**STUDENT AFFILIATE CHAPTER OF**

**THE ASSOCIATION FOR OPERATIONS MANAGEMENT (APICS)**

**I. IDENTIFICATION**

The Constitution of the Affiliate Student Chapter (ASC) of The Association for Operations

Management (APICS) of the University of Wisconsin Stout transcribed this 23rd of

September, 2013.

**II. PURPOSES**

The Association for Operations Management (further known as APICS) is an international organization of corporate managers, public and private educators, business and government researchers, students of all college disciplines, and professionally trained persons from all walks of life. The purpose of the Society is to develop its members through professional experience, dissemination of state of the art knowledge in the fields of manufacturing processes, and the planning an execution of inventory controls through research paper competitions, lectures, regional seminars, and certification examinations. Additionally, members at all levels are urged to promote awareness and understanding by the general public so that all society benefits from more efficient methods of production and inventory controls.

This Constitution decrees that members of this Affiliate Student Chapter (ASC or Chapter) of APICS:

1. Will foster and maintain high standards in all facets of production and inventory control.

2. Will provide a means of mutual exchanged of problems and ideas in the many and multi-faceted professionals of production and inventory control on the campus of the University.

3. Will promote an on-campus educational program for the CPIM exams during the course of each semester and encourage members to participate in the successful completion of them.

4. Will assist members and the University community in keeping abreast of the latest techniques and systems available in the multi-disciplined professions of the production and inventory control.

5. Will maintain an active participation in Chapter projects and events as directed

by the Executive committee.

**III. MEMBERS**

The membership of the Affiliate Student Chapter (ASC) will be open to all individuals who are admitted in accordance with the By-Laws. It is not required for members to be fulltime students at the University of Wisconsin - Stout though members must maintain at least a cumulative grade point average of 2.0. This Constitution does not restrict membership to faculty or staff members of said institution provided they are accepted by the Executive Committee.

**IV. GOVERNMENT**

The affairs of the Chapter including the establishment and implementation of all policies shall be the responsibility and duty of the Executive Committee. Each member shall be encouraged to submit ideas and formal proposals for the upgrading of the operation of the Chapter. Proposed changes of the Chapter’s policies, budget allocations, and the general structure and/or leadership of the Chapter will be presented to the entire membership at a regularly scheduled monthly meeting by either a Chapter officer, the Faculty Advisor or an active member. Subsequently, this proposal shall be treated according to the Laws of Amendments.

The Chapter will meet a minimum of once per month throughout the academic calendar year and shall be attended by at least one elected officer. Official meetings and official events requiring attendance must be held in facilities and establishments that allow persons of any age entry. At such meetings, the President or his/her appointed representative will inform the membership of current activities, tentative plans, and future objectives of the Chapter. Attendance of the Chapter’s membership will be recorded and the minutes of the meeting will be handed out at the next meeting. However, all important information will be sent out via email after the general meeting.

Quorum for meetings of General Membership

The Chapter will require a quorum of a minimum of 25 percent of the membership roster and one member of the Executive Committee present for an official meeting to be held. In any event that the required one meeting of the month cannot be held at that time because of a lack of members present, then the appointed representative of the President will contact each member of the Chapter in person and/or through the University student mail system (email) so that a meeting of the Chapter can definitely be held the following week.

**V. NON-PROFIT NATURE**

No part of the net earnings of the Chapter shall be used for the benefit of any member or individual at any time. No member, officer, advisor, or employee of the Society shall be entitled to receive any income or profit from services rendered-unless said service of group or individual is directly within the stated purposes of the Chapter and that appropriate budget allocations have been forwarded through the proper channels such as the approval of the Executive Committee and the Faculty Advisor.

The Chapter shall not carry on propaganda, or effectively influence the outcome of legislation or the election of any government official. All such interests shall come under the scrutiny of the Executive Committee so that any conflict of interests will be made known.

At all times the promotion of activities and events of Affiliate Student Chapter will be in keeping with the professional development of its members. If the opportunity arises that said event can benefit a local charity, then the Executive Committee shall deliberate and present to the general student membership said opportunity. A vote will be taken to ensure the efforts of the Chapter go to a worthy cause.

**VI. AMENDMENTS**

This Constitution may be amended by vote at minimum of two-thirds of the membership body voting in person at any regular or special meeting, provided the proposed written amendment has been considered at a previous general meeting by a majority of active members of the Chapter. Prior to the amendment vote, a newsletter shall be published to notify all members, officers, and the Faculty Advisor of the proposed amendment and its ramifications. This published newsletter shall be forwarded to members through student mail (stoutapics@uwstout.edu).

