**TABLE OF CONTENTS**

CONSTITUTION OF

ALPHA PI MU ASSOCIATION

I. NAME . . . . . . . . . . . . . . . . . . 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Name | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | 1 |

II. PURPOSE . . . . . . . . . . . . . . . . . . 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Purpose | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | 1 |

III. MEMBERSHIP . . . . . . . . . . . . . . . . 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Active Membership | . | . | . | . | . | . | . | . | . | . | . | . | 2 |
| Section 2. | Alumni Membership | . | . | . | . | . | . | . | . | . | . | . | . | 3 |
| Section 3. | Faculty Membership | . | . | . | . | . | . | . | . | . | . | . | . | 3 |
| Section 4. | Honorary Membership | | . | . | . | . | . | . | . | . | . | . | . | 4 |
| Section 5. | Election of Members . | | . | . | . | . | . | . | . | . | . | . | . | 4 |
| Section 6. | Eligibility . . . | | . | . | . | . | . | . | . | . | . | . | . | 5 |
| Section 7. | Inactive . . . . | | . | . | . | . | . | . | . | . | . | . | . | 5 |
| Section 8. | Non-Discrimination | | . | . | . | . | . | . | . | . | . | . | . | 5 |

IV. ORGANIZATION . . . . . . . . . . . . . . . . 5

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Chapters . . | . | . | . | . | . | . | . | . | . | . | . | . | . | 5 |
| Section 2. | Chapter Names | . | . | . | . | . | . | . | . | . | . | . | . | . | 5 |
| Section 3. | General Govern | ment | . | . | . | . | . | . | . | . | . | . | . | . | 5 |
| Section 4. | The Executive Council | | | . | . | . | . | . | . | . | . | . | . | . | 6 |
| Section 5. | Association Officers . | | | . | . | . | . | . | . | . | . | . | . | . | 7 |

V. GOVERNMENT . . . . . . . . . . . . . . . . 9

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Ultimate Authority | . | . | . | . | . | . | . | . | . | . | . | . | 9 |
| Section 2. | Jurisdiction . . | . | . | . | . | . | . | . | . | . | . | . | . | 9 |
| Section 3. | Association Officers | . | . | . | . | . | . | . | . | . | . | . | . | 9 |

VI. ACTIVE CHAPTERS . . . . . . . . . . . . . . . 9

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Government | . | . | . | . | . | . | . | . | . | . | . | . | . | . | 9 |
| Section 2. | Membership | . | . | . | . | . | . | . | . | . | . | . | . | . | . | 10 |
| Section 3. | Issuance of Charter | | | . | . | . | . | . | . | . | . | . | . | . | . | 10 |
| Section 4. | Officers . . . | | | . | . | . | . | . | . | . | . | . | . | . | . | 10 |
| Section 5. | Duties of Officers | | | . | . | . | . | . | . | . | . | . | . | . | . | 10 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 6. | Removal of Officers | . | . | . | . | . | . | . | . | . | . | . | . | 10 |
| Section 7. | Meetings . . | . | . | . | . | . | . | . | . | . | . | . | . | 10 |
| Section 8. | Annual Report . | . | . | . | . | . | . | . | . | . | . | . | . | 11 |

VII. ALUMNI CHAPTERS . . . . . . . . . . . . . . . 12

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Organization . . | | . | . | . | . | . | . | . | . | . | . | . | . | 12 |
| Section 2. | Issuance of Charter | | . | . | . | . | . | . | . | . | . | . | . | . | 12 |
| Section 3. | Meetings . | . | . | . | . | . | . | . | . | . | . | . | . | . | 12 |
| Section 4. | Government . | . | . | . | . | . | . | . | . | . | . | . | . | . | 12 |
| Section 5. | Annual Report | . | . | . | . | . | . | . | . | . | . | . | . | . | 12 |
| Section 6. | Membership . | . | . | . | . | . | . | . | . | . | . | . | . | . | 12 |

VIII. EXPANSION . . . . . . . . . . . . . . . . . 13

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Movement for Expansion . | . | . | . | . | . | . | . | . | . | . | 13 |
| Section 2. | Petitions for Active Chapters | . | . | . | . | . | . | . | . | . | . | 13 |
| Section 3. | Petitions for Alumni Chapters | . | . | . | . | . | . | . | . | . | . | 13 |
| Section 4. | Installation . . . . | . | . | . | . | . | . | . | . | . | . | 13 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| IX. | DISCIPLINARY ACTION . | . | . | . | . | . | . | . | . | . | . | . | . | . | 14 |

Section 1. Failure to Submit the Annual Report . . . . . . . . 14

Section 2. Expulsion of Chapters . . . . . . . . . . . 14

Section 3. Inactive Chapters . . . . . . . . . . . . . 14

Section 4. Expulsion of Members . . . . . . . . . . . 15

X. SOCIETY FUNDS . . . . . . . . . . . . . . . . 15

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Initiation Fees . | . | . | . | . | . | . | . | . | . | . | . | . | 15 |
| Section 2. | Association Funds | . | . | . | . | . | . | . | . | . | . | . | . | 16 |

