

**OHIO VALLEY CHAPTER OF APICS
THE ASSOCIATION FOR OPERATIONS MANAGEMENT
BY LAWS**

ARTICLE I – NAME AND DETAILS

- a) This organization shall be known as the OHIO VALLEY Chapter of APICS.
- b) The official address for this chapter shall coincide with the address for the Secretary /Treasurer.
- c) Fiscal year shall run from July 1 of one year to June 30 of the subsequent calendar year and correspond with the BOD year.

ARTICLE II – PURPOSE

The purpose of this chapter shall be

- a) To develop professional efficiency in operation, supply chain and resource management through study, research, and application of scientific methods.
- b) To disseminate, by all appropriate means, general and technical information on improved techniques and developments.
- c) To promote a professional attitude among its members and non members toward an understanding and acceptance of the science of operation, supply chain and resource management, thereby advancing the general welfare of the industrial economy.
- d) To support the mission, goals, and objectives of the society.

ARTICLE III – MEMBERSHIP

Section 1. Classes of membership

- a) Affiliate Corporate Member: This class shall consist of companies or divisions thereof desiring to assist in furthering the aims and purposes of the chapter and to be represented at the chapter and APICS functions.
 - 1) Each company may designate as its representatives five individuals who shall enjoy full membership privileges.
 - 2) Each such company shall be entitled to send any number of employees from this particular plant site to any society headquarters activity at member rates.
 - 3) Each such company may change its representatives at any time upon written notice to the local chapter and/or to APICS headquarters.
- b) Chapter Member: This class shall consist of individuals who are engaged in work related to, or have an interest in, supply chain management, operations management and/or resource management.

Section 2. Termination of Chapter Membership

- a) Membership shall be terminated when a member
 - 1) Resigns, or
 - 2) Is in arrears in the payment of dues, or
 - 3) Fails to comply with the international or chapter bylaw
- b) The Chapter Board of Directors may suspend or expel any member for cause.
 - 1) This shall not be done until after the member has been given an opportunity to explain the offending action.
 - 2) An affirmative vote of two thirds of the Board of Directors shall be required for suspension or expulsion.
 - 3) A suspended member shall have inactive status until reinstated by the Board of Directors.
 - 4) The name of an expelled member shall be stricken from the membership roll and shall not be considered eligible for reelection to membership.

ARTICLE IV – DUES AND FINANCE

Section 1. Dues

- a) Dues shall be due and payable originally with the application for membership, and thereafter on each anniversary date.
- b) The Board of Directors shall establish the amount of the chapter dues.

Section 2. Contracts, Letters of Intent

- a) All contracts, releases, agreements, letters of intent, or commitments made in the name of, or on the behalf of the chapter shall be submitted to the Chapter Board of Directors for the appropriate review and signature by dully authorized person(s).
- b) No conrtract may be made that will bind the chapter for amounts in excess of the funds of the chapter.

Section 3. Non compensation

- a) No voting member of the Chapter Board of Directors shall receive compensation for services rendered.

ARTICLE V – OFFICERS

Section 1. Election and Term

- a) The elected officers and board members receiving a majority of the votes shall take office immediately upon the officers and Board of Directors (BOD) annual transition meeting.
- b) Election shall be at the annual meeting. Nominations from the floor will be recognized.
- c) Officers shall be elected for a term of one year, to run concurrent with the chapter's fiscal year.

Section 2. Duties

a) President

- 1) Shall preside at all meetings of the chapter and the Board of Directors.
- 2) Shall be an ex-officio member of all committees.
- 3) Shall appoint, with board approval, any office vacated by an officer or director to fill an unexpired term.
- 4) Shall appoint a nomination committee.
- 5) May sign all chapter checks authorized by the board drawn on the general fund in the absence of the treasurer and countersign all withdrawals authorized by the board investment fund.

b) President Elect / Vice President

- 1) Shall be responsible for promoting the Chapter Award Program and recognizing outstanding chapter members for their contribution to the chapter and to the profession.
- 2) In the absence of the President, shall preside at all meetings of the chapter and the Board of Directors.
- 3) Shall be responsible for conducting, or causing to be conducted, an audit of the financial records and accounts of the chapter at the close of each fiscal year and for presenting a report thereon to the chapter board on or before August 1 annually.

c) Vice-President, Education

- 1) Shall be responsible for organizing and presenting seminars, courses, workshops, and other professional development activities in carrying out the purpose of the chapter.
- 2) Shall be responsible for promoting interest in the field of supply chain and resource management on the academic level, encouraging the development of the degree credit courses, and exploring all avenues for direct participation in educational pursuits.
- 3) Plan and publish educational schedule / offerings 6 - 12 months in advance.
- 4) Work with local companies to assess educational needs

d) Vice-President, Programs

- 1) Shall be responsible for planning programs for all regular meetings and for making the necessary program arrangements.
- 2) Shall be responsible for promoting attendance at all regular meetings, keeping attendance records, and making arrangements for necessary facilities.
- 3) Shall coordinate and conduct periodic surveys of members to assess needs, wants and interests.

