERATORS EXCHANGE (COE)

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Class Name:

### **Conference Visitor/Guest**

Qualification:

A Conference Visitor/Guest is a person invited by the COE Board of Directors to attend or speak at a COE conference for the benefit of COE.

Right:

Participation by the Conference Visitor/Guest in certain COE activities, such as committee meetings and the on-line COE Forum, will be at the discretion of the COE Board of Directors.

Fees:

A Conference Visitor/Guest will not pay an annual membership fee. Fees for a Conference Visitor/Guest at COE conferences will be set by the COE Board of Directors.

## CATIA OPERATORS EXCHANGE (COE)

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Class Name:

### **Potential Member**

Qualification:

A Potential Member (organization) must be a prospective COE Member that has implemented DS Family of Products Solutions or is in the process of evaluating DS Family of Products Solutions for future implementation.

Right:

A Potential Member representative will be entitled to attend no more than one COE conference prior to joining COE.

Participation by a Potential Member representative in certain COE activities, such as committee meetings and the on-line COE Forum, will be at the discretion of the COE Board of Directors.

A Potential Member will receive publications and literature distributed by COE at the discretion of the Membership Committee or Board of Directors.

Fees:

A Potential Member will not pay an annual membership fee. Persons working for a Potential Member organization will pay a Potential Member conference fee to attend COE conferences. Fees are reviewed and established annually by the COE Board of Directors.

### Appendix III - Training Room Procedures

Purpose:

To define a procedure for setup and maintaining equipment, software and data for the training room at COE Events. A copy of the current procedures is maintained at COE Headquarters.

**Product Committee**

Product Committee Chair: **CATIA OPERATORS EXCHANGE (COE)**

**Submitter Information**

Name:

Phone:

Company:

E-mail:

**Product Information**

Version of CATIA:

Function:

**Enhancement Request Type**

Capability

Usability

Performance

Reliability

Installation

Maintainability

Documentation

**Business Impact:**

High

Medium

Low

**Title:**

**Functional Requirement Definition:**

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**Process Definition** (Describe context in which this functional requirement will be used in your business):

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**Business Case** (Describe business process in which this functional requirement is used, the amount of time savings, and the frequency of occurrence):

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## CATIA OPERATORS EXCHANGE (COE)

### Appendix IV - Enhancement Request Form

### Appendix V - Revision History

Section	Was	Is	Approved
1.1 & through-out	Users of CATIA	Users of Dassault Systemes Solution	New Orleans LA October 1993
4.3	Vice President of DPC	DPC Chairperson	New Orleans LA October 1993
1.4	Only members of voting member companies allowed to attend open forum	Allowed all member attendees to attend the open forum.	Detroit MI 1994
3.9		Added removal of committee chair	Colorado Springs March 1995
Appendix II		Added : Supplier company with production users may become a voting member company	Long Beach CA October 1995
3.2	Directors shall be employees of the voting member companies.	Directors shall be employees of member companies.	Long Beach CA October 1995
1.8.2		Expanded definition of travel reimbursement policy.	San Diego CA April 1997
1.4.8, Appendix II		Expanded to three classifications for supplier affiliate member.	Orlando FL October 1997
?		Revised membership incentives.	Orlando FL October 1997
Appendix II		Revised CUA membership definition.	Los Angels CA January 1998
2.1		Revised Board Qualifications.	Los Angels CA January 1998
I Introduction		Added Guideline objective	Trav. City, MI July 1998
All Sections	national conferences	conferences	Trav. City, MI July 1998
In Section 1.1 Paragraph 1	which exists for the benefit of those who use Dassault Systemes' CATIA-CADAM Solutions software as a product definition tool. These products are currently the CATIA-CADAM Solutions, CATIA, CADAM & pro-CADAM.	which exists for the benefit of those who use Dassault Systemes' CATIA-CADAM family of software solutions as a product definition tool. These products are currently the CATIA-CADAM solutions, Deneb and Enovia.	Trav. City, MI July 1998
In Section 1.1 Paragraph 3	... and technical information relating to the application of the CATIA-CADAM solutions and the environment in which CATIA-CADAM solutions operates ...  added .....	... and technical information relating to the application of the CATIA-CADAM family of solutions and the environment in which CATIA-CADAM solutions operate  products; to build and maintain a partnership between the customers and suppliers CATIA-CADAM products.	Trav. City, MI July 1998
In Section 1.1 Paragraph 4	Membership is open to all licensed users	Membership is open to licensed users	Trav. City, MI July 1998
In Section 1.2	E. Must not engage in sales	E. Must not engage in any	Trav. City, MI

