

**APICS – The Association for Operations Management**  
**By-Laws Of The Southern New Hampshire Chapter #253**

Revised September, 2010

**ARTICLE I – Name**

- A. This organization shall be known as the Southern New Hampshire Chapter #253 of APICS, the Association for Operations Management.
- B. This organization shall be a non-profit organization and no portion of the net earnings shall insure to the benefit of any individual member.
- C. The Southern New Hampshire Chapter of APICS shall be referred to as the “Chapter” in these By-Laws.

**ARTICLE II – Purpose**

- A. To develop professional efficiency in operations/resource management through the use of study, research, and the application of scientific methods.
- B. To disseminate, by all appropriate means, general and technical information on improved techniques and developments, in operations/resource management.
- C. To promote a professional attitude among its members and non-members toward an understanding and acceptance of the science of Operations and Resource Management, thereby advancing the general welfare of the industrial economy.
- D. To follow the Society’s code of ethics and Standard Operating Procedures.

**ARTICLE III – Membership**

Section 1 –Categories of Membership:

APICS' main membership categories include professional, group or enterprise, and student memberships. Please refer to APICS Society for current list of categories.

- A. **Professional Membership** – is available to individuals worldwide who currently work in operations management or a related field.
- B. **Enterprise Membership** – is a comprehensive approach to providing employees with valuable education and networking opportunities to increase their knowledge and productivity while improving operations and revenue.
- C. **APICS e-Membership** – APICS is making it easier for operations and supply chain professionals to become part of the APICS community with the introduction of three new electronic membership categories. APICS now offers electronic membership options to enterprises, international members, and young professionals.
- D. **Academic Professional** – Academic professional membership is available to individuals worldwide who are employed full-time by one or more accredited academic institution.
- E. **Student Membership** – Student membership is available to students currently enrolled full time in a degree-seeking program in operations management or a related field at an accredited college or university.
- F. **Retired Membership** – If an individual is 62 or older, is retired from formal employment, and has been an APICS chapter member for a minimum of five years, that person is eligible for Retired Membership. This entitles the member to full individual benefits while saving 50 percent on society dues. Chapter dues are determined at the discretion of the local chapter president.

## Section II – Admission

Any person desiring membership in this Chapter must send applications directly to APICS Society Headquarters in Chicago, Illinois, or submit an on-line application and payment at <http://www.apics.org>.

## Section III – Termination of Membership

- A. Membership shall be terminated when a member:
  - 1. Resigns, or
  - 2. Is 90 days in arrears in payment of annual dues, or
  - 3. Fails to comply with the Society and/or Chapter By-Laws.

## **ARTICLE IV – Dues and Finance**

### Section I – Dues and Chapter Fees

- A. Each member shall pay such Society dues together with SoNH chapter dues as the Society and Chapter Boards Of Directors may determine.

### Section II – When Due

- A. Dues shall be due and payable with the original application for membership and thereafter, annually on each member's anniversary date.
- B. Each member shall be billed directly by the Society. Such billing shall include both Society and Chapter dues.

### Section III – Contracts, Letters of Intent

- A. All contracts, release agreements, letters of intent, or commitments made in the name of, or on behalf of, the Chapter shall be submitted the Chapter Board of Directors for appropriate review and signature by duly authorized officer to officers.
- B. No contract may be entered into which will bind the Chapter for amounts in excess of the funds of the Chapter.

### Section IV – Compensation

No member of the Chapter's Board of Directors shall receive compensation for services rendered to this Chapter for the performance of duties related to Chapter management.

## **ARTICLE V Chapter Officers**

### Section I Elected Members/Officers Positions

- A. President
  - 1. In the absence of the Treasurer, countersign all withdrawals authorized by the Board, drawn on the Chapter's accounts.
  - 2. Shall preside at all meetings of the Chapter and the Board Of Directors.
  - 3. Shall, with the advice and consent of the Board Of Directors, appoint all Committee chairperson except as provided by these By-Laws.
  - 4. Shall be member ex-officio of all committees, except the Nominating Committee.
  - 5. Shall fill, with the Board Of Directors approval, any office vacated by an Officer or Director, to complete the un-expired term.
  - 6. Shall appoint the Nominating Committee.
  - 7. Shall sign all chapter checks authorized by the Board drawn against the Chapter's accounts if the Treasurer is not available to do so.