**VII. IMPEACHMENT AND NEGLIGENCE**

A. Impeachment. Impeachment proceedings against any Chapter Officer of the Chapter must be brought to the floor automatically by the President when one or both of the following conditions exist:

That the Chapter Office/members in question has missed two or more of the functions and meetings which he/she is responsible for in succession, including both open and closed meetings regardless of the reason. Once impeachment proceedings against an Officer of the Chapter are on the floor, the President is required to ask and/or present the data sustaining these proceedings. The said Officer/member is then given the opportunity to speak during which time he/she is expected to make clear any further circumstances concerning the situation. Following this, the members in attendance may question the individual, if so desired. Once this is completed, and following Parliamentary Procedure, a vote of confidence in the individual is then in order. The members may vote by secret ballot. A minimum of 2/3 vote in person by the Chapter is necessary for impeachment. If the said Officer/member has been duly notified by the Executive Administrator of the Chapter and is not present at the meeting, the proceedings may be tabled until he/she is present. The postponement of the meeting cannot exceed more than one week. If the Officer/member in question is the President, it will be the responsibility of the Vice President to preside over the meeting’s proceedings. If a vote of confidence is obtained, the said person is still considered a member of the Chapter and may resume his/her duties with a new attendance record. If a vote of confidence is not obtained, the said person must be considered removed from the Chapter and be replaced in accordance with the provision in Article V. Section 5 of this Constitution. B. Negligence. A motion of impeachment against any Officer/member of the Chapter can be brought to the floor by the President upon request by another Officer/member of the Chapter who feels reasonable doubt exists in the fulfillment of Chapter responsibilities. The President must present the impeachment motion to the floor at the regular meeting immediately following the request, at which time the decision to precede with impeachment must be discussed and voted upon. If reasonable doubt of the fulfillment of Chapter responsibility is determined, impeachment is carried on. The Officer/member accused of negligence is given the opportunity to speak during which time he/she is expected to make clear any further circumstances concerning the situation and function for which he/she is accountable for.

**VIII. MODERATOR**

A faculty member of the University of Wisconsin - Stout will be appointed. This moderator, known as Chapter’s Faculty Advisor, will be in attendance at each general meeting of the Chapter, provided there is no serious conflict of schedule. If the Faculty Advisor cannot attend said meeting, he/she shall receive the minutes of the meeting and any pressing Chapter business. The Faculty Advisor is to be included in any major decision making process of the Executive Committee, and he or she shall see that Parliamentary Procedure is maintained during discussion of Chapter activities. The Faculty Advisor will be a member of APICS and be the Chapter’s liaison between the sponsoring APICS Chapter and the Affiliate Student Chapter Executive Committee and Membership. The Faculty Advisor is free to appoint assistants from the faculty of the University provided the individual is approved by the Executive Committee through an interview process.

If the Faculty Advisor becomes negligent in his/her duties in the eyes of the Executive Committee, a formal reprimand will be forwarded to the responsible Dean at the University and to the sponsoring APICS Chapter after a formal discussion between the Executive Committee and the Faculty Advisor has occurred and the minutes recorded. If there are mitigating circumstances that cause the Faculty Advisor to be unable to effectively carry out his/her responsibilities, he/she shall have two weeks to find a suitable replacement within the University’s faculty who can maintain the necessary liaison responsibilities between the sponsoring Chapter, the University’s administration, and the Student Chapter.

**BY-LAWS**

The Constitution of the Affiliate Student Chapter of The Association for Operations Management establishes the following By-Laws to be adhered to by all members and to be enforced by the Executive Committee consisting of the President, Vice-President, Executive Administrator, and Treasurer with the advice, but non-voting presence of the Faculty Advisor.

**ARTICLE I. APPLICATION FOR MEMBERSHIP**

Application for membership in the Chapter shall be approved by the Executive Committee of the Affiliate Student Chapter. The individual’s application is then submitted to the Chapter’s Faculty Advisor for his/her personal endorsement and then forwarded through the Sponsoring Chapter to the APICS Society Headquarters.

Section 1. College/University Chapter Member

The Chapter’s mission is to assist in furthering the practice of professional competence in the multi-faceted fields of production and inventory control through direct interaction with other students, faculty, and operating managers of various disciplines. Therefore, students who seek to become members must have an evident interest in furthering the goals of the Affiliate Student Chapter and are willing to abide by the rules and regulations listed in the Chapter’s Constitution.