## CATIA OPERATORS EXCHANGE (COE)

	activity	unauthorized sales activity ...	July 1998
1.3.1 COE Org Chart		COE Organization changed to reflect DPC Process Managers	Trav. City, MI July 1998
Section 1.3.2		Secretary changed to Executive Vice President & Secretary	Trav. City, MI July 1998
Section 1.3.3 Paragraph 1	and discussion of the use of CATIA-CADAM Solutions for product design	... and discussion of the use of CATIA-CADAM family of solutions for product design, ...	Trav. City, MI July 1998
Section 1.3.3 Paragraph 4	Each committee is supported in its work by specialists from Dassault Systemes, developers of CATIA-CADAM Solutions, and IBM, marketers	Each committee is supported in its work by specialists from Dassault Systemes, developers of CATIA-CADAM family of solutions, IBM and marketers...	Trav. City, MI July 1998
Section 1.3.4 Paragraph 2		These committees are co-ordinated by Process Managers that are elected by the various DPC committee chairs.	Trav. City, MI July 1998
Section 1.3.4 Paragraph 3	The committees are dedicated to specific aspects of the CATIA-CADAM Solutions software, its environment, or its application	The committees are dedicated to specific aspects of the CATIA-CADAM family of software solutions, its environment and/or its application.	Trav. City, MI July 1998
Section 1.3.4 Paragraph 4	Each committee is supported in its work by CATIA-CADAM Solutions development specialists from Dassault Systemes and IBM/ETS	Each committee is supported in its work by development specialists from Dassault Systemes and IBM/ETS ...	Trav. City, MI July 1998
Figure 1.4.1	Supplier Affiliate changed from SW/HW Supplier: CAA Partner - No, Invitation, Yes, Full, Full Non-CAA Partner - No, No, No, Full, Full Complements - No, No, No, Full, Full	To: S/W - CAA Partner - No, Invitation, Yes, Full, Full S/W-Non-CAA Partner - No, Invitation, No, Full, Full Strategic H/W - No, Invitation, Yes, Full, Full H/W or Service provider - No, Invitation, No, Full, Full	Trav. City, MI July 1998
Figure 1.4.1	Changed	Strategic to Membership Fees. Membership to Conference Fees. Associate Member: Conference to full Membership to reduced. Supplier Affiliate S/W-CAA Part: Conference to full Institutional Affiliate Membership to no User Association Affiliate Conference to Full Membership to Full Developer Affiliate Conference to special Membership to no Visitor/Guest Conference to full Membership to no	Trav. City, MI July 1998
Section 1.5.2 Paragraph 1	The conferences, being "open meetings", are open to visitors, prospective members	... The conferences, being "open meetings", are open to visitors (with Board approval), prospective members (with Board approval), ...	Trav. City, MI July 1998
Section 1.5.2	development work in progress,	... development work in progress,	Trav. City, MI



