

BYLAWS of the WICHITA CHAPTER of
APICS, The Association of Operations Management

ARTICLE I - NAME AND AFFILIATION

1. The name of this organization shall be the "**Wichita Chapter of APICS**".
2. This organization shall be affiliated with the Organization known as "APICS, The Association of Operations Management".

ARTICLE II - PURPOSE

1. The Wichita APICS Chapter is to be organized and operated for the purpose of:
 - a. Instruction and training of persons interested in Operations Management through monthly meetings, seminars and special training sessions.
 - b. Providing opportunities for mutual exchange of problems and ideas in the area of Operations Management.
 - c. Fostering and maintaining high standards in the profession of Operations Management, and to promote the recognition of this profession throughout industry.
 - d. Uniting, through membership in the Society, persons interested in Operations Management, and to promote good fellowship among such members.
2. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by:
 - a. A corporation exempt from Federal Income tax under "Section 501(c) (6)" of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) or by,
 - b. A corporation, contributions to which are deductible under "Section 170(c)(2)" of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE III - MEMBERSHIP

1. Membership shall be open to all persons interested in Operations Management.
2. Classes of Membership:
 - a. Individual Membership:
 - 1) Professional Member: Persons interested in the area of Operations Management or related work.

- 2) Student Associate Member: Persons, not regularly employed in industry, who are engaged as full time students at the college level in fields of operations or resource management or related subjects. The student member shall have no voting rights.
 - 3) Chapter Honorary Member: Persons who have made exceptional contribution to the professions of Operations Management. Chapter Honorary Members shall have no voting rights.
 - 4) Other individual memberships as determined by the APICS Corporate.
- b. Company Membership:
- 1) Group or Enterprise Membership shall be as defined by the APICS Corporate.
 - 2) Each such company may change its representatives at any time upon written notice to APICS Corporate. Such changes shall be effective upon completion of processing.
3. Election of Members:
- a. Application for professional, group or enterprise, student, academic or retired membership should be made by filling out the appropriate "Application for Membership" form and submitting it properly endorsed with the correct dues to the APICS, The Association of Operations Management. The V. P. of Membership (Second Vice President) shall work with APICS Corporate to maintain current member records on the Chapter's Membership Rolls.
 - c. Chapter Honorary Members may be elected by approval of the Board of Directors and a majority vote of the members present at a regular meeting. Recommendations for Honorary Membership may be made by regular members only.
4. Transfer of Affiliation:
- Transfer of Affiliation from one chapter to another shall be made with the approval of the chapter to which the member is to be transferred. Affiliation with the original chapter shall continue until the transfer is effected.
5. Termination of Membership:
- a. A member may resign from the chapter at any time by signifying his intention in writing to APICS Corporate.
 - b. Any member whose dues remain unpaid one (1) month after the due date should be contacted by the Vice President of Membership (Second Vice President) that he/she is delinquent. If dues remain unpaid at the end of three (3) months, APICS Corporate suspends him/her and removes his/her name from the roles.

ARTICLE IV - DUES

1. The annual chapter membership dues shall be set by APICS Corporate.
2. Dues shall be payable with the application for membership, and thereafter on the anniversary date of membership. Each member shall be billed directly by APICS Corporate as of his/her anniversary month. Such billings shall include both International and Chapter dues. Society rebates the chapter fees to the chapter on a timely basis.

ARTICLE V - FISCAL YEAR

The fiscal year of this chapter shall be July 1 through June 30 of each year.

ARTICLE VI - MEETINGS.

1. Regular meetings of the chapter shall be held each month at a time and place as determined by the Board of Directors. There should not be less than eight (8) meetings each year.
2. At the regularly scheduled meeting in April, the election of new Officers will be conducted.
3. At the last regular scheduled meeting of the fiscal year the installation of new Officers will be conducted.
4. Special meetings may be called by the President, by a majority of the Board of Directors or by written petition of one-fourth of the members authorized to vote.
5. Notice of all meetings shall be published and mailed by the V. P. of Programs (First Vice President), or as designated by the Board.
6. A quorum shall consist of five (5) members of the Board of Directors and an additional ten (10) percent of the voting membership.

ARTICLE VII - GOVERNMENT

1. The control and management of the affairs, property and funds of the chapter shall be vested in the Board of Directors.
2. All questions coming before the chapter, its duly authorized governing bodies and committees shall be decided by a majority of votes cast at a scheduled meeting of the chapter unless otherwise provided for in these by-laws.

ARTICLE VIII - OFFICERS

1. The elected officers of this chapter shall be: President-elect, First Vice President, Second Vice President, Third Vice President, Fourth Vice President, Fifth Vice President, Secretary, Treasurer, Hospitality and Logistics Chair and two (2) Members-at-Large.
2. Term of office shall be for the fiscal year.
3. One (1) retiring member of the board may be appointed to serve as an adviser to the new board, without voting power, for the term of one year following his or her retirement. The advisor to the new board will be appointed by the outgoing board. The retiring president will have first rights of refusal.

ARTICLE IX – ELECTION OF OFFICERS

1. The President shall appoint a Nominating Committee of at least two (2) members at least sixty (60) days prior to the election meeting.
2. The President shall appoint a Ballot Counting Committee of two (2) members other than the Nominating Committee.
3. Election Procedure:
 - a. At the Chapter meeting the month prior to the election, the Nominating Committee shall submit a list of nominees for office and ask the membership to submit any additional nominations.
 - b. At the election meeting, the nominating Committee shall submit a list of nominees for office, and from this list, supplemented by nominations from the floor, the members shall elect the officers for the ensuing year.
 - c. The new elected Board of Directors shall meet with the immediate past Board of Directors as a common Board of Directors at the beginning of a new fiscal year.
 - d. The Officers shall be installed at the Installation Meeting.

ARTICLE X - DUTIES OF OFFICERS

1. President:
 - a. The President shall be the executive head of the chapter, responsible for all activities of the chapter.
 - b. The President shall insure that each Officer performs their duties to the best of their ability, keep Society Officers advised of chapter activities and progress and uphold the by-laws of the Society and Chapter.

2. President-elect:
 - a. The President-elect shall perform all the duties of the President in case of the absence of the President or the inability of the President to act.
 - b. The President-elect shall assist the President and perform the duties of Seminar Chairperson.
3. First Vice President - Programs:
 - a. The First Vice President - Programs shall perform all the duties of the President-elect in case of the absence of the President-elect.
 - b. The First Vice President - Programs shall arrange for speakers and topics, which are in the interest of the chapter members and arrange for any plant tour or other types of chapter meetings.
4. The Second Vice President – Membership:
 - a. The Second Vice President - Membership shall perform all the duties of the First Vice President in case of the absence of the First Vice President.
 - b. The Second Vice President - Membership shall promote the Society and our local chapter to anyone engaged in the Operations Management profession, assists the Third Vice President in developing/implementing the Marketing Plan, and institute procedures as necessary to retain membership at high level.
5. The Third Vice President - Marketing:
 - a. The Third Vice President - Marketing shall perform the duties of the Fourth Vice President in case of the absence of the Fourth Vice President.
 - b. The Third Vice President - Marketing shall determine the marketing needs and interests of the chapter members, provide direction to the chapter marketing program based on those needs and interests, institute and manage the chapter marketing program by coordinating the marketing efforts with membership, public relations and education.
6. The Fourth Vice President - Education:
 - a. The Fourth Vice President - Education shall perform the duties of the Third Vice President in case of the absence of the Third Vice President.
 - b. The Fourth Vice President - Education shall determine the educational needs and interests of the chapter members, provide direction to the chapter educational programs based on those needs and interests, institute and manage the chapter educational programs, assist the Third Vice President in developing/implementing

the Marketing Plan, and promote certification among members.

