



Advancing Productivity, Innovation, and Competitive Success

Granite State Chapter

ByLaws

September 8, 2010

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ARTICLE I. NAME

- A. The name of this organization shall be the Granite State Chapter, American Production and Inventory Control, Inc. (APICS) hereinafter referred to as the "Chapter."
- B. The Chapter shall be directly affiliated with and shall be organized under charter from the American Production and Inventory Control Society, Inc hereinafter referred to as "APICS". The Chapter is a Channel Partner of APICS. The association is also known as APICS The Association for Operations Management. Members of this Chapter are members of APICS.

ARTICLE II. DEFINITIONS

- A. "**Board**" shall mean the board of directors of the Granite State Chapter.
- B. "**Channel Partner**" shall mean an affiliated organization (APICS chapters, International Associates, and Authorized Educational Providers) that work with APICS to deliver education, member benefits, and/or certification exams.
- B. "**Chapter**" shall mean a chartered organization of APICS members.
- C. "**Director**" shall mean a member of the board of directors.
- D. "**Guideline**" shall mean an information rule that describes how APICS policies are intended to work in furthering the goals of APICS.
- E. "**Officer**" shall mean a member of the board of directors.
- F. "**Policy**" shall mean the stated position of APICS on a particular matter.
- G. "**Procedure**" shall mean the rules adopted by APICS and approved by the board to carry out policies.

ARTICLE III. PURPOSES

The Granite State Chapter of APICS is organized and shall be operated for the following purposes:

- A. To unite, through membership in the Chapter, people interested in operations management.
- B. To foster and maintain high standards in the field of operations management.

- C. To provide a means of mutual exchange of problems and ideas in the field of operations management.
- D. To promote educational programs.
- E. To inform members and interested non-members in techniques and systems in the field of operations management.
- F. To establish an awareness and recognition among leaders of industry in the field of operations management.

ARTICLE IV. MEMBERSHIP

Membership shall be divided into two classes: company and individual. A third international class is available through APICS Society.

A. Company Membership.

Enterprise Sustaining Membership. Each such enterprise demonstrates its commitment to expanding the professionalism and relevance of operations management through membership for multiple sites and by contributing to the development of the APICS Body of Knowledge.

B. Individual Membership.

Chapter Member. A member of the Granite State Chapter of APICS.

Life Member. A member who serves APICS as chair of the board shall, at the end of the term of office, become a member for life, with full membership privileges.

Honorary Member. An individual determined by the board to have made exceptional contributions in the field of operations management becomes a member for life with full membership privileges.

Student Member. An individual enrolled full time in one or more accredited academic institutions and belonging to an APICS-chartered student chapter.

Retired Member. A member retired from formal employment, who meets the requirements as stated in APICS SOPs.

Academic Member. An individual employed full time by one or more accredited academic institutions

ARTICLE V. MEMBERSHIP MEETINGS

- A.** Membership Meetings. The Chapter shall hold regular, membership meetings seven or eight times each fiscal year. No membership meetings shall be scheduled for July, August, or December. Regular meetings shall be held on the third week of each meeting month. The time for meetings shall be set by the Board with due notice of at least one week given to the membership.
- B.** Board of Directors' Meetings. The Board shall hold meetings the first Tuesday of each month or at the discretion of the President for the purpose of transacting any business. Meetings shall be scheduled by the President by notice to the Board at least one week prior to the meeting.
- C.** Special Meetings. Special meetings of the Board of Directors may be called by majority vote of the Board members. Special meetings of the entire membership may be called by the President if voted by a simple majority of the Board.
- D.** Voting. Unless otherwise specified herein, voting shall be based by simple majority. Only members in good standing with current dues paid shall be eligible to vote. Secret ballot shall be used at the discretion of the President, Board of Directors, or when requested by any member eligible to vote.

ARTICLE VI. DUES

The annual membership dues shall be set by the Association. Notification of change shall be sent to all members at least sixty days in advance of the Association's board meeting at which such proposed change shall be voted on.