XI. AMENDMENTS . . . . . . . . . . . . . . . . 16

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Amendments . | . | . | . | . | . | . | . | . | . | . | . | . | . | 16 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| XII. | EMBLEMS AND INSIGNIA | . | . | . | . | . | . | . | . | . | . | . | . | . | 17 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1. | Key . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | 17 |
| Section 2. | Seal . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | 17 |

Section 3. Membership Certificates and Charters . . . . . . . . 17

XIII. RITUAL . . . . . . . . . . . . . . . . . . 17

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 1 | Ritual | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | 17 |

CONSTITUTION OF

ALPHA PI MU ASSOCIATION ARTICLE I. NAME

Section 1. Name

a. The name of this organization shall be Alpha Pi Mu Association.

ARTICLE II. PURPOSE Section 1. Purpose

a. To serve as the industrial engineering honor society.

b. To confer recognition upon the student of industrial engineering who has shown exceptional academic interests and abilities in the field of industrial engineering.

c. To encourage participation in those activities which may be beneficial to the profession of industrial engineering.

d. To encourage wherever possible any movement which will advance the best interest of industrial engineering education.

e. To further unify the student body of the department of industrial engineering in presenting its needs and ideals to the faculty.

f. To create a closer student-faculty relationship by periodically bringing together the thoughts and needs of both.

g. To assist and cooperate with all organizations and persons working for the interests of industrial engineering.

h. To benefit its members by the association and experience that can come from bringing together a group with similar interests, objectives and abilities.

i. To promote the professional development and welfare of its members. j. To exist exclusively for educational and scientific purposes, including

distributions to organizations under Section 501(C)3 or the corresponding section of any future internal revenue code.

ARTICLE III. MEMBERSHIP

Section 1. Active Membership

a. There shall only be one class of active members.

b. Active membership shall be open to those undergraduate students fully registered in an industrial engineering or comparable engineering curriculum, which curriculum has been approved by the Accreditation Board for Engineering and Technology (ABET) or other appropriate accrediting agency, who are ranked as third or fourth year students by their college and are in good and regular standing.

i. Only third year students who have maintained an average scholastic grade in the upper one-fifth and fourth year students who have maintained an average scholastic grade in the upper one-third of the industrial engineering class of which they are a member shall be eligible for active membership

ii. Transfer students ranked as third or fourth year students who have transferred from another school or department in the same school shall be eligible for active membership. They must have maintained a scholastic average in the upper one-fifth, if a third year student, or upper one-third if a fourth year student, of the class from which they transferred and maintained this average for one grade period after the transfer.

c. Active membership shall be open to graduate students, provided they are in good and regular standing and candidates for a graduate degree in an industrial engineering or comparable engineering curriculum.

i. Masters degree students must have completed at least one-third of the program requirements and rank in the upper one-half of their class.

ii. Doctoral degree students must have a written recommendation from the head of the department of industrial engineering or a member of the faculty designated by the department head.

d. All students who meet the scholarship requirements should also exhibit positive characteristics of leadership, ethicality, sociability and widespread interest.

e. The scholastic requirements of the individual chapters may be raised above those set forth in this constitution.

f. In the case of students whose eligibility is in doubt because of irregular standing or curriculum, the matter shall be referred to the executive council for appropriate action.

g. Membership in any other fraternity or society shall not exclude a student from active membership in Alpha Pi Mu Association.

Section 2. Alumni Membership

a. Any graduate industrial engineer from a school now having a chapter of Alpha Pi Mu Association , who during his/her scholastic career fulfilled the requirements for membership, may be eligible for alumni membership providing he/she received his/her degree during a period when the school was accredited by ABET or other appropriate accrediting agency.

b. Any active member, upon completion of his/her studies with the industrial engineering department in which he/she was initiated, shall become an alumni member.

c. A member having received a degree at one institution and pursuing an advanced degree at a second institution may apply to the Alpha Pi Mu Association chapter at the second institution to have his/her alumni membership reverted to active membership, pursuant to that chapter's bylaws, if so desired.

d. Prospective alumni members shall be formally initiated according to the prescribed ritual by any active chapter or group of members designated by the executive council.

