

DC Metro Chapter #127
APICS, The Association for Operations Management
BYLAWS – As amended 24 October 2010

Article I--Name

- A This organization shall be known as the DC Metro Chapter #127 of APICS – The Association for Operations Management.
- B It shall be a nonprofit organization, and no part of net earnings shall inure to the benefit of any individual member.

Article II—Purpose

The purpose of the DC Metro Chapter #127 shall be

- A To develop professional effectiveness in resource management through study, research and application of scientific methods.
- B To disseminate, by all appropriate means, general and technical information about improved techniques and new process or equipment developments.
- C To promote a professional attitude among its members toward an understanding and acceptance of the science of resource management, thereby advancing the general welfare of our local business economy.

Article III—Membership

Section 1. Classes of Membership

There shall be the following classes of membership:

- A Professional Member. This class shall consist of individuals residing in the USA.
- B Academic Member. This class is open to persons employed full time by one or more academic institutions as either a professor, assistant professor, researcher, Dean or lecturer. Not available for adjunct professors.
- C Enterprise Member. This class is for organizations employing 25 or more APICS members internationally to consolidate billing into one master account, which could potentially reduce their overall annual dues when compared to their reimbursements per each of their separate mailing addresses.
- D Student Member. This class offers a discount for full time students at accredited colleges and universities.

DC Metro Chapter #127
APICS, The Association for Operations Management
BYLAWS – As amended 24 October 2010

E E-member. This class offers a specific discount for young professionals, recently graduated with either a bachelor's or master's degree.

F Retired Member. This class shall consist of individuals who have retired from the workforce but continue to have interest in resource management.

G Military, Armed Forces and Government Employee Member. This class offers reduced dues for full time employees of the US, Mexican or Canadian federal government or currently serving in one of the branches of the Armed Forces.

Section 2. Admission

Membership of an eligible applicant becomes effective upon acceptance of the application by Association headquarters.

Section 3. Termination of 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 Association or Chapter Bylaws.

B Any elected Board officer may recommend a member for dismissal for cause. The Board will consider all facts and circumstances surrounding this recommendation and may approve the recommendation, thereby dismissing the member, by a 75% majority of the elected Board officers.

- 1) This shall not be done until after the member has been given an opportunity to explain the offending action.
- 2) A suspended member shall have inactive status until reinstated by the Association.
- 3) The name of the expelled member shall be stricken from the Chapter's membership database and shall not be considered eligible for reinstatement.
- 4) The Chapter President or Secretary will forward full documentation of such expulsion to the Association.
- 5) The expelled member may appeal to the Association.

DC Metro Chapter #127
APICS, The Association for Operations Management
BYLAWS – As amended 24 October 2010

Article IV--Dues and Finance

Section 1. Dues and Chapter Fees

A Each member shall pay such Association dues as the Association BOD may determine from time to time.

B Each member of this DC Metro Chapter #127 shall pay such Chapter fees as may from time to time be determined by the Chapter's BOD.

Section 2. When Due

Dues shall be due and payable originally with the application for membership, and thereafter on each anniversary date.

Section 3. Contracts, Letters of Intent

A All contracts, releases, agreements, letters of intent, or commitments made in the name of, or on behalf of, the Chapter shall be submitted to the Chapter BOD in writing. If appropriate, the Chapter BOD will submit the documents to a consensus review, before signature by duly authorized person(s).

B No contract may be made that will bind the Chapter for amounts in excess of the projected funds of the Chapter, unless specifically budgeted for and approved by the Chapter BOD.

Section 4. Noncompensation

No voting member of the Chapter BOD shall receive compensation for leadership services rendered. Out of pocket expenses for budgeted items will be reimbursed upon treasurer's receipt of a written Expense Report with original receipts attached.

Section 5. Contingency Fund

A Timing. Chapter Treasurer shall deposit \$1000 at the end of each quarter in the fiscal year if there are sufficient available funds to do so. In the BoD meeting prior to the deposit, the BoD shall consider the Chapter's financial state and vote on whether or not to execute the deposit. A simple majority of the voting BOD quorum is required to execute the deposit.

B Maximum fund amount. Deposits will continue until the fund reaches a maximum amount of \$30,000.