ARTICLE VII. BOARD OF DIRECTORS

- A.** The control and management of the affairs, property, and funds of the Chapter shall be vested in the Board.
- B.** The Board shall typically consist of the following positions:

President, Executive Vice President, Secretary, Treasurer, Vice President of Programs, Vice President of Membership, Vice President of Facilities, Vice President of Marketing, Vice President of Education, Academic Liaison, Company Coordinator, Job Bank Coordinator, Newsletter Editor, Web Master, Assistants to VP positions and Directors-at-Large as designated by the Board.
- C.** The Board shall be the governing body of the Chapter. A quorum of fifty percent or more of the Board Members is needed to transact business.
- D.** Each Board Member shall have one vote.

- E.** Term of office for all Board positions will be one year. No member shall be elected to more than two consecutive years in the same office unless approved by special Board vote. Directors-at-Large may be reelected for an indeterminate number of consecutive terms.
- F.** A Board meeting shall be called by the President-elect prior to July 1 for the transfer of documentation and records for each delegated office.
- G.** In the event it becomes necessary to fill an unexpired term in any office, such vacancy shall be filled by action of the Board. The appointed acting officer shall hold office until the next regular election. Appointed acting officers shall be eligible for nomination and election to the same office for the ensuing year.
- H.** Any officer may be removed from office for cause by two-thirds majority vote of the entire Board. Cause is defined as neglect of duty and absenteeism at Board meetings. Removal for cause shall not be done until after the officer has been given an opportunity to explain the offending action. The officer removed by the Board may be reelected by the members, and if so reelected, may not again be removed by the Board for the same incident.
- I.** The Chapter President shall be the chapter delegate and represent the Chapter at all local, district, and international meetings. The President may, with the approval of the Board, appoint a substitute to represent the Chapter in various matters.
- J.** When the Board is not in session, power to act on all matters necessary for the administration of the Chapter shall be vested in the President and be subject to review and approval of the Board at the next meeting.
- K.** All board members must be APICS members in good standing.

ARTICLE VIII. OFFICERS

- A.** The officers of the Granite State Chapter of APICS shall be the members of the Board of Directors.
- B.** The term of each office shall commence on July 1 of each year and shall cease at midnight on June 30 of the following year.

ARTICLE IX. ELECTION OF OFFICERS

- A.** Nominations for Chapter office shall be made by a committee of not less than three members named by the President.

- B. Nominations shall be made in writing in the newsletter to the membership at least two months prior to the election.
- C. Election of officers shall be held at the May membership meeting.
- D. The outgoing President of the Chapter will automatically become a Director-at-Large for the ensuing year.

ARTICLE X. DUTIES OF OFFICERS

- A. **President.** The president shall be the chief executive officer of the Chapter and shall preside at all board of directors', membership, and special meetings. The president shall interpret the Chapter and Society policies consistent with the intent of these by-laws and establish goals to be reached during his/her term of office. Within thirty days after assuming office, the president shall appoint those committees necessary for the proper function of the Chapter. The president shall serve as ex-officio to all standing committees and approve all policies formulated by the committees and/or officers. The president with the Treasurer shall sign all written contracts or other financial obligations of the Board.
- B. **Executive Vice President.** The executive vice-president shall perform all the duties of the president during the president's absence. He/She shall keep the Board focused on all awards, specifically, on the requirements of the CMS/C-BAR manual and be responsible for assuring submission of the Award Manual.
- C. **Secretary.** The secretary shall keep or cause to be kept all Chapter records and shall perform all Chapter correspondence. He/She shall record and publish the minutes of Board and membership meetings.
- D. **Treasurer.** The treasurer shall keep or cause to be kept all financial records for the Chapter. He/She shall report on the financial condition of the Chapter at each meeting of the Board and upon request. The treasurer shall ensure the Chapter accounts are audited, proper tax forms are filed annually, and the chapter is kept in good standing with the state as an incorporated non-profit entity. The treasurer shall, with the president, sign all written contracts or other financial obligations of the Board. The treasurer shall complete a Letter of Assertion each chapter, fiscal year.
- E. **Vice President of Programs.** The vice president of programs shall be responsible for all program and speaker arrangements. Programs shall be designed to fulfill the purpose and objectives as outlined in these by-laws and to compliment the needs of the membership.
- F. **Vice President Membership.** The vice president of membership shall be responsible for all matters pertaining to membership. He/She shall maintain the Chapter database

and shall actively initiate contact with prospective members/member companies/past members.