Section 3. Faculty Membership

a. Faculty membership may be granted to a faculty member of an ABET-accredited department of industrial engineering who has made significant contributions to education in the field of industrial engineering, upon review and approval of his/her credentials by the executive council. Active solicitation of prospective faculty members by individual chapters may not be undertaken prior to the approval by the executive council of such prospective faculty members.

b. The purpose of faculty membership is to provide direct and manifest means for faculty of the department of industrial engineering to be identified with and participate in the activities of Alpha Pi Mu Association. While there is no intent that a faculty member should participate as an active member in the chapter, there is need for faculty to be fully aware of the ideals and objectives of the chapter and to render aid and assistance to the chapter as needed. The traits expected of members of Alpha Pi Mu Association - scholarship, leadership, sociability, ethicality and widespread interest - are of prime consideration in faculty-student relationships. The affiliation of the faculty and their contribution to the welfare of Alpha Pi Mu Association are encouraged.

c. Qualifications for faculty membership are as follows:

i. The candidate shall hold full-time rank above instructor in the department of industrial engineering.

ii. The candidate shall be clearly identified with the industrial engineering courses and research of his/her department.

iii. Faculty memberships may be extended to include outstanding faculty in industrial engineering departments that do not have an active student chapter

of Alpha Pi Mu Association. The individual receiving the faculty membership is required to attend the initiation at the campus of the sponsoring chapter.

d. An electronic copy of the vita of the faculty candidate and qualification statements written by two (2) members of the proposing chapter, indicating outstanding contributions, must be submitted by the faculty advisor to the association office six (6) weeks prior to the scheduled initiation date for approval or disapproval by the executive council. In no case may a faculty member be initiated without specific written approval from the executive director.

e. A candidate must receive at least two-thirds affirmative votes of the total number of eligible votes in the executive council to be elected.

f. Upon receipt of written approval from the executive director, a candidate for faculty membership is processed in the same manner as an active member candidate.

g. The faculty member shall be initiated at the next regularly scheduled initiation. Section 4. Honorary Membership

a. Honorary membership may be granted to a person who has made an outstanding contribution to the field of industrial engineering and who has been proved worthy of the honor, upon review and approval of the executive council. Active soliciting of prospective honorary members by individual chapters may not be undertaken prior to approval by the executive council of such prospective honorary members.

Section 5. Election of Members

a. All candidates for membership shall be elected by an active chapter. Election of members shall be conducted either by secret or open ballot. Elections shall be held as soon after the date of determining the eligibility of the candidates as possible. A three-quarter vote of all active members present shall be required to elect.

b. The elected candidates for membership shall be initiated, according to the prescribed ritual, either by the active chapter or by a group of members to be designated by the executive council.

Section 6. Eligibility

a. Any problems concerning the eligibility of students for active membership at a particular school should be sent with a copy of the current bylaws to the regional vice president for approval. The appeal of any particular decision will rest solely with the executive council.

Section 7. Inactive

a. An active member may become or may be declared an inactive member subject to conditions set forth in each local chapter’s bylaws. As such, these conditions

shall be approved by the executive council. Each chapter shall have a procedure whereby an inactive member may be reinstated as an active member.

Section 8. Non-Discrimination Policy

1. In accordance with the Ohio State University Student Organization Registration Guidelines, Alpha Pi Mu (the organization and its members) shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

ARTICLE IV. ORGANIZATION Section 1. Chapters

a. This society shall consist of such active chapters as have been or shall be, established in engineering schools having an industrial engineering or comparable curriculum, which curriculum has been approved by ABET or other appropriate accrediting agency and of such alumni chapters as have been or shall be established and recognized by Alpha Pi Mu Association.

Section 2. Chapter Names

a. The active chapters shall be designated by the name of the school at which they are located; and the alumni chapters shall be designated by the name of the city in which they are located, subject to the approval of the executive council.

Section 3. General Government

a. The general government of the association shall be carried on by the executive council, as hereinafter provided.

b. For the purpose of administration, the United States shall be divided into seven regions as follows:

REGION I. Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Vermont.

REGION II. Delaware, Maryland, New Jersey, North Carolina, Pennsylvania, Virginia and West Virginia.

REGION III. Alabama, Florida, Georgia, Puerto Rico, South Carolina and

Tennessee.

REGION IV. Illinois, Indiana, Kentucky, Michigan, Ohio and Wisconsin. REGION V. Arkansas, Iowa, Kansas, Minnesota, Missouri, Nebraska, North

Dakota, Oklahoma and South Dakota.

REGION VI. Louisiana, Mississippi, New Mexico and Texas.

REGION VII. Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming.

c. For the purposes of administration, additional regions shall be designated as active chapters are installed outside the United States.

