

LEHIGH VALLEY APICS BYLAWS

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ARTICLE I. NAME

The name of the national office is APICS.

This organization shall be known as the APICS Lehigh Valley Chapter, hereafter referred to as the Chapter.

ARTICLE II. PURPOSES

The Chapter is organized and shall be operated for the following purposes:

- A. To foster and maintain high standards in the field of operations management.
- B. To provide a means of mutual exchange of problems, solutions and ideas in the field of operations management.
- C. To promote educational programs.
- D. To inform members and interested nonmembers of techniques and systems in the field of operations management.
- E. To help members maintain their APICS certification by scheduling Professional Development Meetings (hereafter referred to as PDM's) and other educational opportunities that allow them to earn points toward said re-certification.

ARTICLE III. FISCAL YEAR

The Fiscal Year of this Chapter shall be July 1 to June 30.

ARTICLE IV. MEMBERSHIP and VOTING PRIVILEGES

The Chapter recognizes as valid Chapter members all categories of members as defined by APICS. To become and/or remain a member of the Chapter, the individual must maintain a valid membership in APICS and must list Lehigh Valley as his/her Chapter affiliation.

All such members as defined by APICS, with the exception of student members, will have voting privileges.

ARTICLE V. MEMBERSHIP MEETINGS

A regular meeting of the membership shall be held at a place and time as the Chapter board shall decide.

ARTICLE VI. DUES

- A. The annual membership dues for each class of membership shall be set by APICS. Notification of a proposed change shall be sent to all chapter presidents at least 60 days in advance of the board meeting at which such proposed change may be voted on.
- B. Dues shall be due and payable with the application for membership and thereafter on the anniversary date of membership.
- C. Each member shall be billed annually for renewal of both Society and Chapter dues directly by APICS.
- D. Members who shall neglect or refuse to pay their dues will be suspended. Membership will be reinstated upon payment of said dues.
- E. The last chapter dues paid by a member transferring to another chapter shall remain with this chapter.

ARTICLE VII. CHAPTER BOARD OF DIRECTORS

- A. The officers of the Chapter shall be as follows: President, Past President, Executive Vice-President, Treasurer, Secretary, Vice-President of Programs, Vice-President of Education, Vice-President of Membership/Arrangements, Vice-President of Social Media, CBAR Coordinator and Web Master (non-voting).
- B. All board members must be a member in good standing of the chapter at all times during his or her tenancy.
- C. All board members shall have one (1) vote in all matters voted upon by the Board with the exception of the Web Master.
- D. The term of office for the President and Executive Vice-President shall be (2) years unless an additional term is agreed to by the individual holding the position and the chapter members at election time. In the unlikely event that no candidates step forward for these (2) positions, the term limit may be voided until an eligible candidate is found. All other officers may be re-elected indefinitely.
- E. Elections will be held annually at the May Professional Development Meeting or via email voting by no later than June 15. A slate of nominees will be presented at this meeting or via the email vote. Nominations will also be accepted from the floor or via email.
- F. The term of office begins July 1 and ends June 30.
- G. In case of a vacancy in the office of the President between normal elections, the Executive Vice-President will assume the office and the Chapter Board of Directors shall meet and elect a new Executive Vice-President from the current Board to serve the un-expired term.
- H. If a vacancy occurs in any position other than the President or Executive Vice-President, that vacancy can be filled by any member of the chapter in good standing and approved by the Chapter Board of Directors. This appointment shall be for the balance of the un-expired term. This candidate is then eligible for re-election.

- I. The Board of Directors shall meet monthly to conduct the regular business of the Chapter. Any meeting may be cancelled with the agreement of a simple majority of the Board.
- J. An officer may be removed from the Board for failing to attend 80% of the Board meetings.

ARTICLE VIII. DUTIES OF ELECTED OFFICERS

A. President

- 1. Shall preside at all meetings of the Chapter and its Board of Directors and shall call such meetings.
- 2. Shall be responsible for the on-going fiscal health and longevity of the Chapter through short- and long-range planning.
- 3. Shall be responsible for communicating to the Board all pertinent information relevant to APICS, the District and the Chapter.
- 4. Shall serve as District and APICS representative. The Executive Vice-President will serve as the alternate representative in the absence of the President.
- 5. Shall be an ex-officio member of all committees.

