



**Calgary Chapter of APICS
The Association for Operations Management**

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Definitions

Society – Head Quarters of APICS

Chapter – Local Affiliation Representing Society in Southern Alberta

Article I - Name

- a) This organization shall be known as the Calgary Chapter of APICS, The Association for Operations Management.
- b) It shall be a nonprofit organization, and no part of the net earnings shall inure to the benefit of any individual member.

Article II - Purpose

The purpose of this Chapter shall be

- 1) To develop professional efficiency in operations management through study, research, and application of scientific methods.
- 2) To disseminate, by all appropriate means, general and technical information on improved techniques and developments.
- 3) To promote a professional attitude among its members and nonmembers toward an understanding and acceptance of the science of operations management, thereby advancing the general welfare of the supply chain, procurement, and manufacturing economies.

Article III—Membership

Section 1. Classes of Membership

There shall be the following classes of membership:

- a) *Group/Enterprise* member: This class shall consist of *companies or*



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

divisions thereof desiring to assist in furthering the aims and purposes of the Chapter and to be represented at Chapter and APICS functions.

- 1) Each such 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 their particular plant site to any Society activity at member rates.
 - 3) Each such company may change its representatives at any time upon written notice to APICS, The Association for Operations Management.
- b) *Professional member*: This class shall consist of individuals who are engaged in work related to, or have an interest in, operations management.
- c) *Student member*: This class shall consist of individuals who are currently enrolled in full-time studies at local universities, colleges, and technical schools in the field of operations management.

Section 2. Admission

Membership of an eligible applicant becomes effective upon receipt of the application.

Section 3. Termination of Membership

- a) Membership shall be terminated when a member
- 1) Resigns.
 - 2) Is in *arrears in the payment* of dues as per society's policy.
 - 3) Fails to comply with the international or Chapter bylaws.
- 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) A suspended member shall have inactive status until reinstated by



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

- the board of directors.
- 3) The name of an expelled member shall be stricken from the membership roll and shall not be considered eligible for *reinstatement* to membership.
 - 4) Full documentation of such expulsion will be forwarded to APICS Society.

Article IV - Dues and Finance

Section 1. Dues and Chapter Fees

- a) Each member shall pay such Society dues as the Society board of directors may from time to time determine.
- b) Each member of this Chapter shall pay such Chapter fees as may from time to time be determined by the Chapter board of directors, subject to the approval by the Chapter membership.

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 board of directors for appropriate review and signature by duly authorized person(s).
- b) No contract may be made that will bind the Chapter for amounts in excess of the funds of the Chapter.



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

Section 4. Noncompensation

No member of the Chapter board of directors shall receive compensation for services rendered.

Article V – Officers

Section 1. Election and Terms

- a) The elected officers and board members receiving a majority of the votes shall take office immediately upon the conclusion of the annual general meeting.
- b) Election shall be at the annual general meeting. Nominations from the floor will be recognized if accompanied by a letter of willingness to serve or accepted by the nominee in person.
- c) Not more than two members of any firm shall be elected to the board of directors.
- d) Officers shall be elected for a term of one year, to run concurrently with the Chapter's fiscal year (June 1st – May 31st)

Section 2. Duties

a) President

- 1) Shall preside at all meetings of the Chapter and the board of directors.
- 2) Shall, with the advice and consent of the board of directors, appoint the committee chairpersons for the audit and nominating committees, except as provided by these bylaws.
- 3) Shall be an ex-officio member of all committees except the nominating committee.
- 4) Shall appoint, with board approval, any office vacated by an officer or director to fill an expired term.