8. All other duties assigned by our Chapter Board, Region and the Society.

**B Executive Vice President**

1. Shall in absence, disability, or resignation of the Chapter President, have his/her powers and perform her/his duties.
2. Shall be responsible for Chapter Development
3. Shall be responsible for the Chapter Awards Program.
4. All other duties assigned by our Chapter Board

**C Secretary**

1. Shall keep an accurate record of proceedings of all meetings of the Chapter and the Board Of Directors and be responsible for the distribution of these minutes.
2. Shall carry on the general correspondence of the Chapter.
3. Shall maintain the Chapter archives, for a period of no less than seven years.
4. All other duties assigned by our Chapter Board

**D Treasurer**

1. Shall be the Chief Fiscal Officer of the organization.
2. Shall develop a budget for approval and submit it to the Directors prior to the start of the new fiscal year on July 1<sup>st</sup>.
3. Shall receive all funds paid to the Chapter.
4. Shall deposit and manage all funds in the name of the organization in such banks as the organization may designate.
5. Shall pay all bills for the Chapter after such bills have been approved.
6. Shall have the books/financial records available at all times for inspection.
7. Shall submit a report at each meeting of the Board Of Directors.
8. Shall be responsible for obtaining and managing the Chapter's insurance policies.
9. Shall sign all chapter checks authorized by the Board drawn against the Chapter's accounts
10. All other duties assigned by our Chapter Board

**E Vice President of Programs**

1. Shall be responsible for planning programs for all regular meetings and for making the necessary program arrangements.
2. All other duties assigned by our Chapter Board

**F Vice President of Membership**

1. Shall be responsible for recruiting qualified new members, assisting them in preparing applications for submission to the Society's Board Of Directors for approval.
2. Shall maintain an accurate listing of the membership.
3. All other duties assigned by our Chapter Board

**G Vice President of Communications**

1. Shall be responsible for the timely publishing of the Chapter newsletter via e-mailed PDF files, and the creation, printing and mailing of informational brochures describing Chapter educational offerings and programs to all chapter members.

2. All other duties assigned by our Chapter Board

#### H Vice President of Education

1. Shall be responsible for promoting interest in the field of Resource Management on the academic level, encourage the development of the degree credit courses, and explore the avenues for direct participation in educational pursuits, including APICS Certification.
2. Shall be responsible for organizing and presenting workshops and other professional activities in carrying out the purposes of the Chapter.
3. All other duties assigned by our Chapter Board

#### I Vice President of Seminars

1. Shall be responsible for organizing and presenting seminars for the Chapter.
2. Shall aid other Chapters, District 1 and the Society with whatever assistance that is required ~~in~~ with regard to Seminars.
3. All other duties assigned by our Chapter President and the Society.

#### J Vice President of Marketing

1. All duties assigned by our Chapter Board

#### K Vice President of Public Relations

1. All duties assigned by our Chapter Board

#### L Vice President of Company Relations

1. All duties Assigned by our Chapter Board

#### M Vice President of Special Projects

1. All duties assigned by our Chapter Board

### Section II– Election and Term

- A. Officers shall be elected at the Annual Business Meeting of the Chapter for a term of one year.
- B. Nominations for election to office will be presented to the members, by the Nominating Committee, at least 30 days prior to the scheduled election. Nominations from the floor will be recognized and allowed.
- C. Members in good standing must be present at the meeting in order to vote. Proxy votes will not be allowed.
- D. Those receiving a majority of the votes are elected and will be seated at the conclusion of the meeting with a Transition Meeting scheduled in June.

## **ARTICLE VI – Board Of Directors (Board)**

### Section I – Members

The Board Of Directors shall consist of the Chapter Officers and Chairpersons of the Standing Committees and the immediate past-President.

### Section II – Functions and Duties

- A. The Board of Directors shall be responsible for the establishment of policy for the Chapter.
- B. The Board of Directors shall be responsible for the management of the affairs and activities of the Chapter.
- C. All officers of the Board Of Directors shall be entitled to vote on all matters before the Board when present at Board Meetings.

### Section III – Board Meetings

The Board shall meet not less than four (4) times a year, at a time and place designated by the Board.

### Section IV – Special Meetings

The President shall have the authority to call special meetings of the Board Of Directors upon reasonable notice to the members.

