



EANGUS

**Enlisted Association of the National Guard of the United States
1 Massachusetts Avenue, Suite 880
Washington, DC 20001**

CORPORATE ADVISORY PANEL

Standard Operating Procedures (SOP)

Approved by EANGUS Executive Council
21 May 2022

**ENLISTED ASSOCIATION OF THE NATIONAL GUARD
OF THE UNITED STATES**

***CORPORATE ADVISORY PANEL
STANDARD OPERATING PROCEDURES (SOP)***

1. **PROPONENT:** This SOP is established by the Chair of the EANGUS Corporate Advisory Panel and approved by the Executive Council. Submit suggested changes to EANGUS, ATTN: Executive Director, 1 Massachusetts Avenue, Suite 880, Washington, DC 20001. Suggested changes will be forwarded to the current EANGUS Corporate Advisory Panel Chair for consideration.
2. **AUTHORITY:** The EANGUS Corporate Advisory Panel is established at the direction of the EANGUS President.
3. **PURPOSE:** The purpose of this SOP is to provide guidelines for conduct of the Enlisted Association of the National Guard of the United States (EANGUS) Corporate Advisory Panel (CAP) and to define duties and advisory responsibilities of the elected and appointed positions within the Panel.
4. **GOAL:** To foster EANGUS - Industry relationships, thus supporting the mutual goals of the Army National Guard (ARNG) and Air National Guard (ANG).
5. **MEMBERSHIP AND MEETINGS:**
 - a. Panel meetings will be scheduled four (4) times a year, at a minimum, as follows: 1) during the State President's workshop in the winter, 2) during the Annual Conference Site Visit, 3) during the EANGUS Annual Conference, 4) in conjunction with AUSA annual meeting. Panel meetings can be altered or adjusted as determined by the EANGUS President or the elected CAP Chair.
 - b. The CAP will conduct an open meeting for attendance by any interested EANGUS industry member during the Annual Conference.
 - c. The CAP shall consist nominally of no more than fifteen (15) elected representatives from industry. To qualify as a CAP representative, the company/service agency being represented must be a Corporate Partner of EANGUS and continue EANGUS membership throughout their CAP representative's incumbency.
 - d. The elected CAP representatives shall serve a three (3) year term. The nominations/election process will be designed so that, nominally, not more than 40% of the terms shall expire in any given year.

- e. A minimum of 51% of the designated industry representatives must be present to establish a quorum for any formal CAP meeting.
- f. The CAP will include representatives from a cross-section of corporate partners (not to exceed the maximum of 5 standing CAP members from each of the following EANGUS Corporate Partnership categories):
 - 1. **Manufacturing**
 - 2. **Education & Training**
 - 3. **Services**
- g. In addition, every effort will be made to ensure a reasonable mix of CAP member business affiliations with both the ARNG and the ANG.

6. **CAP LEADERSHIP:**

- a. The CAP will be led by a **Chair**. The normal term of service will be two years. The Chair will be elected by a simple majority vote at the next meeting following the EANGUS Annual Conference CAP meeting.
- b. A **Vice-Chair** will be selected, by majority CAP vote, to serve as primary deputy to the Chair. The Vice-Chair will be first in line of succession if the Chair becomes unable to fulfill the elected term. Normal term of service will be two years. The Vice will be considered as the "Chair designate," although this could be modified at the annual election upon majority CAP vote.

In addition, the **Vice-Chair** will serve as industry representative to the annual conference and any industry events.

- c. A **Secretary** will be selected, by majority CAP vote, with the normal term of service of two years.
- d. A **Membership Chair** will be selected, by majority CAP vote, to manage and foster industry-EANGUS relationships, and to promote and grow membership within the organization. Normal term of service is two years.
- e. In addition, Ad Hoc or Standing committees may be constituted for the CAP, as appointed by the Chair or President.

7. **NOMINATION AND ELECTION PROCESS:**

a. **Nominations:**

- 1. Nominations for new CAP representative positions will be accepted at any time and maintained by the EANGUS National Office.

2. Incumbent CAP representatives whose terms are expiring will not be eligible for nomination to another CAP term for at least a one-year period. Incumbent members selected to CAP leadership positions will have their current membership extended to complete the two-year term of the office.

b. Elections:

1. The annual EANGUS Conference will serve as the meeting for electing new CAP representatives. Each Corporate Partner whose membership is active and in good standing will have one vote as determined and verified by the EANGUS Executive Director.
2. A list of qualified nominations compiled by the EANGUS National Office and verified by the Membership Chair will be presented during the annual meeting to be voted upon by Corporate Partners.
3. The EANGUS National Office will compile all votes and provide results no later than the month prior to the AUSA Conference.
4. As necessary, special elections may be conducted at the request of the EANGUS President, in consultation with the Chair.

8. **DUTIES AND RESPONSIBILITIES:** The CAP duties and responsibilities will encompass a broad charter to foster EANGUS-Industry relationships, and include:

- a. Serve as a standing forum for industry panel representatives to formally address common issues and concerns to the EANGUS and State Association leadership and staff.
- b. Serve EANGUS as a formal means of addressing association and/or National Guard issues and concerns to a standing body of industry representatives.
- c. Serve as a means for industry to more fully participate in the planning and execution of the many conferences wherein the associations and industry interact throughout the year.
- d. Research and recommend means by which EANGUS and industry can better maximize the mutual efforts of both in the legislative process.
- e. Mutually explore optimum EANGUS-industry relationships concerning corporate memberships, sponsorships, and contributions or fees -- all revenue producing initiatives for industry participation in Association conferences, receptions, dinners, and other activities.
- f. Neither the CAP as an entity, nor any individual member or group of members, is an agent, representative or spokesperson for EANGUS for any purpose.

9. **PERFORMANCE OF DUTIES**: In the event an elected CAP member fails to appropriately represent the CAP, they may be removed by a simple majority vote, following consultation with the EANGUS President.

10. **EFFECTIVE DATE**: The effective date of this revised SOP is 21 May 2022. This SOP supersedes all previous operating instructions and/or documents that conflict with this guidance.