Section 4. The Executive Council

a. The executive council shall be composed of the president, executive vice president, executive director, treasurer, awards coordinator, the advisory board (none of the above eight members may be a student member), and seven regional vice presidents. Each executive council member shall have one vote.

b. Election of the executive council members shall be held during the spring of even-numbered years. Elections will be conducted by mail prior to April 1st of each even-numbered year. The president shall chair a nominating committee composed of the president and advisory board. Nominations will be solicited

from the active chapters by the nominating committee at least two months prior to the mail election deadline of April 1st. Installation of the executive council will

be accomplished by the outgoing president at the conclusion of the first executive council meeting that follows the election.

c. The president, executive vice president, executive director and treasurer shall be elected by a plurality of the executive council and eligible chapter votes received. Tie votes will be resolved by a plurality vote of the executive council. Any vacancy, whether resulting from death, resignation, removal or other cause, shall be filled by an act of election by the remaining members of the executive council.

d. The regional vice presidents shall be elected by a plurality of the chapters responding in each region. Any tie vote will be resolved by a plurality vote of the members of the executive council with the current vice president of the region in question abstaining.

e. The awards coordinator shall be appointed by the president.

f. The executive council shall empower the executive director to secure such assistance as the council may consider necessary.

g. The executive council shall have the following powers and duties in addition to those heretofore set forth:

i. To uphold and enforce the constitution of the association.

ii. To charter new chapters of the association in accordance with Article VI.3 and

Article VII.2.

iii. To expel any chapter in accordance with Article IX.2.

iv. To suspend any chapter until the next executive council meeting.

v. To expend the monies of the treasury of the association and to adopt, by a majority vote, a budget for the association.

vi. To prescribe the duties of the association officers and to provide for the regulation and operation of the business of the association.

vii. To invoke and carry out such discipline as may be provided for in this constitution.

viii. To publish all literature, catalogs, and official publications of the association, issue all certificates of membership, and keep all official documents and properties of the association.

ix. To perform any other acts of government deemed necessary for the good of the association.

x. To give consideration to recommendations of the advisory board.

xi. To consider expulsion of any active member in accordance with Article IX.4. Section 5. Association Officers

a. Names. The officers of the association shall be the members of the executive council.

b. President. The president shall call and preside at meetings of the executive council and shall submit a report on the welfare of the association at each executive council meeting.

c. Executive Vice President. The executive vice president shall assume all duties of the office of president in the event of absence, disability or death. He/she shall assist the president in all matters of the association.

d. Executive Director. The executive director shall act as the administrative officer of the association. He/she shall:

i. Keep all minutes and records of each executive council meeting and distribute copies to each chapter and executive council member.

ii. Keep all records of proceedings and acts of the executive council.

iii. Be the custodian of the seal of the association and shall have the power to affix the same when instructed to do so by the executive council.

iv. Keep written records of all information concerning the founding, historical development and operation of the association.

v. Perform such other duties as the executive council may direct.

e. Treasurer. The treasurer shall act as the financial officer of the association.

He/she shall:

i. Be responsible for the funds of the association, including the receipt and disbursement of all monies.

ii. Keep a written record of all such transactions and submit a financial statement at each executive council meeting.

iii. Be the financial advisor of the executive council and perform other duties as the council may direct.

iv. Be empowered to invest the funds of Alpha Pi Mu Association under authorization of the executive council.

f. Regional Vice Presidents. Each regional vice president shall act in the best interest of the association as a whole. Each regional vice president shall represent the association in his/her geographical area. The president shall periodically ask each regional vice president to evaluate award of excellence nominations and annual chapter reports.

g. Awards Coordinator. The awards coordinator shall be responsible for coordinating the evaluation of the various awards of the association.

h. Advisory Board. The three most recent past presidents shall serve as the advisory board of the executive council.

ARTICLE V. GOVERNMENT Section 1. Ultimate Authority

a. The ultimate authority on affairs of the association shall rest with the various active eligible chapters and members of the executive council with each having one vote. The active chapters may delegate authority on matters not specifically herein provided for to the executive council.

b. All constitution changes shall be conducted by a mail vote of the eligible voters, through the executive director, with a three-fourths affirmative vote of those eligible voters responding required for constitutional changes. Constitutional changes can be initiated by the executive council or by petition from a minimum of three (3) chapters.

Section 2. Jurisdiction

a. The jurisdiction of all members and chapters of Alpha Pi Mu Association shall be the concern of the executive council.

b. All specific matters of jurisdiction pertaining to the government of the association shall be outlined under the powers and duties of the executive council as provided for in this constitution.

Section 3. Association Officers

a. The duties of the association officers pertaining to the government of the association are found in Article IV.5 of this constitution.

ARTICLE VI. ACTIVE CHAPTERS Section 1. Government

a. Except as herein provided, each chapter shall have full control of its individual affairs. Prior to its establishment, each proposed chapter shall be required to enact and submit for approval to the executive council, chapter bylaws and amendments thereto, for its own guidance in all matters not herein fully set forth. Each subsequent amendment to these bylaws must be submitted to the executive council for approval before they can become effective.

Section 2. Membership

a. The membership of an active chapter shall consist of all active members, including eligible undergraduate, graduate and transfer students who are in regular standing with the university. Also, membership can include alumni members of Alpha Pi Mu Association in good standing who reside near the university; however, the alumni may not vote or hold office.

