

CENTRAL PENN CHAPTER

APICS - The Association for Operations Management CENTRAL PENN CHAPTER NO 168 BY-LAWS

ARTICLE I. IDENTIFICATION

The name of the organization shall be **APICS - The Association for Operations Management**, formerly know as The American Production and Inventory Control Society, Central Penn Chapter No. 168, and shall be affiliated with the American Production and Inventory Control Society, Inc.

ARTICLE II. PURPOSE

The chapter is established and shall operate as a non-profit organization dedicated to promoting production and inventory control as a profession by:

- A. Fostering and maintaining high standards in the field of Resource Management.
- B. Promoting education programs which are meant to inform and instruct interested members and non-members in the techniques and systems in the field of Resource Management.
- C. Acting as a forum where discussions and mutual exchanges might take place to further the understanding of Practitioners and Academicians in the field of Resource Management.

ARTICLE III. FISCAL YEAR

The fiscal year of the chapter shall be July 1 to June 30.

ARTICLE IV. MEMBERSHIP

Section 1.

Membership shall be divided into two classes: Individual and Enterprise.

A. Individual Memberships

1. A member shall be a person engaged in or interested in work related to production and inventory control, who shall pay annual dues, have full voting rights, and the authority to hold office.
2. A student Member shall be a person attending formal classes full-time, and be engaged in the study of production and inventory control or related subjects. Student members do not have voting rights.

B. Enterprise Members

1. Dues amount will be tiered, based on the number of employees, and defined & administered by APICS Society..
2. Individuals may be added to the organization's membership as enterprise professional members, according to the tiered dues structure.
3. Enterprise members will be identified as "enterprise professional" member type for processing.
4. Memberships are transferable within the organization.
5. Billing will be handled by APICS Society.

Section 2.

Application for membership shall be made by filling out a chapter-furnished application for membership form, properly endorsing it, and forwarding it to Society Headquarters with the current dues.

ARTICLE V. DUES

Dues shall be due and payable originally with the application for membership and thereafter on the anniversary date of membership.

Each member shall be billed annually for renewal directly by APICS.

Members who shall neglect or refuse to pay their dues by the end of their anniversary month will be suspended. Membership will be reinstated for one year from the month of receipt and processing of a renewal payment.

The last chapter dues paid by a member transferring to another chapter shall remain with this chapter.

Chapter dues will be determined and set by the chapter Executive Committee and the National APICS dues will be determined and set by the Society Board of Directors in accordance with the APICS by-laws.

ARTICLE VI. CHAPTER MEETINGS

The Chapter shall hold Board meetings as needed, the schedule to be determined by the board of Directors.

The President or a majority of the Board of Directors may call a special meeting of the Chapter for the transaction of business.

Specific changes in the number and dates of individual meetings may be made by the chapter Executive Committee as required.

ARTICLE VII. DIRECTORS AND OFFICERS

Section 1. Government

The control and management of the affairs and records of the Chapter shall be vested in the Board of Directors of the Chapter.

Section 2. Officers

The officers of the Chapter shall be: President, Past President, President Elect, VP of Administration, Treasurer, VP of Membership, VP of Education, VP of Newsletter, VP of Programs, VP of Marketing and Webmaster/Employment Referral. There may also be associated directors and/or chapter liaisons appointed to the board of directors as needed.

Section 3. Elections of Officers

- A. A nominating committee appointed by the President will prepare a slate of nominees for presentation at the regular monthly meeting in April. Nominations will be accepted from the floor at or prior to the April meeting.
- B. Term of office shall be for one year beginning July 1 and ending June 30. The President and Vice President may serve no more than two consecutive terms. Other officers may be re-elected indefinitely.
- C. Elections of officers shall take place at the first professional development meeting of the fiscal year.
- D. Each eligible member shall cast one vote for each vacant office.

Section 4. Responsibilities

- A. The Board of Directors shall have no power to assume liabilities in behalf of the Chapter for an amount in excess of the funds of the Chapter, nor for personal or unapproved obligations or expenditures for any member of the Chapter.
- B. Sixty percent of the Board of Directors is necessary for a quorum at a meeting of the Board of Directors.

Section 5. Vacancies

In case of a vacancy on the Board of Directors, the President shall have the power to appoint, with concurrence of the board, a member to fill this vacancy for the remainder of the year; the sole exception being the Presidency, which shall be filled by the President Elect and/or Past President.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. President

The President shall be the Chief Executive Officer of the Chapter. He shall preside at all meeting of the Chapter and its Board of Directors, and shall call such meetings, as he deems necessary. It shall be his duty to exercise general supervision over the activities and welfare of the Chapter and keep in constant touch with the other Chapter officers and Board members relative to matters of policy. He shall appoint all standing and special committees as occasion may demand, and is an ex-officio member of all committees.