- G. Vice President of Facilities.** The vice president of facilities shall make restaurant, hotel, and/or function room arrangements for all Chapter functions. He/She shall coordinate monthly meeting attendance and collection of receipts. He/She shall perform the duties of the vice president of programs in his/her absence.
- H. Vice President of Marketing.** The vice president of marketing shall publicize chapter activities and member achievements in all possible news media. He/She shall disseminate APICS literature and knowledge to local business executives to the maximum extent possible.
- I. Vice President of Education.** The vice president of education shall ensure that training and educational materials for APICS exams are provided to the membership. He/She shall coordinate workshops, classes, and/or seminars in operations management or related disciplines.
- J. Academic Liaison.** The academic liaison shall ensure that local institutes of learning are aware of APICS, its educational offerings, and its standing in the local business community. He/She shall assist in the establishment of affiliate student chapters and provide liaison between the parent and affiliate chapters.
- K. Job Bank Coordinator.** The job bank coordinator shall maintain a list of job vacancies in the field of resource management, inform chapter members seeking these type jobs of the opportunities, and inform local manufacturing firms of this service.
- L. Company Coordinator.** The company coordinator shall make contact with chapter members in local companies, establish one volunteer coordinator for the company, and disseminate APICS information and offerings to the company and its APICS members through the coordinator.
- M. Newsletter Editor.** The newsletter editor shall publish newsletter, as determined by the board, and advertise all chapter and Society functions, meetings and educational offerings.
- N. Web Master.** The Web Master shall maintain a chapter website for the purposes of keeping members and non-members informed of chapter activities, APICS related links, local points of contact, and relevant operations management information.

ARTICLE XI. CODE OF ETHICS

The Code of Ethics is:

- A. To maintain and improve sound business practices and to foster high standards of professional conduct.
- B. To hold in professional confidence any information gained of the business of a fellow member's company, and to refrain from using such information in an unethical manner.
- C. To seek success without taking unfair advantage or utilizing questionable acts that would compromise one's self-respect.
- D. To neither engage in nor sanction any exploitation of one's membership, company, or profession.
- E. To encourage and cooperate in the interchange of knowledge and techniques for the mutual benefit of the profession.
- F. To be careful with one's criticisms and liberal with one's praise, to build and not to destroy.
- G. Whenever a doubt arises as to the right or ethics of one's position or action, to resolve such doubt according to generally accepted standards of truth, fair dealing, and good taste.
- H. To maintain high personal standards of moral responsibility, character, and business integrity.
- I. To uphold the high level of the association as outlined in the bylaws.

ARTICLE XII. FISCAL YEAR

The fiscal year of the Granite State Chapter shall be July 1 to June 30.

ARTICLE XIII. PARLIAMETARY AUTHORITY

Unless otherwise specified by the president, Robert's Rules of Order, revised, shall determine the conduct of business in all meetings of this Chapter and of its governing bodies and committees, except where these rules would be inconsistent with these by-laws.

ARTICLE XIV. AMENDMENT TO BY-LAWS

The by-laws may be repealed, replaced or amended upon review and analysis by a two-thirds vote of approval by the Board at any regular or special meeting of the Board. Amendments must be proposed in writing to the Board and shall be submitted to the entire membership at least thirty days in advance of presentation for voting.

ARTICLE XV. DISBANDMENT

In the event the Chapter should desire to vote on disbandment or to discontinue affiliation with the American Production and Inventory Control Society, Inc., the entire membership of the Chapter, the northeast district manager, the national president and the national executive secretary shall be notified at least ninety days before such vote is taken. A vote of two-thirds of the eligible Chapter members will constitute the majority vote required to cause disbandment and/or discontinue affiliation with APICS, Inc.

REVISIONS:

- Original by Ed Lamarine July 1, 1997
- Revised by Ed Lamarine, Approved by the Board of Directors, February 5, 2008.
- Revised by Ed Lamarine, Approved by the Board of Directors, October 8, 2009
- Revised by Ed Lamarine, Approved by the Board of Directors, September 7, 2010