## CATIA OPERATORS EXCHANGE (COE)

Paragraph 2	Dassault or IBM	Dassault and/or IBM	July 1998
Section 1.5.2 Paragraph 3	<ul style="list-style-type: none"> <li>Inform the members of the current status of CATIA-CADAM Solutions and CATIA-CADAM Solutions</li> </ul> <p>Gather, review and submit requirements for the CATIA-CADAM Solutions software and hardware environment.</p>	<ul style="list-style-type: none"> <li>Inform and review scheduled and/or proposed changes and developments to the CATIA-CADAM family of software solutions ...</li> </ul> <p>Gather, review and submit requirements for the CATIA-CADAM family of software solutions.</p>	Trav. City, MI July 1998
Section 1.5.3	discuss conference problems	discuss conference issues and concerns ....	Trav. City, MI July 1998
Section 1.5.4.1	Software Quality Assurance	No Change in Verbiage just made it a section	Trav. City, MI July 1998
Section 1.5.4.1	Added	Added training section and reference to procedures.	Trav. City, MI July 1998
Section 1.5.5		Combined 1.5.5 & 1.5.6 and removed redundant verbiage.	Trav. City, MI July 1998
Section 1.5.6		Deleted	Trav. City, MI July 1998
Section 1.6 Paragraph 1	products & services that are relevant to CATIA-CADAM Solutions installations	... products & services that are significantly relevant to the CATIA-CADAM family of software solutions.	Trav. City, MI July 1998
Section 1.6 Paragraph 2	that either interfaces directly with CATIA-CADAM Solutions or offers services directly related to the use of CATIA-CADAM Solutions	... that either directly and significantly interfaces with CADAM-CATIA solutions or offers services directly and significantly related to the use of CATIA-CADAM solution ...	Trav. City, MI July 1998
Section 1.7.1		Revised News Letter Description to Reflect the change to High Mountain Press.	Trav. City, MI July 1998
Section 1.7.2 Bullet #2	CATIA-CADAM Solutions or COE-related and	deleted	Trav. City, MI July 1998
Section 1.7.2 Last Bullet	Added to the end of the paragraph	A COE member through our headquarters office may mail items to the people on our mailing list(s) with the prior approval from the Board of Directors.	Trav. City, MI July 1998
Section 2.1 Paragraph 1	all those who use Dassault Systemes' CATIA-CADAM Solutions software	all those who use the Dassault Systemes CATIA-CADAM family of software solutions	Trav. City, MI July 1998
Section 2.1 Paragraph 1	from a list of candidates who are representatives of member companies.	from a list of candidates who are employees of members.	Trav. City, MI July 1998
Section 2.1 Paragraph 2 Bullet #1	From: A candidate must be an employee of a voting member organization that is a member in good standing of COE.	To: A candidate must be an employee of a member organization of COE that is in good standing.	Trav. City, MI July 1998
Section 2.2		Replaced with voting procedure adopted by the Board	Trav. City, MI July 1998
Section 2.3		Revised the tasks & Responsibilities of the COE Board of Directors	Trav. City, MI July 1998
Section 3.X		Removed all references to member	

## CATIA OPERATORS EXCHANGE (COE)

		that did not refer to COE member.	
Section 3.1 Paragraph 1	discussion of CATIA-CADAM Solutions	discussion of the CATIA-CADAM family of software solutions	Trav. City, MI July 1998
Section 3.3 Paragraph 1	employee of a voting member company	employee of an organization that is a member, in good standing, of COE	Trav. City, MI July 1998
Section 3.3 Members	Any employee of a voting member company	Any employee of a member who	Trav. City, MI July 1998
Section 3.4 Paragraph 2	Vice-President of Committees. should	Vice-President of Committees, should	Trav. City, MI July 1998
Section 3.4 Last Paragraph	Any employee of a voting member company who	Any employee of a member who	Trav. City, MI July 1998
Section 3.6 Paragraph 1	These closed meetings are only	Closed meetings are only	Trav. City, MI July 1998
Section 3.10.1 Paragraph 1	rediness	readiness	Trav. City, MI July 1998
Section 4.0		Replaced the entire Development Planning Council section	Trav. City, MI July 1998
Appendix I		Revised COE Organization Diagram	Trav. City, MI July 1998
Appendix II	Supplier Affiliate	Added Sub Category: Strategic Hardware Supplier (strategic approval) Strategic Hardware supplier category is limited to workstation providers that have a development relationship with Dassault Systemes.	Trav. City, MI July 1998
Appendix II Supplier Affiliate	Replaced paragraph "A supplier Affiliate is not entitled to nominate individuals ....."	With "A supplier Affiliate may nominate individuals for Committee Chairperson or DPC Chairperson, however their nomination requires approval by the board. A Supplier member may also nominate individuals for the board, as long as they qualify as documented in section 2.1"	Trav. City, MI July 1998
Appendix II Consultant Affiliate		Remove The paragraph " A xxxxx Affiliate is not entitled to nominate individuals for election as an Officer of COE, Committee Chairperson or DPC Chairperson.	Trav. City, MI July 1998
Appendix II Institutional Affiliate		Remove The paragraph " A xxxxx Affiliate is not entitled to nominate individuals for election as an Officer of COE, Committee Chairperson or DPC Chairperson.	Trav. City, MI July 1998
Appendix II CATIA-CADAM Solutions User Association Affiliate		Remove The paragraph " A xxxxx Affiliate is not entitled to nominate individuals for election as an Officer of COE, Committee Chairperson or DPC Chairperson.	Trav. City, MI July 1998
Appendix III	Revision History	Moved to Appendix V	Trav. City, MI July 1998
Appendix III		Added Training Room Procedures.	Trav. City, MI July 1998