The President shall serve as the Chapter Delegate to the District, and represent the wishes of the Chapter in its deliberations. If the President is unable to attend a District Meeting, he may appoint an alternate.

Section 2. Past President

The Past President will preside at meetings in the President's absence. The President, upon stepping down from office, shall serve as Past President, and shall meet with the Board of Directors. It shall be the duty of this office to chair the Nominating Committee and to serve in an advisory capacity to the President and to the Board.

This officer shall accept special assignments from the President as required.

Section 3. President Elect

The President Elect will shadow the President and Past President in all associated tasks and activities in preparation for his/her Presidency. This officer is responsible for coordination and submission of CBAR.

Section 4. VP of Administration

The VP of Administration shall maintain minutes of all Board of Directors meetings and shall forward copies to the Central Penn Board. These minutes should otherwise be available to any and all of the general membership of the Chapter. The VP of Administration is also responsible for staffing the registration desk at PDM's and will work closely with the VP of Programs to ensure coordination of PDM registration, venue notification and associated administrative tasks such as nametags and collection of monies.

Section 5. Treasurer

The Treasurer shall receive and disburse the funds of the Chapter, keep and preserve proper vouchers and maintain adequate records, which shall be open to inspection by the Board of Directors and subject to audit. An audit must be performed at the end of each fiscal year by a committee appointed by the Board of Directors. The Treasurer shall be prepared to submit a Financial Report at each Board of Directors Meeting and prepare quarterly statements. The Treasurer shall also submit proper tax reports annually.

Section 6. VP of Membership

The VP of Membership will actively seek new members—especially from local companies not represented in the Chapter, and will maintain the membership roster. In addition, this officer will conduct a member needs survey during each fiscal year and compile and report the results to the Board. AT the end of the fiscal year, a drop/add analysis should be conducted, with the results also reported to the board. This officer is also responsible for the Company Coordinator Program.

The Vice President-Membership shall be responsible for organizing new membership activities, contacting non-member companies in the area, minimizing member drops, determining the reason for member drops, or other duties as directed by the President. The Vice President of Membership shall be responsible for maintenance and reporting of all records related to chapter membership.

Section 7. VP of Education

The VP of Education will promote the APICS Body of Knowledge as a discipline through organized courses, workshops, and seminars. The VP will provide administrative support to instructors and insure appropriate

billing and financial accounting is submitted to the Treasurer for all educational events. The VP will also insure educational offerings are promoted and marketed through all available channels. Web, newsletter, newspaper, flyers, etc.

Section 8. VP of Communications

The VP of Communications will coordinate the communication of Chapter activities to the membership and to the public through newsletters, flyers, the website and other means. This officer will ensure a high quality newsletter.

Section 9. VP of Programs

The VP of Programs shall be responsible for planning and coordinating the Professional Development meeting program. The VP may also be given special assignments by the President with regards to additional programs.

The Vice President of Programs shall be responsible for maintaining records of member attendance at meetings, arranging for meeting locations and meal selection, or other duties as directed by the President.

Section 10. VP of Marketing

The VP of Marketing shall be responsible for planning and coordinating the chapters Marketing campaign. This officer will work very closely with the VP of Membership to enhance and build the perception of APICS in the community.

Section 11. Webmaster/Employment Referral

The Webmaster is responsible for building and maintaining the chapter website.

Section 12. Special Officers

The President shall have the authority to appoint all Special Officers as appropriate. The Special Officers shall be, but not limited to the following:

- Directors
- Student Chapter Liaison
- Librarian
- Auditor/Photographer
- Seminar Chairperson

ARTICLE IX. PARLIAMENTARY PROCEDURES

Robert's Rules of Order, Revised, where applicable, shall determine the conduct of business in all meetings of the Chapter and its governing bodies and committees, except where inconsistent with the Articles of Incorporation of the By-Laws.

ARTICLE X. BY-LAWS AMENDMENTS

These By-Laws may be repealed, altered, or amended by the affirmative vote of two-thirds of the members present at the annual business meeting or a special business meeting of the Chapter, provided that the amendments, alterations, or repeals have been approved by the Board of Directors, and that notice of such proposed changes be mailed to the members thirty days or more before such meeting. By-Laws changes shall become effective immediately.

ARTICLE XI. AUTHORIZATION FOR CHAPTER

The Chapter was chartered by the American Production and Inventory Control Society, Inc. on May 24, 1973, as authorized by the Article VI of the APICS By-Laws dated March 9, 1973. The By-Laws of the Chapter shall not conflict with the By-Laws of the National Organization.