### Section V – Removable of Board Members from Office and Filling Vacancies

- A. Any member of the Board who fails to attend a total of three (3) regularly scheduled Board Of Director meetings may without prior approval from the President of the Board, be deemed to have automatically resigned from the Board.
- B. If the President is temporarily unable to perform his duties, the Executive Vice President shall perform said duties during such temporary period.
- C. All vacancies of the Board Of Directors between elections at the Annual Business Meeting shall be filled by the Board.

## **ARTICLE VII – Committees**

### Section I – Nominating Committee

- A. The Nominating Committee shall be appointed not less than thirty (30) days prior to the Annual Business Meeting of the Chapter.
- B. The Nominating Committee Chairperson shall be the immediate past-President (or shall be appointed by the President if unavailable), and the committee will include all available Past-Presidents and at least two other members of the Board.
- C. The committee shall prepare nominations for President, Executive Vice President, Secretary, Treasurer, VP of Programs, Membership, VP of Communications, VP of Education, VP of Seminars, VP of Marketing, VP of Public Relations, VP of Company Relations and VP of Special Projects as needed and present them to the membership one month prior to the Annual Business Meeting.

### Section II – Other Committees

Other committees may be appointed by the President to accomplish the general purpose of special projects of the Chapter.

### Section III – Committee Meetings

Committee meetings shall be held upon notification by the Chairperson of the committee, who will designate the time and place of the meeting.

## **ARTICLE VIII – Meetings**

### Section I – Regular Meetings

- A. Regular meetings of the Chapter shall be held minimum four (4) times per year, except for the months of June, July and August.
- B. Normally, regular meetings shall be held at a time and place designated by the Chapter Board Of Directors.
- C. The regular meeting held during the month of May shall also be known as the Annual Business Meeting.
- D. The Board Meeting held immediately after the election of Officers shall be the “Transition Meeting”. Both incoming and out-going Officers will be in attendance. The Strategic Plans and Budgets for the Chapter will be presented at this meeting for the coming year.

### Section II – Meeting Notices

- A. Written notice of each meeting shall be sent to all members.
- B. The Chapter newsletter and Web Pages are deemed to be adequate notification when emailed and posted a minimum of seven (7) days prior to the meeting.

## **ARTICLE IX – Parliamentary Authority and Suspension of Rules**

### Section I – Parliamentary Authority

All meetings of the duly constituted Board of the Chapter shall be governed by the Rules of Order as prescribed in “Robert’s Rules of Order, Revised” provided the same are not superseded by these By-Laws.

### Section II – Suspension of By-Laws

The standing rules may be temporarily suspended by a two-thirds (2/3) vote of those present at any meeting of the Board Of Directors.

### Section III – Interpretation of By-Laws

The Chapter Board Of Directors shall be the authority for the interpretation of these By-Laws.

### Section IV – Non-Conflict with Association By-Laws

The By-Laws of this Chapter shall be in harmony, and not conflict in any manner, with the APICS Society By-Laws. The APICS Society By-Laws shall govern and prevail in all matters.

## **ARTICLE X – Dissolution**

The Chapter shall use its funds only to accomplish the objective and purposed specified in these By-Laws, and no part of said funds shall insure or be distributed to the members of the Chapter. On dissolution of the Chapter, any funds remaining shall be distributed to one or more organized and qualified charitable, educational, scientific or philanthropic organization, to be selected by the Chapter Board Of Directors, and must be in accordance with Society rules and regulations.

## **ARTICLE XI – Amendments to By-Laws**

### Section I - Amendments

- A. Amendments to these By-Laws shall be proposed in writing to the Chapter Board Of Directors by a special By-Laws Committee, or by a request, signed by five or more members in good standing.
- B. After initial approval by the Board Of Directors, these amendments will be submitted to the general membership for their approval at any regular business meeting.
- C. Submission shall be preceded by a written announcement in either the Chapter Newsletter and/or Web Site.

## **ARTICLE XII – Quorum**

### Section I – Membership Quorum

The members present at any regular meeting of the Chapter shall constitute a quorum.

### Section II – Board Quorum

#### Section I - Quorum

- A. Fifty-one percent (51%) of the members of the Board Of Directors shall constitute a quorum.
- B. No vote can be conducted without a quorum.

Approved Sept. 9, 2010 (see article XI above – general membership must vote on By-Law changes before such changes can be formally implemented here.)