- e) Vice-President, Publicity
 - 1) Shall be responsible for publicizing the chapter's activities, meeting information and the achievements of the chapter members in all chapter and local news media.
 - 2) Shall be responsible for chapter publications approved by the board.
 - 3) Shall be responsible for maintenance of the chapter web site.
 - 4) Shall submit chapter newsletter to Headquarters Fit To Print program annually.
 - 5) Shall complete the chapter newsletter monthly and distribute to all members electronically.
 - 6) Shall send email reminder for monthly meeting prior to meeting date.

- f) Secretary / Treasurer
 - 1) Shall keep an accurate record of all proceedings of all meetings of the Board of Directors and be responsible for the distribution of the minutes.
 - 2) Shall be custodian of the funds of the chapter and maintain such records as deemed necessary.
 - 3) Shall collect all dues and fees.
 - 4) Shall provide monthly statements of the financial condition of the chapter.
 - 5) Shall draw all checks authorized by the board on the general fund of the chapter. Checks authorized by the board to be drawn on the investment fund must be countersigned by the President.
 - 6) Shall complete necessary C-BAR documentation and submit on behalf of the chapter.
 - 7) Shall complete all required filings for taxes, liability insurance, etc.

- g) Vice-President, Memberships
 - 1) Shall be responsible for recruiting qualified new members and helping them prepare their membership application form and submission to society headquarters.
 - 2) Shall maintain an accurate list of the membership of the chapter.
 - 3) Shall send welcome email to all new members.
 - 4) Shall follow up with all suspended members to assess reason for dropping membership.

- f) Director
 - 1) Shall attend board of director meetings, actively participating and owning actions required.
 - 2) Shall assume committee assignments as requested by the President.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. Functions and Duties

- a) The Board of Directors shall be responsible for the establishment of policy for the chapter. It shall be responsible for the management of the affairs and activities of the chapter.
- b) All members of the Board of Directors shall be entitled to vote on all matters before the board.

Section 2. Members

- a) The Board of Directors shall consist of the elected officers of the chapter and appointed members of the chapter.
- b) Board of Directors shall be appointed for a term of one year, to run concurrent with the Chapter fiscal year.

Section 3. Past President

The immediate past president shall be an ex-officio member of the board

Section 4. Board Meetings

The board shall meet no fewer than six times a year at a time and place designated by the board. Every effort should be made to meet at a time other than the regular technical meeting time.

Section 5. Special Meetings

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

Section 6. Removal of Board Members from Office and Filling of Vacancies.

- a) If the president is temporarily unable to perform his or her duties, the board shall appoint another officer to perform these duties during such temporary period.
- b) All vacancies on the Board of Directors between elections at the annual business meeting shall be filled by the president.

ARTICLE VII – COMMITTEES

a) Nominating Committee

- 1) The nominating committee shall be appointed no later than sixty days prior to the annual business meeting of the chapter.
- 2) The committee shall select one or more candidates for each office and obtain their acceptance of such nomination.
- 3) The committee shall advise the chapter membership of the nominees at least ten days prior to the annual election.

b) Other Committees

- 1) Other committees may be appointed by the president to accomplish the general purpose or special projects of the chapter.

i. Committee Meetings

Committee meetings shall be held upon notification by the chairperson of a committee. He or she shall designate the time and place of each meeting

ii. Removal from Committees

The chapter board shall have the power and authority to remove any committee chairperson or member for cause.

ARTICLE VIII – MEETINGS

Section 1. Regular Professional Development meetings

- a) Regular meetings of the chapter shall be held monthly.
- b) Regular meetings shall be held at a time and place designated by the Chapter Board of Directors, except that the date of the meeting may be changed or a meeting omitted at the discretion of the board.
 - 1) OHVA Chapter currently does not meet during the following months: December, June, July and August.

Section 2. Special Meetings

- a) Special meetings of the chapter shall be called by the president upon the written request of two members of the chapter board or of five or more members in good standing of the chapter.

Section 3. Meeting Notices

- a) A written notice of each Board of Directors meeting shall be sent to all members by the Secretary or the Vice President of Publicity.

ARTICLE IX – PARLIAMENTARY AUTHORITY AND SUSPENSIONS OF RULES

Section 1. Parliamentary Authority

- a) All meetings of the duly constituted bodies of the chapter shall be governed by the rules of order as prescribed in Robert's Rules of Order, revised, provided that the same are not superseded by the bylaws and are applicable.

Section 2. Suspension of Bylaws

- a) The standing rules may be temporarily suspended by a two-thirds vote of those present at any meeting of the board.

Section 3. Interpretation of the Bylaws

- a) The Chapter Board of Directors shall be the authority for interpretation of these bylaws.

Section 4. Non conflict with the Society Bylaws

- a) The bylaws of this chapter shall be in harmony with and not conflict in any manner with the society bylaws of the Association for Operations Management (APICS). The society bylaws shall govern and prevail in all matters.

ARTICLE X – DISSOLUTION

The chapter shall use its assets only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds or other assets shall insure or be distributed to the members of the chapter. On dissolution of the chapter, any remaining funds shall be donated to the Education and Research Foundation of The Association for Operations management. Other chapter assets are to be donated to an APICS chapter within the region of the disbanding chapter. The Region Vice-President's approval must be obtained for the distribution of the assets to the chapter within the region.