## CATIA OPERATORS EXCHANGE (COE)

Appendix IV		Added DPC Enhancement Request FORM	Trav. City, MI July 1998
Table of Content		Table of content updated to reflect all changes	Trav. City, MI July 1998
Section 4		Replaced all references to member except where it reflects COE member	Trav. City, MI July 1998
Section 2.1	Required CATIA job function, conference attendance, committee experience and project management experience.	Require CATIA job function, significant COE experience, and one of the following: one year management, committee or board experience.	Orlando, FL October 1999
Section 1.1		Replaced objectives with mission	Orlando, FL October 1999
Section 1.4.1	Member, Associate	Corporate Member, Individual Member w/ voting rights	Palm Springs January 2000
Section 1.4.2	Member, Associate	Corporate Member, Individual Member w/ voting rights	Palm Springs January 2000
Section i	International Business Machines	IBM	Tampa, FL June 2002
Section i	CATIA Operators Exchange	CATIA Operators Exchange (hereafter referred to as "COE")	Tampa, FL June 2002
Section i	The Guidelines are distributed to each Member Organization	Inserted "in the most efficient manner"	Tampa, FL June 2002
Section 1.3.1	Other National CATIA Related User Groups	Inserted "& Regional"	Tampa, FL June 2002
Section 1.3.2	Board of Directors listing	Changed titles to "Vice President, Secretary, Treasurer, and Directors at Large". Also updated listing of duties to match the new titles.	Tampa, FL June 2002
Section 1.3.2	DS User Groups	CATIA, ENOVIA, DELMIA, and SMARTEAM Family of Products (hereafter referred to as "DS Family of Products").	Tampa, FL June 2002
Section 1.3.3		Inserted "virtual product management" as a use of the DS Family of Products.	Tampa, FL June 2002
Section 1.3.4	IBM/ETS	IBM/PLM	Tampa, FL June 2002
Figure 1.4.1	ApCOE	GFUC	Tampa, FL June 2002
Section 1.4.5	Postal Votes	Postal/Electronic Votes	Tampa, FL June 2002
Section 1.5.4	During the semi-annual conferences	Throughout the year and during conferences	Tampa, FL June 2002
Section 1.5.4	These meetings are open to all members	These meetings are open to all attendees	Tampa, FL June 2002
Section 1.5.4		Deleted "Software Quality Assurance" and Deleted "Training"	Tampa, FL June 2002
Section 1.5.5	COE voting member companies and invited specialists	COE voting member companies, individual members, and invited specialists.	Tampa, FL June 2002
Section 1.7.1	High Mountain Press	Connect Press	Tampa, FL June 2002
Section 1.7.1	COE publishes newsletters twice a year. These newsletters appear as	COE publishes newsletters twelve times a year. These newsletters	Tampa, FL June 2002

