BY-LAWS OF THE SOUTHERN TIER OF NEW YORK CHAPTER OF APICS

Revised Nov., 2012

APICS, The Association for Operations Management, is the global leader and premier source of the body of knowledge in operations management, including production, inventory, supply chain, materials management, purchasing, and logistics.

### Article I Organization

#### This organization shall be known as the SOUTHERN TIER OF NEW YORK CHAPTER OF APICS, Inc. (herein called “STAPICS” or “The chapter”)

1. STAPICS shall exist as a Not-for-Profit organization, incorporated in the State of New York
2. These articles, as amended, shall be the governing rules of this chapter and shall not conflict with the signed Chapter Partner Agreement (CPA) between STAPICS and APICS, or any by-laws of APICS Corporate.

**Article II Vision/Mission Statement**

1. Vision Statement: “To be the premier provider of education in resource management and offer career assistance in a professional forum for our members and business community.”

B. Mission Statement: To keep members abreast of changing Techniques involving Integrated Resource Management, Operations Management, and Production & Inventory Control; and to provide the exchange of mutual concerns. To operate educational programs at the local level for the benefit of all people needing the APICS Body of Knowledge. To contribute wherever possible to the APICS Body of Knowledge.

##### Article III Chapter Meetings

1. Regular meetings shall be held a minimum of 6 times a year.
2. All meetings of the Chapter or its committees shall be conducted under proper parliamentary procedure where applicable. (The revised Robert’s Rules of Order where applicable shall be the Authority.)
3. Actions approved by a majority of members present shall be legal and binding on this Chapter.
4. Special meetings of the Chapter may be called by the President, by a majority of the Board, or by written petition of ten members of the Chapter who are authorized to vote. Members will be notified of Special meetings at least five days before the scheduled date set for the meeting. Such notice shall state the reasons for calling the meeting, the business to be transacted and who has requested the meeting. No other business but that specified in the notice shall be transacted at such a Special meeting.
5. If circumstances dictate that an issue must be voted on prior to a regularly scheduled Board meeting, a vote may be conducted by email. The Chapter President will decide how to conduct such a vote.

##### Article IV Elections and Appointments

1. Annual Elections for a 1-year term, to the board-at large shall be conducted in May.
2. Nominations from the membership are accepted at any time after the announcement of elections, up to and including the election itself.
3. Any voting chapter member shall be eligible for office.
4. Elections shall be conducted by voice vote or ballot.
5. The June Board Meeting shall be an “Organizational and Transitional Meeting” at which members are elected to specific board positions by majority vote of those present.
6. The President may appoint any temporary committee.
7. The Board of Directors shall appoint all permanent committees.
8. Officers shall assume their duties at time of election or appointment.
9. Removal of any Officer shall require a two-thirds vote of other board members.

###### Article V Elected Officers and Duties

1. President

The President shall:

* 1. Be responsible for the affairs of the Chapter. He or she shall have the normal powers granted a presiding officer.
  2. Preside at Chapter and Board of Directors Meetings.
  3. Report for the Board of Directors at Chapter Meetings.
  4. Be a member ex-officio of any committee.
  5. Represent the Chapter in all District and Corporate meetings.
  6. Serve as the Treasurer in their absence and be listed as signatory on the Chapter’s bank account(s).

1. Director of Finance

The Director of Finance shall:

* 1. Handle all cash transactions.
  2. Maintain accurate records of financial position of the Chapter at all times.

1. This will include information on budget to actual transactions.
   1. Assume responsibility for managing all Accounts Payable and Accounts Receivable functions, including the timely processing of checks and invoices.
   2. Submit monthly Treasurer’s Report of all transactions to the Board.
2. Executive Vice-President

The Executive Vice-President shall:

* 1. In the absence of the President, preside at any and all meetings of STAPICS.
  2. In the event of the death, resignation, or removal of the President, assume the office of President

1. Secretary

The Secretary shall:

* 1. Attend all meetings of STAPICS and keep a record of all transactions, and publish these minutes.

1. Director of Education

The Director of Education shall be:

* 1. Responsible for planning future educational offerings, whether as stand-alone classes or in conjunction with companies, colleges, or other professional organizations.
  2. Responsible for ensuring that instructors are available to teach all educational offerings.