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

- 5) Shall be a member of the finance committee.
- 6) Signs all Chapter cheques authorized by the board drawn on the Chapter's financial account(s) and countersigns all withdrawals authorized by the board.
- 7) Provides leadership and strategic direction of the Chapter.
- 8) Main contact with APICS Region & HQ.
- 9) Attend Region & HQ functions on behalf of the Chapter.

b) Vice President

- 1) President Elect position to replace the outgoing President.
- 2) Chairs board and committee meetings in the absence of the President.
- 3) Provides leadership & strategic direction support to the President as required.
- 4) In charge of Chapter development in all areas
- 5) Assists with the various committees as required.
- 6) Secondary contact with APICS Region & HQ.
- 7) Attend Region & HQ functions on behalf of the Chapter when President cannot attend.
- 8) Shall perform other duties as directed by the President.

c) VP Education

- 1) Shall be responsible for organizing and presenting seminars, courses, workshops, and other professional development activities in carrying out the purposes of the Chapter.
- 2) Shall be liaison with the educational facility and the scheduling of classrooms as required.
- 3) Shall be responsible for the recruitment and scheduling of required instructors.
- 4) Shall be responsible for the maintenance and issuing of course certificates.



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

- 5) Shall be Chairperson of the Education Committee.
- 6) Shall perform other duties as directed by the President.

d) VP Marketing

- 1) Shall be responsible for the planning and execution of the Chapter's marketing plan.
- 2) Shall be responsible for the promotion of the Chapter.
- 3) Shall be the chairperson of the Marketing committee.
- 4) Shall perform other duties as directed by the President.

e) VP Communications

- 1) Shall be responsible for the maintenance of the Chapter's website.
- 2) Shall be responsible for the creation and publication of the Chapter's quarterly newsletter.
- 3) Shall be responsible for publicizing the Chapter's activities and the achievements of the Chapter members in all news media.
- 4) Shall be the chairperson of the Communications committee.
- 5) Shall assist the Events & Marketing committees in the creation of required mailers, handouts, and presentation material.
- 6) Shall perform other duties as directed by the President.

f) VP Events

- 1) Shall be responsible for organizing plant tours, dinner meetings and other professional development activities in carrying out the purposes of the Chapter.
- 2) Shall serve as chairperson of the events committee.
- 3) Shall perform other duties as directed by the President.



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

g) VP Membership

- 1) Shall maintain an accurate list of the membership of the Chapter.
- 2) Shall be Chairperson of the membership committee.
- 3) Shall be responsible for promoting the Chapter Awards Program and the recognition of outstanding Chapter members for their contribution to the Chapter and the profession.
- 4) Shall perform other duties as directed by the President.

h) Secretary

- 1) Shall keep an accurate record of the proceedings of all meetings of the Board of Directors and be responsible for distribution of these minutes.
- 2) Shall attend any committee meeting when directed by the President to do so.
- 3) Shall perform other duties as directed by the President.

i) Treasurer

- 1) Shall be custodian to the funds of the Chapter and maintain such records as deemed necessary.
- 2) Shall collect all dues and fees.
- 3) Shall manage the business office to ensure bills and vendors are paid in a timely matter.
- 4) Shall provide monthly statements of the financial condition of the Chapter.
- 5) Shall draw all cheques authorized by the Board on the Chapter's financial account(s). The President will sign all cheques authorized by the board.
- 6) The Treasurer will be the chairperson of the Finance Committee.



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

- 7) Shall arrange for a *yearly "un-audited" review of the financials.*
- 8) Shall perform other duties as directed 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 officers of the board of directors shall be entitled to vote on all matters before the board.

Section 2. Members

The Board of Directors shall consist of the elected officers of the Chapter as described in Article V and any appointed chairpersons and ex-officio members of standing committees.

Section 3. Past President

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

Section 4. Directors At Large

Shall be an ex-officio member of the board and perform duties as assigned by the board of directors.

Section 5. 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 at the regular meeting.



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

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) Any member of the Board who fails to attend a total of three meetings of the Board during the year, where reasonable notice has not been given, shall be deemed to have automatically resigned from the board.
- b) 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.
- c) All vacancies on the board of directors between elections at the annual general meeting shall be filled by the President.

Article VII – Committees

Section 1. Standing Committees

The duties of one or more committees may be combined.