Section 3. Issuance of Charter

a. Upon approval by three-quarters of the executive council of the petition for a charter, and upon payment to Alpha Pi Mu Association for the initiation fees of members to be initiated, said petitioning group is entitled to receive a charter at a formal ceremony and is entitled to all of the privileges of an active chapter as provided for in this constitution. The petition for a charter must be signed by at least nine candidates who are qualified for membership, as herein set forth. The names of the new initiates and any existing members deemed instrumental by the chapter in the formation shall be included on the charter. Existing members are not required to pay the initiation fee.

Section 4. Officers

a. The active officers of each chapter shall minimally consist of a president, vice president, secretary and treasurer. At the time of their election, the officers of the chapters must be duly registered in an industrial engineering or comparable curriculum. The term of office shall not exceed one year. Each chapter shall

have an elected faculty advisor who is a member of the college faculty and of

Alpha Pi Mu Association. Section 5. Duties of Officers

a. The duties of officers of an active chapter shall be those performed according to Robert's Rules of Order by persons holding such offices and as stated in the bylaws of the chapter.

Section 6. Removal of Officers

a. Removal of officers shall be covered in the local chapter bylaws. Section 7. Meetings

a. Each chapter shall hold a minimum of six (6) meetings during each academic school year. For the purpose of this requirement, each meeting must have a quorum present.

b. Special meetings may be called at any time at the discretion of the president of the chapter.

c. A quorum shall consist of two-thirds of the active membership of the chapter. No member shall be allowed to vote on any matter by proxy.

Section 8. Annual Report

a. Each chapter is required to prepare an annual report covering a one-year period beginning on April 1st of the preceding year. This report is to be submitted to the national executive director and must be postmarked by midnight, April 15th.

Non-compliance to this section is subject to disciplinary action by the executive council as described in Article IX.

b. Required items for the annual report:

i. Complete financial statement and an authorization form in lieu of IRS Form

990 (refer to the Association Procedures Manual).

ii. National Office General Questionnaire (refer to the Association Procedures

Manual).

iii. Semi-Annual Report for the upcoming term or year (refer to the Association

Procedures Manual).

iv. A copy of the current chapter bylaws.

c. For those chapters wishing to compete for the outstanding chapter award, the following additional items are required:

i. Records of all chapter events during the interim period since the preceding report, including minutes of meetings.

ii. A proposed program of activity for the ensuing year.

iii. Other items as suggested in the Association Procedures Manual.

ARTICLE VII. ALUMNI CHAPTERS

Section 1. Organization

a. Any seven alumni members in good standing with the association who reside within convenient distance of each other, may petition to the executive council for a charter to organize an alumni chapter. The executive council shall have full responsibility for the design of said charter and its issuance.

Section 2. Issuance of Charter

a. Upon approval by three-quarters of the executive council of the petition for a charter and upon payment to the association of a $50 charter fee, said alumni chapter is entitled to receive a charter and is granted all the privileges of an

alumni chapter as provided for in the constitution. The petition for a charter must be signed by at least seven alumni members who will be members of the alumni chapter.

Section 3. Meetings

a. The alumni chapters shall hold regular meetings at least four times each year.

They shall have no power of initiation. Section 4. Government

a. Except as herein provided, each alumni chapter shall have full control of its individual affairs. Prior to its establishment, each proposed alumni chapter shall be required to enact and submit for approval chapter bylaws for its own guidance in all matters not herein fully set forth.

Section 5. Annual Report

a. Each alumni chapter shall be required to submit an annual report to the executive director. This report shall contain a complete financial statement including an authorization form in lieu of IRS Form 990, a complete list of members and a proposed program of activities for the ensuing year. In addition to the annual report, and subject to discipline for failure to comply, each alumni chapter shall be required to answer all correspondence from the association. Annual reports shall be due prior to July 1st of each year.

Section 6. Membership

a. Any former active member, or duly initiated alumni, faculty or honorary member, shall be entitled to membership in an alumni chapter. No member of the association shall be active in both an active and an alumni chapter.

ARTICLE VIII. EXPANSION Section 1. Movement for Expansion

a. A charter may be granted for the organization of an active chapter at any university that offers a four-year degree program in industrial engineering or its equivalent, which is approved by ABET or other appropriate accrediting agency in accordance with the rules herein set forth.

b. The formation and chartering of various alumni chapters shall be encouraged by the association and active chapters.

Section 2. Petitions for Active Chapters

a. Petitions for charters from college groups shall be submitted to the national executive director. These petitions shall be signed by at least nine persons qualified for membership as set forth in Article III.

b. The executive council shall act upon these petitions within sixty (60) days of the receipt of the petition by the executive director.

c. No fee shall be assessed for the charter of any active chapter. Section 3. Petitions for Alumni Chapters

a. Petitions for charters from alumni groups shall be submitted to the executive director. These petitions shall be signed by at least seven members of the association as set forth in this constitution.

b. Charters may be granted to alumni groups provided that the executive council has passed on these petitions. The executive council must act on these petitions within sixty (60) days.