1. Director of Membership

The Director of Membership shall:

* 1. Maintain a record of and report the membership status of the chapter
  2. Contact all people whose membership has expired in order to convince them to renew
  3. Contact all new members to welcome them to the chapter and to invite them to all chapter functions

1. Director of Programs
   1. The Director of Programs shall arrange speakers and venues for Professional Development Meetings. These can be exclusively for the chapter, or in conjunction with other professional organizations.
2. Director of Publicity

The Director of Publicity shall:

* 1. Arrange for publicity of the PDMs, e.g. in the chapter newsletter, on the chapter website, in the popular media.
  2. Conduct surveys of attendees following the PDMs.

1. Director of Marketing

The Director of Marketing shall:

* 1. Arrange for publicity of the chapter, its meetings, and its goals
  2. Build a “brand awareness” of APICS and the chapter among local businesses.

1. Director of Communications
   1. The Director of Communications shall be responsible for publication of the chapter newsletter.
2. Director of Online Publication
   1. The Director of Online Publication shall be responsible for keeping all information on the chapter website (currently [www.stapics.org](http://www.stapics.org)), Facebook, and other avenues correct and up to date.
3. Director of Chapter Standards
   1. The Director of Chapter Standards shall be responsible for all submissions to APICS Corporate regarding chapter performance. This includes Chapter Minimum Standards and Chapter Benchmarking and Reporting (C-BAR).
4. Director of Student Relations

The Director of Student Relations shall be responsible for:

* 1. Creating and overseeing a Student Chapter, if any
  2. Maintaining relationships with faculty and students at local colleges and universities to make them aware of APICS and chapter activities

1. Student Chapter Liaison

The Student Chapter Liaison shall be a member of the local Student Chapter. The Student Chapter Liaison is a voting position. The Student Chapter Liaison shall be responsible for maintaining the relationship and communication between the local Student Chapter and the Southern Tier Chapter.

The Board will establish other board positions as needed or warranted.

###### Article VI Chapter Government

1. The Board of Directors shall act prudently to conduct the normal business Affairs of the Chapter and to plan and direct the long-term strategic plans of the Chapter consistent with APICS’ purposes.
2. The Board of Directors shall:
   1. Be composed of all current officers and permanent committee chairpersons.
   2. Meet at least every two months to fulfill the above. Notice of regular or special meetings of the Board must be given to each member of the Board at least ten days in advance. Emergency meetings of the Board may be called by the President or by a majority of the Board.
   3. Have a Quorum when at least three of its members are present.
   4. Admit any active member to its meetings, but the voting shall be restricted to the committee.
   5. All motions to the BOD must pass by a majority vote of those present. Each member of the Board shall have one vote on all motions made by the board, with the president abstaining and voting only in the case of a tie.
3. By-Laws:
   1. It is the responsibility of the Board of Directors to maintain and update these By-Laws and to provide a copy to active members upon request.
   2. Written notice of proposed changes are to be provided by the Board of Directors to all members at least one week before voting.
   3. Amendments must be ratified at a regular Chapter meeting by two-thirds of those paid members voting.
4. Incorporation
   1. The Chapter is incorporated in the State of New York, and all applicable state laws are binding on the Chapter.

Article VII The Membership

A. Membership shall be limited to those people who conform to the scope and purpose of APICS Corporate. Membership in the local chapter shall be consistent with membership in Corporate.

1. A paid member is one whose current dues are paid in full. A member is considered Delinquent (no longer “paid up”) whose dues have not been received by APICS Corporate 30 days after the receipt of second notice.
2. Transfer of membership between Chapters shall be handled directly by APICS Corporate.

###### Article VIII Finances

1. Chapter membership dues are determined by APICS Corporate, which collects the dues and distributes the chapter’s portion to us.
2. The Treasurer (or Director of Finance) handles the day-to-day accounts payable and accounts receivable activities.
3. Dissolution of the Chapter, should it be required, will be handled by APICS Corporate in accordance with laws and contracts in effect at that time. This includes final disposition of any remaining monies possessed by the Chapter, though existing liabilities should be settled first.
4. Members shall be provided with a current Profit and Loss Statement annually. A treasurer report is available upon written request at anytime by a Chapter member.