DC Metro Chapter #127
APICS, The Association for Operations Management
BYLAWS – As amended 24 October 2010

- C Investment of funds. Contingency funds shall be invested in money market accounts, with investment transfers subject to simple majority vote by the Board of Directors.
- D Check approval. Every check must be signed by two BoDs from the following positions: Chapter President (or Executive Vice President) and/or Treasurer.
- E Withdrawals/disbursements. All withdrawals or disbursements shall be approved by a simple majority vote by the BoD prior to withdrawing the funds. Withdrawal approvals by the BoD shall be recorded in the BoD meeting minutes. Special BoD meetings may be called in the case of emergency or extreme urgency.
- F Reasons for withdrawals. Contingency fund withdrawals are not to be made for routine operating expenses or taxes, but only for emergencies, in case of unforeseen major expenses or to mitigate liability in the case of an accident.
- G Reimbursement of fund. Funds withdrawn from the account are to be repaid in full as rapidly as the chapter is financially capable of doing so.
- H Dissolution of the fund. The Contingency fund may only be dissolved by a vote of the entire BoD. The fund will be dissolved if 75% of the board members serving at the time vote in favor of dissolution. Board members shall also vote as to how funds are to be dispersed.

Article V--Officers

Section 1. Election and Terms

- A Elected officer positions at DC Metro Chapter #127 include the President, Executive Vice President, Secretary, and Treasurer.
- B The elected officers receiving a majority of the votes, and appointed board volunteers, shall take office July 1.
- C Election may take place either at an annual membership meeting or by electronic communication. Nominations from the floor will be recognized if accompanied by a letter of willingness to serve.
- D Officers shall be elected for a term of one year, to run concurrently with the Chapter's fiscal year starting July 1 and ending June 30.

DC Metro Chapter #127
APICS, The Association for Operations Management
BYLAWS – As amended 24 October 2010

E Presidents may serve a maximum of two consecutive terms and may seek re-election after two years interceding. There are no term limits for other elected or appointed BOD positions.

Section 2. Duties

A President

- 1) Shall preside at all meetings of the Chapter and BOD.
- 2) Shall, with the advice and consent of the BOD, appoint any committee chairpersons.
- 3) Shall be ex-officio member of all committees except the Nominating Committee.
- 4) Shall appoint, with Board approval, any office vacated by a volunteer to fill an unexpired terms.
- 5) Shall appoint a Nominating Committee.

B For duties of other elected and appointed Chapter officers and directors, see Job Descriptions posted on the Chapter website www.apicsdcmetro.org and the annual Chapter Benchmarking and Reporting (CBAR) submission.

Article VI--Board of Directors (BOD)

Section 1. Functions and Duties

A The Board of Directors shall be responsible for establishing the Chapter's Strategic Plan and policies. It shall be responsible for managing the affairs and activities of DC Metro Chapter #127.

B All members of the BOD shall be entitled to vote on all matters brought before the Board.

C To serve on the Chapter BOD, all employed BOD volunteers must be APICS members in good standing. Unemployed BOD volunteers will be granted 6-month membership renewal extensions by the President, or until they become employed again. Upon accepting new employment, BOD volunteers must renew their APICS membership within 60 days of hire.

Section 2. BOD Members

The BOD shall consist of the elected and appointed officers of the Chapter, and appointed chairpersons of standing committees.

DC Metro Chapter #127
APICS, The Association for Operations Management
BYLAWS – As amended 24 October 2010

Section 3. Board Meetings

The board shall meet, either in person or by teleconference or by electronic means, no fewer than four times per year at a time and place designated by the BOD. These will be separate meetings from Professional Development Meeting (PDM) events or educational courses.

Section 4. Special BOD Meetings

The President shall have the authority to call special meetings of the BOD upon reasonable notice to the volunteers.

Section 5. Removal of Board Members and Filling of Vacancies

A Any BOD member who fails to attend a total of three BOD meetings during the year, without advance notice of their impending absence, shall be deemed to have automatically resigned from DC Metro's BOD.

B If the President is temporarily unable to perform his or her duties, the BOD shall appoint the Executive VP to perform these duties during such temporary period. Should the Executive VP be unable to perform the duties of President, another officer shall be appointed to perform these duties during such temporary period.

C All vacancies on the BOD between annual elections shall be appointed by the President.

Article VII--Committees

Section 1. Standing Committees

A The President shall, with the advice and consent of the BOD, appoint all committee chairpersons.