Section 4. Installation

a. No formal installation will be required in the case of a new alumni chapter. b. When a charter for an active chapter is granted to the petitioning group, the

executive director shall arrange the details of the installation.

c. Any active chapter may request permission from the executive director to install a new chapter. Decisions as to the installing chapter shall be left to the discretion of the executive director.

d. A minimum of four members from the active chapter chosen to conduct the installation shall be required to be present at an installation ceremony.

ARTICLE IX. DISCIPLINARY ACTION Section 1. Failure to Submit the Annual Report

a. Failure to submit the annual report as described in Article VI.8, will result in the following action:

i. The chapter will be placed on probationary status for the next year by the executive director; and the department head will be notified with copies to the chapter president and faculty advisor.

ii. If, while on probation, the chapter fails to meet the reporting requirement on both the delinquent and current reports, they will be reported to the executive council, and that body shall have the power to determine if the chapter should be placed on inactive status as described in Article IX.3.

Section 2. Expulsion of Chapters

a. Expulsion of a chapter for failure to live up to the constitution of the association, for the performance of some act that brings discredit upon the association, or for any other cause, shall be ruled upon and decided upon by the executive council. The executive council decision shall be submitted to the various chapters for ratification. Approval by at least three-quarters of the chapters shall be required to uphold the decision of the executive council and the chapter will be placed on inactive status as described in Article IX.3.

Section 3. Inactive Chapters

a. A chapter may be placed on inactive status by failing to meet a reporting requirement or by an expulsion vote. The National Office will work with the chapter in all possible ways to avoid placing the chapter on inactive status. If, however, the chapter is placed on inactive status, the chapter will immediately be stricken from the association's roll and the inactive chapter may not initiate new members. After a minimum of one year of inactive status, a chapter wishing reactivation must submit a petition to the executive council. The petitioning process is the same for reactivation of a chapter as it is for establishing a new chapter.

Section 4. Expulsion of Members

a. An active member may be expelled from his/her chapter and the association for failure to live up to the constitution and for the performance of some act that brings discredit upon the member or the association, or for any just cause as shall be ruled upon by the chapter itself, except as set forth in Article IX.4.c

b. The method of expulsion is by a vote of four-fifths of the active membership of his/her chapter upon charges presented and signed by four members of that active chapter and after a thorough and impartial trial of the member concerned, except as set forth in Article IX.4.c.

c. In the case where an active member is found guilty of an honor violation by a student honor court or by a school administration, the faculty advisor of that chapter shall submit a complete report to the executive director for action by the executive council. A notation of the violation shall be made on the member's permanent record, subject to removal at the discretion of the executive council. In the case of an extreme honor violation, the executive council shall expel the member.

d. A member may appeal his/her expulsion. The appeal must be submitted to the executive director within thirty (30) days after the receipt of written notification of the expulsion.

ARTICLE X. SOCIETY FUNDS Section 1. Initiation Fees

a. All initiation fees and assessments shall be paid to the association by the chapter treasurer. Each payment should be one chapter check or money order that is made out to ‘Alpha Pi Mu Association.’

b. The initiation fees to be paid to the association shall be as follows: Active Members $45.00

Alumni Members $45.00

Faculty Members $45.00

Honorary Members No Fee

The fees shall cover the cost of a certificate of membership, an Alpha Pi Mu

Association key, and the general expenses of the association.

c. Each chapter shall be allowed to charge the initiate an additional fee that it deems necessary to cover the expenses of the chapter as set forth in the bylaws of the chapter.

Section 2. Association Funds

a. All money received by the association shall be deposited in a federally insured bank approved by the executive council.

b. A budget shall be submitted annually by the association treasurer to the executive council for approval. The expenditure of all funds shall be subject to the majority approval of the executive council.

c. No part of the net earnings of the association shall inure to the benefit of, or be distributed to its members, officers, executive council members or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(C)3 purposes. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

d. Upon the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(C)3 of the internal revenue code, or corresponding section of any future federal tax code, or shall be distributed to a government entity for public purposes.

ARTICLE XI. AMENDMENTS Section 1. Amendments

a. This constitution may be amended by an affirmative three-quarters vote of responding eligible voters (Article V.1.a) by mail vote to the executive director.

b. Amendments shall become effective immediately upon notification to all chapters.

c. Any chapter or executive council member failing to report his/her mail-in vote, within three weeks from the date of mailing (not counting summer sessions and vacations), upon proposed amendments arising for vote, shall forfeit his/her vote.