## CATIA OPERATORS EXCHANGE (COE)

	inserts in CATIA Solutions.	appear in electronic format entitled NewsNet.	
Section 1.7.2	COE's mailing list is not available for rental.	COE's mailing list is available for rental with the use of a third party mailhouse. It cannot be purchased.	Tampa, FL June 2002
Section 3.2		Update list of Process Interest Committees	Tampa, FL June 2002
Section 3.3		Included definition of PIC Manager	Tampa, FL June 2002
Section 3.4		Included selection process of PIC Manager	Tampa, FL June 2002
Section 3.5		Included Tasks and Responsibilities of PIC Manager	Tampa, FL June 2002
Section 3.9		Added removal of PIC Manager	Tampa, FL June 2002
Section 3.10		Removed this section on Software Quality Assurance Committee: this item is now handled at the PIC committee level.	Tampa, FL June 2002
Section 4.2		Update list of Development Planning Councils	Tampa, FL June 2002
Section 4.6	Usually two hours in length	Usually 90 minutes in length	Tampa, FL June 2002
Section 4.9		Included process to remove a DPC chairperson/DPC Manager	Tampa, FL June 2002
Figure 4.7.3.1		Included item after an enhancement request is implemented, accepted, or rejected: "status given during closed DPC sessions at conference"	Tampa, FL June 2002
Appendix I		Updated Process Interest Committees Listing, and DPC Organization listing	Tampa, FL June 2002
Appendix II	If the Individual Representative is not able to participate in a COE function, a substitute may be designated by the member organization, to be known as the Associate Representative Proxy.	If the Individual Representative is not able to participate in a COE function, a proxy may not be designated to represent them.	Tampa, FL June 2002
Appendix II	CUA	DSUA	Tampa, FL June 2002
Appendix II	A potential member will receive publications and literature distributed by COE for two years.	A potential member will receive publications and literature distributed by COE at the discretion of the Membership Committee or Board of Directors.	Tampa, FL June 2002
Appendix III	The CATIA Operators Exchange Conference.	COE Events. A copy of the current procedures is maintained at COE Headquarters.	Tampa, FL June 2002
Appendix III		Deleted sections "Scope" and "Equipment Configurations/Network Requirements".	Tampa, FL June 2002
Section 2.2	(normally at the Spring conference business meeting)	Deleted this, as it has changed to Fall as of 2004	Tampa, FL October 2002
Section 202	The actual election is administered by the nominating committee at the business meeting	The actual election is administered by the nominating committee at the business meeting (during the Spring	Tampa, FL October 2002

## CATIA OPERATORS EXCHANGE (COE)

		conference starting in 2004).	
Section 2.3		Revised Board of Directors officer Titles	Phoenix, AZ January 2005
Section 2.3		Revised board responsibilities so they are not tied specifically to officer positions.	Phoenix, AZ January 2005
Section 1.4		Revised membership categories to make sure corporate and individuals are included	Phoenix, AZ January 2005
Section 2.2.		Revised board of directors elections process for slate election.	Phoenix, AZ January 2005
Throughout document		Revised references to Spring and Fall conferences to refer to Annual Conference.	Phoenix, AZ January 2005
Section 1.5.3		Revised board of directors meetings section to refer to timing as at the Annual Conference and three other opportunities per year.	Phoenix, AZ January 2005
Section 1.5.4		Included Training and education as a committee.	Phoenix, AZ January 2005
Throughout document.		Included references to electronic newsletters and emails and dropped CATIA Solutions paper magazine	Phoenix, AZ January 2005
Section 2.2		Revised nomination/election committee responsibilities	Phoenix, AZ January 2005
Section 2.2		Included board term limits.	Phoenix, AZ January 2005
Section 3 & 4		Updated PICs and DPCs	Phoenix, AZ January 2005
Section 1.7.7	NA	Added Web Site Management Guidelines.	Phoenix, AZ January 2005
Section 2.1		Revised Board Member Requirements	September 2006 Conference Call
Section 2.2		Revised Board Term Limits	Las Vegas, NA January 2007
Section 2.2		Added term limits amendments for those serving a one or two year term to finish a term started by another individual.	December 2008 Conference Call
Throughout document		IBM Founding Partner references removed	via online vote June 2010
Throughout document	PIC (Process Interest Committees)	Process Committees	via online vote June 2010
Throughout document	DPC (Development Planning Council)	Product Committees	via online vote June 2010
Throughout document	Installations Data Guide	Membership Directory	via online vote June 2010
Throughout document	Nominations Committee	Volunteer Management Committee	via online vote June 2010
1.3.2	N/A	Addition of voting Dassault Systèmes Director	via online vote June 2010
2.1	N/A	Addition of voting Dassault Systèmes Director	via online vote June 2010
2.2	N/A	Past President serves as Chair of Volunteer Management Committee when President Elect if up for re-	via online vote June 2010

## CATIA OPERATORS EXCHANGE (COE)

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		election	
2.2	N/A	Voting Dassault Systèmes Director term limits verbiage	via online vote June 2010
2.2	N/A	Process for selection of voting Dassault Systèmes Director	via online vote June 2010
2.3.5	Director – Membership	Director – Membership & Marketing	via online vote June 2010
2.3.6	Director – Process Interest	Director – Volunteer Development	via online vote June 2010
2.3.7	N/A	Director - Website	via online vote June 2010
		Deleted Director – Education & Training	via online vote June 2010
2.3.9	N/A	Addition of Director Dassault Systèmes	via online vote June 2010
3.09	N/A	Process for formation of a new Process or Product Committee	via online vote June 2010