- a) **Membership Committee:**
The membership committee shall be responsible for recruiting qualified new members and helping them prepare their membership application for submission to Society. Shall be responsible for promoting the Chapter Awards Program and recognizing outstanding Chapter members for their contribution to the Chapter and the profession
- b) **Finance Committee:**
The finance committee shall be responsible for maintaining the financial



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

records of the Chapter, including budgets.

- c) **Events Committee:**
The events committee shall be responsible for planning programs for all regular meetings and for making the necessary program arrangements and publicity for each meeting. Responsible for making arrangements for necessary facilities and keeping attendance records and contact information.
- d) **Education Committee:**
The education committee shall be responsible for promoting interest in the field of operations management on the academic level, encouraging the development of the production and inventory management courses, and exploring all avenues for direct participation in educational pursuits.
- e) **Marketing Committee:**
The marketing committee shall be responsible for marketing and promotion of the Chapter through various available mediums such as the Chapters' web site, newsletter, media, and mail/e-mail campaigns. Shall be responsible for preparing the necessary hard and soft copy promotional material in conjunction with the Communications committee. Shall be responsible for the maintenance and submission of the Passport program.
- f) **Communications Committee:**
The communications committee shall be responsible for all Chapter publications approved by the board. Shall be responsible for publicizing the Chapter's activities and the achievements of the Chapter members in all news media



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

- g) **Audit Committee:**
The audit committee 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 May 1st to April 30th and for presenting a report thereon to the Chapter Board on or before May 31st. The audit committee shall not have the same members as the finance committee.

Section 2. Other Committees

- a) **Nominating Committee**
- 1) The nominating committee shall be appointed no later than March 1st.
 - 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 before the annual election.
- 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 May 31st following the appointment unless dissolved earlier.

Section 3. 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.

Section 4. Removal from Committees

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



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

Article VIII—Meetings

Section 1. Regular Meetings

- a) Regular meetings of the Chapter shall be held comprised of and may include plant tour, professional development and business meeting not less than 6 times per year.
- b) Normally, regular meetings shall be held at a time and place designated by the Chapter Board of directors, except that the date of a meeting may be changed or a meeting omitted at the discretion of the board.
- c) The regular meeting held during the month of May shall be known as the annual general meeting.

Section 2. Special Meetings

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 written notice of each annual general meeting shall be sent to all members by the Secretary or posted on the chapter web site.

Article IX—Parliamentary Authority and Suspension of Rules

Section 1. Parliamentary Authority

All meetings of the duly constituted bodies of the Chapter shall be governed by



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

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 meeting of the board.

Section 3. Interpretation of the Bylaws

The Chapter board of directors shall be the authority for interpretation of these bylaws.

Section 4. Nonconflict with the Society Bylaws

The bylaws of this Chapter shall be in harmony with and not conflict in any manner with the Society bylaws of the APICS - The Association for Operations Management. 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 inure or be distributed to the members of the Chapter. On dissolution of the Chapter, any funds remaining shall be donated to the Educational and Research Foundation of APICS - 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.



**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

Article XI—Amendments

Section 1. Proposals

- a) Amendments to these bylaws shall be proposed in writing to the Chapter board of directors by a special bylaw committee or by a request signed by five or more members in good standing.
- b) The Chapter board shall authorize the Secretary to submit proposed amendments in writing to the entire Chapter membership at least two weeks before a meeting at which the amendments are to be voted upon or, if a mail vote is solicited, at least 30 days before the date on which the votes are to be counted.

Section 2. Voting

An affirmative vote of two-thirds of the 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 regular meeting of the Chapter shall constitute a quorum of the Chapter.

Section 2. Board Quorum

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




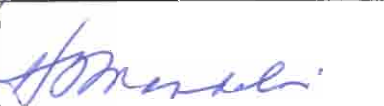


**Calgary Chapter of APICS
The Association for Operations Management**

BYLAWS

Date of Original Issue February 23, 2005

Date(s) of Reissue

		
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