

The Association for Operations Management
LANCASTER-YORK CHAPTER INC. BY-LAWS

I. IDENTIFICATION

The name of the Corporation shall be The Association for Operations Management, (hereafter referred to as APICS), Lancaster-York Chapter, Inc., (hereafter referred to as the Chapter).

II. PURPOSES

- A. The Chapter is organized as a non-profit Corporation and shall be operated exclusively for research and educational purposes. In the furtherance of such purposes, it shall:
1. Marshall the resources and creative abilities of operations management and control specialists to advance the general welfare of mankind.
 2. Advance the theories, techniques and practices of operations management and control specialists.
 3. Conduct, encourage and assist education and research in operations management and control specialists.
 4. Promote the unrestricted dissemination of relevant information by any appropriate means.
 5. Advise and assist educational institutions in the development and improvement of educational programs dealing with operations management and control specialists.
- B. To promote the common business interest of professionalism and promote the art and science of production and inventory control.

III. MEMBERSHIP

- A. Membership classifications which relate to this chapter are defined and controlled by APICS.

For complete details and benefits for the various membership types reference
<http://www.apics.org/Membership/Categories/default.htm>

- B. An application for membership should be submitted directly to the chapter together with correct dues. Approval of the application by the chapter, or the APICS Executive Director, shall constitute election to membership.
- C. A member may resign at any time by notifying the chapter or the APICS Executive Director in writing.
- D. The chapter's Executive Committee may expel any member by a two-thirds vote for cause after the member has been given an opportunity to explain the offending action.

IV. DUES

- A. Dues shall be due and payable originally with the application for membership and thereafter on the anniversary date of membership.
- B. Each member shall be billed annually for renewal directly by APICS
- C. Members who shall neglect or refuse to pay their dues by the end of their anniversary month will be suspended. Membership will be reinstated for one year from the month of receipt and processing of a renewal payment.
- D. The last chapter dues paid by a member transferring to another chapter shall remain with this chapter.
- E. Chapter dues will be determined and set by the chapter Executive Committee and the National APICS dues will be determined and set by the Society Board of Directors in accordance with the APICS by-laws.

V. MEETINGS

- A. Meetings are held a minimum of eight (8) times per year, and typically occur on the second Thursday of each month.
- B. Specific changes in the number and dates of individual meetings may be made by the chapter Executive Committee as required.

VI. FISCAL YEAR

- A. The fiscal year of this charter shall begin on the first day of July each year.

VII. GOVERNMENT

A. BOARD OF DIRECTORS

1. The Board of Directors shall consist of seven members. Each member shall have one (1) vote in all matters voted upon by the Board. Votes by proxy must be written and signed. The seven members whom have voting rights are Past President, President, Executive Vice President, Secretary, Treasurer, Vice President of Membership, and Vice President of Education. These seven members will be considered the Executive Committee herein,
2. Each Board, either voting or non-voting, member shall be a member in good standing of the Chapter at all times during his or her tenancy.
3. The term of each Board member shall be one (1) year or in the event a position is vacant and/or deemed appropriate by the Executive Committee and Board member may hold a position for consecutive terms as agreed to by the Executive Committee.
4. Board members shall be elected in the manner provided for Officers as set forth in Article VIII of these By-Laws.

5. The Board, through the Executive Committee, shall manage all business of the Corporation.
6. Except as specified to the contrary in these By-Laws, the Board of Directors and each director, shall have the rights, powers, duties and obligations, set forth in the Non-Profit Corporation Act of 1972, Act of Nov. 15, 1972, Section 271, et seq., 15 pa. C.S. Section 7301 et seq. (Act), said Act being incorporated herein and made a part hereof as if set forth in full.
7. The control and management of the affairs and records of the chapter shall be vested in the Chapter Executive Committee with the chapter president as Chairman of that committee. The Executive Committee shall be comprised of the Board positions as outlined in the LORK Chapter Board Positions, document 001.
8. A quorum of the Executive Committee shall consist of at least 4 or more of its voting members.
9. Voting members shall consist of the following Board positions; Past President, President, Executive Vice President, Secretary, Treasurer, Vice President of Membership, and Vice President Education.
10. All questions coming before the Executive Committee shall be decided by a simple majority of the qualified votes cast.