7. The Fifth Vice President - Public Relations:
 - a. The Fifth Vice President - Public Relations shall perform all the duties the Fourth Vice President in case of the absence of the Fourth Vice President.
 - b. The Fifth Vice President - Public Relations shall publish the monthly chapter newsletter and publicize the activities of the chapter by issuing news releases to radio, television, newspaper and other communication media
8. The Secretary shall maintain minutes of all Board meetings, keep a history of the Chapter while in office and maintain proper communications with the International Society and the outside world.
9. The Treasurer shall maintain accurate records of all monies received and paid out by the Chapter and prepare budgets for the approval of the Board.
10. The Hospitality and Logistics Chair shall accept Professional Development Meeting (PDM) reservations, receive all dinner monies and present them to the Treasurer. They shall also determine future locations for Professional Development Meetings, work with the First Vice President to provide for the speakers' needs, contract for food/meeting room services, and communicate a meal guarantee quantity to the food provider.
- 11.
12. The Member-at-Large, there shall be two (2) such individuals, shall assist the board and the membership in general by attending board meetings and lending their expertise and experience to the activities of the Board and Chapter.
13. Other duties of Officers will be assigned by the President.

ARTICLE XI - BOARD OF DIRECTORS

1. The Chapter Board of Directors shall be composed of the Chapter Officers.
2. The Board of Directors shall have the supervision of all matters pertaining to chapter activities and shall manage and conduct chapter affairs in accordance with the By-Laws. The President shall preside at the Board of Director's meetings.
3. Regular meetings of the Board shall be held at such time and place as the Board may direct.
4. Special meetings of the Board may be called by the President, or by request of at least five (5) members of the board, stating the objective for such a meeting.
5. Each member of the Board shall have one vote only.

6. A quorum of the Board of Directors shall consist of five (5) Chapter Officers.
7. A vacancy on the Board of Directors occurring during the year may be filled by appointment by the President and confirmed by the remaining members of the Board of Directors.

ARTICLE XIII - COMMITTEES

1. The following committees are appointed and approved by the Board of Directors and are an extension of the appropriate Vice President's office.
 - a. The Program Committee will be under the chairmanship of the First Vice President. Their duties shall be to prepare and publish a monthly program for the year and to secure arrangements to carry out this program.
 - b. The Public Relations Committee will be under the chairmanship of the Fifth Vice President. Their duties shall be to publicize the activities of the chapter and its members and maintain a file of such publicity. Working in conjunction with the First Vice President, they will also be in charge of sending out meeting notices one week in advance of regular meetings.
2. The Chairman from the following standing committees shall be appointed by the President, and approved by the Board of Directors, and shall hold office during the term of office of the President by whom they are appointed.
 - a. The Rules and Procedures Committee shall draft all proposed amendments to the By-Laws, as recommended by the Board of Directors, and issue revised copies of the By-Laws to members upon approval of amendments.
 - b. The Nominating Committee shall present the list of nominees for office as prescribed in Article IX, Section 3.
 - d. The Audit Committee will consist of two (2) people appointed by the incoming President, not to include the immediate past Treasurer or the immediate past President. Whenever the current Treasurer is scheduled to leave office, or when there is a change in Treasurers, the Audit Committee will conduct an examination of the Chapter financial records. The results of the audit will be reported to the Board of Directors and recorded by the Secretary in the Chapter records.
 - e. The Awards Committee shall be familiar with Society, and related, awards and their requirements, coordinate and direct chapter activities towards achieving the highest award possible and compile documentation to fulfill the requirements of such awards.

ARTICLE XIV - PROCEDURES

Roberts Rules of Order, Revised, shall be followed at all meetings of chapter or committees of the chapter, except where inconsistent with the provisions of the By-Laws of the chapter.

ARTICLE XV - AUTHORIZATION FOR CHAPTER

The formation of this chapter is authorized by Article VII of the By-Laws of the International Society.

ARTICLE XVI - DISSOLUTION

In the event of dissolution of the corporation, the property and the assets thereof remaining after providing for all obligations shall be distributed to the International Organization known as the APICS The Association for Operations Management , 8430 West Bryn Mawr Avenue Suite 1000, Chicago, IL 60631, Phone: (800) 444-2742 or (773) 867-1777.

ARTICLE XVII - AMENDMENT TO THE BY-LAWS

New By-Laws may be adopted or these By-Laws may be amended or repealed by a majority vote of the Board of Directors at any regular or special meeting thereof.

AMENDED/CHANGED: April 2013.