All new members shall be made aware of this Constitution’s guidelines by the dully elected officers of the Chapter.

**ARTICLE II. ANNUAL DUES**

A new member shall pay the annual membership fee to the Executive Committee or Faculty Advisor. The cost of said dues is $25.00 (amount/yr) for the academic year. This will necessarily increase in future years. A member shall be made aware of the intrinsic and extrinsic benefits of joining the Affiliate Student Chapter and further know how valuable membership at the college level can enhance future regard by his/her peers once reaching the full professional level. The Chapter’s dues shall be $20.00 (amount/yr) for all members at time of joining the Chapter. This fee shall be put toward set-up and operating costs of the new Chapter. Any increase in Chapter dues shall follow amendment procedures stated elsewhere in this Constitution.

**ARTICLE III. EXECUTIVE COMMITTEE**

The Executive Committee of the Executive Board shall consist of the President, the Vice President, the Vice-President of Administration, Vice-President of Finance, and two Vice-Presidents of Chapter Management. This committee along with the general membership body shall initiate the policies and rules of the Chapter consistent with Constitution and by-laws of the Affiliate Student Chapter.

Section 1. Committees

Every semester at the transition meeting the new officers of Vice-President, Executive Administrator, and Treasurer choose to head a committee. The various committees available are as follows, alumni relations, career development, and publicity. The possible duties of those committees are listed below, but are not limited to listed activities. The Executive Board member shall not be the head of this committee (a general member should), but they have the responsibility to make sure all duties decided upon by the Executive Committee are fulfilled. Committees are created by volunteer sign-up at the beginning of each semester.

Alumni Relations. This committee is responsible for putting together an alumni panel and an intern panel to speak at general meetings. The job of introductions, thank you’s, dinner, and gifts for the alumni panel are also the responsibility of this group.

Career Development. This committee is responsible for providing a link to the University’s Career Services, being an active part of Internship Mania, and producing a resume booklet (cd).

Publicity. This committee is in charge of all publicity for the organization. Including such things as, chalking boards, hanging signs, talking to classes, and organizing and working the Backyard Bash.

Section 2. All memoranda, minutes of meetings, notes from phone calls, and receipts of transacted business of any Affiliate Student Chapter (ASC) member on ASC business shall be maintained in the ASC’s Archives. This is to perpetuate the efficient operation of the ASC and to enable future members to understand, avoid mistakes, and learn from their predecessors.

**ARTICLE IV. OFFICERS**

Section 1. The President

The office of the President shall be the overseer of the Chapter. The President may appoint a committee with delegated authority for any project he or she deems necessary toward the effective realization of the Chapter’s goals. In any event, the President cannot competently carry out his/her responsibilities, the Vice-President shall take charge. If the Executive Committee and the Faculty Advisor agree that until elections can be held at the end of the semester, there are unforeseen mitigating circumstances, the President may maintain his/her status in the Chapter for the remainder of the semester. Further, any knowledgeable disregard of the President’s orders shall constitute a breach of this Constitution and be considered in an impeachable offense, regardless of said individual being a Member or Officer.

Section 2. The Vice-President

The office of Vice-President is expected to coordinate with the President and Student Advisors any activity that is approved by the Executive Committee. In the event the Vice-President cannot effectively carry out his/her duties, the Executive Administrator shall assume the role of Vice-President until elections can be held at the end of the current semester. The Executive Administrator will maintain his or her role at this same time and shall call upon an effective and active Chapter member volunteer for assistance, provided the individual is approved by the President.

Section 3. Vice-President of Administration

The Executive Administrator shall maintain an active correspondence with the members of the Chapter through regularly published minutes of meetings and through the student mail service. Another main function of the Executive Administrator is in correspondence with external institutions, outside of the University’s administration. Correspondence may be inquiries relevant to meetings, guest speakers, tours, establishment of rapport with business officials and contacts for internships and careers for members. The Executive Administrator may at various times be requested to perform additional secretarial work for the members of the Executive Committee and/or the Faculty Advisor. He/she may request assistance of any member of the Chapter to complete said task.