ARTICLE XII. EMBLEMS AND INSIGNIA

Section 1. Key

a. The key of the association shall be of gold-type design as follows:

A small circular gear upon which is mounted an inverted triangle bearing the

three Greek letters ‘Α Π Μ’, one letter on each side of the triangle. The key shall have a short, extended shank at the foot of the triangle and shall be fitted with a small circular collar at the top of the triangle.

Section 2. Seal

a. The seal of the association shall consist of two perforated concentric circles having diameters of one inch and one and one-half inches. The words ‘Alpha Pi Mu’ appear between these circles at the top of the seal and the words ‘Atlanta, Georgia’ and ‘Founded, SEAL, 1949’ appear in order from top to bottom.

Section 3. Membership Certificates and Charters

a. The design of the membership certificates and charters shall be the concern of the executive council. Each certificate and charter shall be embossed with the official seal and signed by the appropriate officers before it shall be considered valid.

ARTICLE XIII. RITUAL

Section 1. Ritual

a. The motto, ritual, and other matters of the association shall never be published or disclosed to the public except as provided in Article XIII.3, but shall be handed down through the officers of the chapters and the executive council. Any changes or suggestions for changes in the ritual shall be considered at an executive council meeting. If passed, these changes shall become a permanent part of the ritual.

b. Failure to abide by the above section shall result in disciplinary action by the executive council against the person or chapter concerned.

c. At the discretion of the individual chapter, guests may be invited to attend the

initiation ceremony.

By-laws of Alpha Pi Mu

Article I. Introduction

Section 1. Introduction

The name of the chapter is Alpha Pi Mu. The authority of these by-laws in governing the chapter shall conform to the regulations of The Ohio State University concerning such honor societies.

Article II. Purpose of the Chapter

Section 1. Purpose

a. To serve as the industrial engineering honor society.

b. To confer recognition upon the student of industrial engineering who has shown exceptional academic interests and abilities in the field of industrial engineering.

c. To encourage participation in those activities which may be beneficial to the profession of industrial engineering.

d. To encourage wherever possible any movement which will advance the best interest of industrial engineering education.

e. To unify further the student body of Department of Integrated Systems Engineering in presenting its needs and ideals to the faculty.

f. To create a closer student-faculty relationship by bringing together the thoughts and needs of both.

g. To assist and cooperate with all organizations and persons working for the interests of industrial engineering.

h. To benefit its members by the association and experience that can come from bringing together a group with similar interests, objectives, and abilities.

i. To promote the professional development and welfare of its members.

j. To exist exclusively for educational and scientific purposes, including distributions to organizations under Section 501(C)3 or the corresponding section of any future internal revenue code.

Article III. Membership

Section 1. Active Membership

a. There shall only be one class of active members.

b. Active membership shall be open to those undergraduate students who are registered fully in an industrial engineering or comparable engineering curriculum, which curriculum has been approved by ABET or other appropriate accrediting agency, who are ranked as third- or fourth-year students by their college and are in good and regular standing.

i. Only third-year students who have maintained an average scholastic grade in the upper one-fifth and fourth-year students who have maintained an average scholastic grade in the upper one-third of the industrial engineering class of which they are a member shall be eligible for active membership

ii. Transfer students ranked as third- or fourth-year students who have transferred from another school or department in the same school shall be eligible for active membership. Such students must have maintained a scholastic average in the upper one-fifth, if a third-year student, or upper one-third, if a fourth-year student, of the class from which they transferred and maintained this average for one grade period after the transfer.

c. Active membership shall be open to graduate students, provided they are in good and regular standing and candidates for a graduate degree in an industrial engineering or comparable engineering curriculum.

i. Masters-degree students must have completed at least one-third of the program requirements and rank in the upper one-half of their class.

ii. Doctoral-degree students must have a written recommendation from the head of the Department of Integrated Systems Engineering or a member of the faculty designated by the department head.

d. All students who meet the scholarship requirements should exhibit positive characteristics of leadership, ethicality, sociability, and widespread interest.

e. In the case of students whose eligibility is in doubt because of irregular standing or curriculum, the matter shall be referred to the national office for appropriate action.

f. Membership in any other fraternity or society shall not exclude a student from active membership in Alpha Pi Mu.

Section 2. Alumni Membership

a. Any graduated industrial engineer from a school now having a chapter of Alpha Pi Mu, who during his or her scholastic career fulfilled the requirements for membership, may be eligible for alumni membership providing he or she received his or her degree during a period when the school was accredited by ABET or other appropriate accrediting agency.

b. Any active member, upon completion of his or her studies with an industrial engineering department in which he or she was initiated, shall become an alumni member.