B. Executive Vice-President

- 1. Shall shadow the President in all associated tasks and activities in preparation for his/her Presidency.
- 2. Shall assume all responsibilities and duties of the President in the absence of the President.

C. Treasurer

- 1. Shall be responsible for all financial activities of the Chapter with the exception of depositing money. At no time shall the Treasurer handle incoming money.
- 2. Shall prepare a budget with input and approval by the Board of Directors and monitor performance throughout the year.
- 3. Shall provide monthly statements of the financial condition of the Chapter and at any other times as requested by the Board.
- 4. Shall disburse the funds of the Chapter and keep and preserve proper documentation for these receipts and disbursements.
- 5. Shall submit proper tax reports annually (either prepared by the Treasurer or by an outside tax consultant).
- 6. Shall ensure that the Chapter is operating in compliance with all the legal requirements for not-for-profit organizations.
- 7. Shall update any necessary bank signatures immediately following election of a new President and Executive Vice-President. Up to three signatures may be allowed on the bank account but two are required; one is always the Treasurer's and the other can be either the President's or the Executive Vice-President's.

8. Shall prepare a letter of the chapter's financial standings as per CMS /CBAR.
- D. Secretary
1. Shall keep an accurate record of the Board Meetings and be responsible for the distribution of these minutes in a timely manner.
 2. Attendance, therefore, at board meetings is a key requirement of this position.
 3. Shall be responsible for preservation of these minutes, particularly for submission as part of CMS/CBAR.
- E. VP of Programs
1. Shall be responsible for planning and coordinating the Professional Development meeting program.
 2. Shall be responsible for planning other events as deemed necessary by the Board; for example, plant tours.
- F. VP of Education
1. Shall be responsible for all Chapter seminars, education programs, workshops and classes related to APICS Certification
 2. Shall be the contact for all such activities.
- G. VP of Membership/Arrangements
1. Shall be responsible for arranging meeting locations and any other necessary arrangements, including meal selection, for the regularly scheduled PDM's.
 2. Shall be responsible for notifying all Chapter members of these meetings and any other events arranged by the Board.
 3. Shall encourage growth in the Chapter membership and participation in Chapter activities.
 4. Shall maintain member attendance records at all PDM's and other Chapter events.
 5. Shall be responsible for maintaining a record of all Speakers and Topics for submissions as part of CMS/CBAR.
 6. Shall deposit the money from PDM's in the chapter's bank account immediately following said PDM. Verification of said deposit shall be made by another board member (not the Treasurer) before the deposit is taken to the bank.
- H. VP Social Media shall maintain the chapter's Facebook and LinkedIn profiles.
- I. CBAR Coordinator
1. Shall be responsible for the timely submission of the CMS (Chapter Minimum Standards)/ CBAR (Chapter Benchmark and Reporting) Awards Worksheet..
 2. Shall be responsible for coordinating any requirements with the other board members to complete CBAR.
- J. Web Master
1. Shall be responsible for maintaining the Chapter website.

2. Shall be responsible for making updates to the Chapter website as deemed necessary by the Board.
3. Is a non-voting member of the board.

ARTICLE IX. INDEMNIFICATION

APICS shall purchase and maintain insurance in an amount agreed upon and approved by the board of directors on an annual basis, on behalf of any person on the Board against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not APICS would have the power to indemnify him or her against such liability hereunder.

ARTICLE X. AMENDMENTS TO BYLAWS

- A. Changes to these bylaws must be submitted in writing to the Chapter Board of Directors for review.
- B. After initial approval by the Board, the entire membership will be notified via e-mail at least two weeks prior to the meeting at which the changes are to be voted upon.
- C. At this meeting, an affirmative response from two-thirds of the members present is required for the adoption of these changes.
- D. Members not able to attend this meeting may also e-mail their proxy vote to the sender of the notification e-mail.
- E. Bylaw changes may also be approved via an email vote with a copy of the bylaws attached to the email requesting said vote and all changes to be made noted in bold.