Section 4. Vice-President of Finance

The Executive Committee and the Faculty Advisor shall be in control of the financial affairs of the Affiliate Student Chapter. The Treasurer will be responsible for reporting the financial condition of the Chapter at monthly meetings and developing a proposed budget for expenditures an allocation as the current academic year begins. It is important that plans for events and activities of the coming year be discussed over the summer and winterm after the new officer are elected so that the Treasurer can effectively carry out this part of his/her responsibility.

The Treasurer shall maintain a general ledger of all revenues and expenses the Chapter becomes responsible for during his/her term in office. The Treasurer shall train an individual for one month prior to stepping down if he/she must do so before elections.

The Treasurer shall meet with the Student Government Association (SGA) of the University during September of the academic year to secure club funding following guidelines established by the SGA Finance Committee and the Activities Commission.

The Treasurer shall keep an up-to-date roster of all Chapter members and their dues. He/she shall maintain a checking account and/or savings account and up-to-date access signature cards so that the members of the Executive Committee and the Faculty Advisor have access to the funds of the Chapter.

Section 5. Vice-Presidents of Chapter Management

The Vice-Presidents of Chapter Management are responsible for the collection, and presentation of the Chapter Passports. They are also to insure that the Chapter is participating in all required duties. They should follow the rules and guidelines set forth by the National Chapter of APICS.

Section 6. Elections

Each member shall be elected for a semester long commitment except for passports whom are elected for yearlong term opened on alternating semesters. The terms of office for the President, Vice-President, Executive Administrator, and Treasurer will be one semester long and begin at the officer transition meeting. Election of Officers shall occur at the last meeting of the previous semester. At this meeting, the President will make known to the general membership that nominations will be accepted from already members in the form of a voice nomination. Acceptance of any nomination will be in the form of a voice acceptance at the time the nomination is voiced. After nominations for said position has been closed, candidates must stand up in front of the members and voice why they should be elected for that position. This process shall be repeated until all officers are elected. The candidate must be present at the time he/she is nominated. The only exception is for those students who are working at an internship during elections. Interns must submit a written statement to the President stating the positions they are interested in applying for. Along with that statement to the President, members on internship must submit a written statement that will be read to the general membership stating a little bit about themselves and why they should be nominated.

Sub-Section A. Announcements of Elections for the Affiliate Student Chapter

The announcement of the up-coming elections will be stated at the two meetings preceding elections and in announcements sent to members. This will insure adequate time before nominations are voiced. In addition, all active members will receive a flier at elections stating the requirements to hold office, and a brief outline of Chapter’s up-coming and completed activities. This information will also be available to members before the day of elections.

Sub-Section B. Voting

The Elections will require a quorum of at least 50% of the membership roster and four members of the Executive Committee to be in attendance. Members that have recently joined the Chapter will be able to vote. The voting shall take place by secret written ballot and collected only by members of the Executive Committee not running for office or the Faculty Advisor. The Treasurer and Executive Administrator (if not up for office) will retire to tally the votes and return during the same meeting to announce the results. If there is a tie vote for any position, there will be a run-off election(s) until there is a clear winner.

**ARTICLE V. AMENDMENTS**

These by-laws shall only be amended at minimum by a vote of two-thirds of the membership body voting in person at an announced meeting. Announcement of the proposed amendment must appear in writing via email at least one full week before said amendment can be considered by the general membership of the Chapter. The Amendment under consideration must be discussed in-depth at the prior general meeting of the membership before voting takes place. Therefore, at least two weeks will elapse before an amendment is proposed and subsequently voted on. The Executive Committee has the power to veto any proposed amendments. The President has the power to veto any amendment. However, if the same amendment is proposed again, then the proposal will be heard at the next general meeting. This policy allows any competent and active member to be heard regardless of how said proposal is viewed by the ranking officers.

**ARTICLE VI. NON-DISCRIMINATORY**

Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies, officers and members shall not discriminate for or against any person by reason of age, gender, marital or parental status, race, creed or religion, color, sexual orientation, national origin or ancestry; or physical handicap.

**ARTICLE VII. UNIVERSITY POLICY AND REGULATIONS**

The Student Affiliate Chapter of the Association for Operations Management will be responsible for the observance of the rules and regulations established by the University. Funds collected from member dues, fees, or collaborative fundraising efforts may not be used to purchase alcohol that can only be consumed by members who are of legal drinking age and may not purchase promotional materials for unofficial events that can only be attended by those of legal drinking age.

**ARTICLE VIII. CONTROL OF CHAPTER**

Control of the chapter will rest with the student members of the Student Affiliate Chapter of the Association for Operations Management.