Section 3. Faculty Membership

1. Faculty membership may be granted to a faculty member of Department of Integrated Systems Engineering who has made significant contributions to education in the field of industrial engineering, upon review and approval of his or her credentials by the national office. Active solicitation of prospective faculty members by individual chapters may not be undertaken prior to the approval by the national office of such prospective faculty members.
2. A candidate for faculty membership shall hold full-time rank above instructor in the Department of Integrated Systems Engineering.

c. An electronic copy of the curriculum vitae of the faculty candidate and qualification statements written by two (2) members of the proposing chapter, indicating outstanding contributions, must be submitted by the faculty advisor to the national office six (6) weeks prior to the scheduled initiation date for approval or disapproval by the executive council. In no case may a faculty member be initiated without specific written approval from the national office.

d. A candidate must receive at least two-thirds affirmative votes of the total number of eligible votes in the national office to be elected.

e. Upon receipt of written approval from the executive director, a candidate for faculty membership is processed in the same manner as an active member candidate.

f. The faculty member shall be initiated at the next regularly scheduled initiation.

Section 4. Honorary Membership

a. Honorary membership may be granted to a person who has made an outstanding contribution to the field of industrial engineering and who has been proved worthy of the honor, upon review and approval of the national office. Active soliciting of prospective honorary members by individual chapters may not be undertaken prior to approval by the national office of such prospective honorary members.

Section 5. Election of Members

a. All candidates for membership shall be elected by active members of the chapter. Election of members shall be conducted by secret or open ballot. Elections shall be held as soon after the date of determining the eligibility of the candidates as possible. A three-quarter vote of all active members present shall be required to elect.

b. The elected candidates for membership shall be initiated, according to the prescribed ritual, either by the active chapter or by a group of members to be designated by the national office.

Section 6. Eligibility

a. Any problems concerning the eligibility of students for active membership will be sent with a copy of the current by-laws to the regional vice president for approval. The appeal of any particular decision will rest solely with the national office.

Section 7. Non-Discrimination Policy

1. In accordance with Student Organization Registration Guidelines of The Ohio State University, Alpha Pi Mu shall not discriminate against any individual(s) on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Ohio State guidelines.

Article IV. Chapter Organization

Section 1.

1. The chapter will have the following officers: President, Vice President, Secretary/Initiation Chair, Treasurer & ECouncil Rep, Marketing & Webmaster Chair, Sponsorship Chair, Activities & Social Chair. Officers will be elected at the end of the spring semester, the specific time is at the President’s discretion. The role of each position is as follows.
   * 1. The President plans and sets the agenda for officer and general meetings. He or she is responsible for communication with the national office and submitting all reports to them. The President should represent Alpha Pi Mu at department functions, work with department faculty and staff on projects within the department, and ensure that the other officers are fulfilling their responsibilities.
     2. The Vice President serves in place of the President, should the President be unable to discharge any of his or her duties. In addition, the Vice President is responsible for organizing the annual APM Senior Banquet, which celebrates graduating seniors from Department of Integrated Systems Engineering.
     3. The Secretary/Initiation Chair is responsible for overseeing the initiation process. Duties include: contacting potential initiates, providing potential initiates with an overview of Alpha Pi Mu, administering the pledge test, conducting the initiation ceremony, and organizing chapter dinners. He or she is responsible for updating the member roster and distribution list each semester. He or she takes minutes at all meetings and completes initiation reports, as required by the national office.
     4. The Treasurer and E-council Chair is responsible for overseeing the budget as well as representing Alpha Pi Mu in the College of Engineering. Duties include raising funds for the APM Senior Banquet as well as any functions that Alpha Pi Mu organizes.E-council provides engineering groups with funding to increase extracurricular opportunities.

v. The Activities and Social Chair is responsible for organizing any activities or social events.

1. The Sponsorship chair is responsible for securing sponsors for the APM Senior Banquet. He or she helps to coordinate the company representatives that attend the banquet.
2. The Marketing and Website chair is responsible for updating the website.
3. The Faculty Advisor oversees all organization activities.

Article V. Finances

Section 1. Initiation Fees

a. The initiation fees to be paid by new members shall be the amount charged by APM Nationals. The fees shall cover the cost of a certificate of membership, an Alpha Pi Mu Association key, and general expenses.

b. Alpha Pi Mu may charge an additional fee that it deems necessary to cover the chapter expenses, as approved by a majority vote of the active chapter members.

Section 2. Association Funds

a. All money received by the association shall be deposited in a federally insured bank.

b. A budget shall be submitted annually by the association treasurer to the executive council for approval. The expenditure of all funds shall be subject to the majority approval of the executive council.

c. No part of the net earnings of the association shall inure to the benefit of, or be distributed to its members, officers, executive council members, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(C)3 purposes. No substantial part of the activities of the association shall be the carrying-on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

d. Upon the dissolution of this association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(C)3 of the internal revenue code, or corresponding section of any future federal tax code, or shall be distributed to a government entity for public purposes.

Article VI. Amendments

Section 1. Amendments

a. These by-laws may be amended by an affirmative three-quarters vote of the active members of the chapter.