B Chairpersons of standing (permanent) committees shall be entitled to one vote on all matters coming before the BOD.

Section 2. Other Committees

A Nominating Committee

- 1) The President shall appoint the Nominating Committee no later than 60 days before annual elections are held on or before May 15.

DC Metro Chapter #127
APICS, The Association for Operations Management
BYLAWS – As amended 24 October 2010

- 2) The Nominating Committee shall elect one or more candidates for each office (President, Executive VP, Secretary, and Treasurer) and obtain their acceptance of such nomination
- 3) The Nominating Committee shall advise the Chapter membership of the nominees at least two weeks before the annual election date.

B Other committees may be appointed by the President to accomplish the general purpose, or special projects, of the Chapter. These committees shall serve until June 30 following the appointment, unless dissolved earlier.

Section 3. Committee Meetings

The Chairperson of the committee shall hold committee meetings upon notification. He or she shall designate the time and place of each meeting.

Section 4. Removal from Committees

The Chapter BOD shall have the power and authority to remove any committee Chairperson or member for cause.

Article VIII—Meetings

Section 1. Professional Development Meetings (PDMs)

A PDM events shall be held at a time and place designated by the VP of Programs upon the advice and consent of the Chapter BOD, except that the date or location of a PDM may be changed, or a PDM omitted at the discretion of the BOD.

B Our Chapter actively seeks partners to co-sponsor PDM events from local societies, such as Project Management Institute (PMI), Council of Supply Chain Management Professionals (CSCMP), Product Development Management Association (DPMA), Institute of Supply-Chain Management (ISM), American Society for Quality (ASQ), Society of Logistics Engineers (SOLE), Society of Human Resource Management (SHRM), Supply-Chain Council (SCC) and others.

Section 2. Special Chapter Meetings

Special meetings of the Chapter shall be called by the President upon the written request of two members of the Chapter BOD, or of five or more Chapter members in good standing.

DC Metro Chapter #127
APICS, The Association for Operations Management
BYLAWS – As amended 24 October 2010

Article IX--Parliamentary Authority and Suspension 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 the same are not superseded by the Bylaws and are applicable.

Section 2. Suspension of Bylaws

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

Section 3. Interpretation of the Bylaws

The Chapter BOD shall be the authority for interpretation of these Bylaws.

Section 4. Nonconflict with APICS Association Bylaws

The Bylaws of DC Metro Chapter #127 shall be in harmony with and not in conflict in any manner with the Association’s Bylaws for APICS–The Association for Operations Management. The Association’s Bylaws shall govern and prevail in all matters.

Article X--Dissolution

DC Metro Chapter #127 shall use its assets only to accomplish the objectives and purposes specified by these Bylaws, and no part of said assets or other funds shall inure or be distributed to the members of the Chapter. On dissolution of the Chapter, any funds remaining shall be donated to the APICS Educational and Research Foundation. Other Chapter assets are to be donated to another APICS Chapter within the Mid-Atlantic District (MAD), after obtaining approval from the MAD District VP.

Article XI--Amendments

Section 1. Proposals

A Amendments to these Bylaws shall be proposed in writing to the Chapter BOD by a special Bylaws Committee, or by a request signed by five or more members in good standing, or annually at the June BOD Transition Meeting.

DC Metro Chapter #127
APICS, The Association for Operations Management
BYLAWS – As amended 24 October 2010

B The Chapter BOD shall authorize the Secretary to submit proposed amendments in writing to the entire Chapter membership database at least two weeks before a meeting at which the amendments are to be voted upon, either in person or via email.

Section 2. Voting

An affirmative vote of two-thirds of all members voting shall be required for the adoption of an amendment to these Bylaws.

Article XII—Quorum

Section 1. Membership Quorum

The members present at any Chapter sponsored event shall constitute a quorum; additionally, the total number of members participating in a Chapter sanctioned election shall constitute a quorum.

Section 2. BOD Quorum

Two-thirds of the BOD members shall constitute a quorum of the board.

DC Metro Chapter #127
APICS, The Association for Operations Management
BYLAWS – As amended 24 October 2010

Date of Original Issue: August 22, 1968

Dates of Reissue: May 1, 1982
November 15, 1999
November 8, 2003
24 October 2010