VIII. OFFICERS

- A. The Officers of the Chapter shall be those positions as agreed to and outlined by the LORK Chapter Board Positions, document 001. Term of office shall be one year beginning the first day of July. An officer may be removed from office for just cause upon recommendation by the Executive Committee and approved by a majority vote of the membership after the officer has been given an opportunity to explain the offending action.
- B. All officers are elected by the Chapter members present at the regular monthly meeting held in May of each year. All offices with more than one nominee shall have the winner elected by secret ballot. A voice vote is permitted to elect all nominees to an uncontested office.
- C. The Nominating Committee will prepare the slate of nominees for presentation at the regular monthly meeting in April. Nominations will be accepted from the floor at the May meeting.
- D. Nominations from the floor must be received by the nominating committee in writing or electronically seven calendar days before the election day. The nomination statement must include the name of the nominee and the office being sought, a statement of consent signed by the nominee and the signature of the nominator.
- E. Vacancies in any office, except the Presidency, shall be filled by appointment by the President subject to the approval of the Chapter Executive Committee. In the case of the Presidency being vacant, the Executive Vice President will assume the Presidency and appoint a new Executive Vice President subject to approval of the Chapter Executive Committee.

IX. COMMITTEE AND DELEGATE APPOINTMENTS

A. Committees

1. The past president will normally serve as By-Laws Chairman.
2. The Nominating Committee will normally consist of the three most recent past presidents with the most recent of the three serving as chairman. When the committee cannot be filled in this manner, the president shall appoint the committee from the past officers or other members in good standing. No member of this committee may be nominated to the office of Chapter President.
3. Other committees may be created by the President as required to carry out special projects, or works.
4. Committee members, except as noted above, shall be appointed by the President and approved by the Board voting members.

B. District Representative, will be assigned by APICS. The District Representative will be available for assistance to the chapter and may assist in the oversight running of the chapter.

C. The chapter President shall automatically become the district delegate. An alternate delegate may be appointed from the current officers.

X. DUTIES OF OFFICERS AND COMMITTEE CHAIRMEN

The LORK Chapter Board Positions as outlined in LORK Board Positions, Chapter document 001 and is under documentation control will be the guiding duties and responsibilities of the various positions deemed necessary to appropriately manage the Lancaster/York Chapter of APICS. The Executive Committee has the authority to modify the position descriptions as necessary to serve the chapter. The positions contained within this document are as follows:

- President
- Executive Vice President
- Treasurer
- Secretary
- Vice President of Membership
- Vice President of Education
- Director of Programs
- Director of Arrangements
- Director of Marketing
- Director of Communications
- Past President
- Ad-Hoc Board Members

XI. AMENDMENT TO BY-LAWS

These By-Laws may be amended by the following procedure:

Step 1. Change proposals are submitted to the By-Laws Chairman who formats and presents the proposals to the Executive Committee for a preliminary vote.

Step 2. Pending majority approval by the Executive Committee, change proposals are mailed to the chapter membership.

Step 3. Change proposals are presented for a vote at the next appropriate chapter meeting, wherein a two-thirds majority of the voting members present shall be required to change or amend.

XII. PROCEDURE

- A. Whenever applicable, Roberts Rules of Order, revised, shall determine the conduct of business in all meetings of the chapter and its committees, except where these rules would be inconsistent with these by-laws.
- B. No part of the income of principal of this chapter shall insure to the benefit of, or be distributed to any member or officer of this chapter.

XIII. AUTHORIZATION FOR THIS CORPORATION

- A. The Corporation received its Chapter charter on September 10, 1959 and was known as the Lancaster-York Chapter No. 13 of the Association of Operations Management, Inc. It was incorporated May 10, 1984 and is presently authorized by APICS By-Laws. Revision dates of the Chapter By-Laws have been as follows:

September 10, 1959	September 13, 1979
February 11, 1966	May 10, 1984
October 14, 1971	June 5, 1986
February 13, 1975	March 9, 1989
October 12, 1978	February 7, 1991
June 18, 2009	

XIV. DISSOLUTION

- A. Upon the dissolution of the organization, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all the assets of the association exclusively for the purpose of the association in such manner, or to such organization or organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (5) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine.