**Sample Bylaws**

**IEOM Student Chapter**

**Industrial Engineering and Operations Management (IEOM) Society International**

**IEOM Society International**

# Preamble

We, the Members of the Industrial Engineering and Operations Management Society International (IEOM Society International), are dedicated to:

* + Promotes and encourages critical thinking in the field of Industrial Engineering (IE) and Operations Management (OM).
  + Provides means to communicate and network among people enthused with similar interests through association services, conferences, seminars, workshops, student chapters, professional chapters, journals and certification across the globe, and illustrative research publications to disseminate the earned knowledge and experience.

# Article I

## 2.1 Name

The name of this non-profit organization shall be the Industrial Engineering and Operational Management Society Student Chapter at Lawrence Technological University (LTU), hereby referred to as IEOM LTU Student Chapter.

# Article II

## Membership

**Section 1. General Members**

The organization shall consist of current students, staff, and faculty at Lawrence Technological University. The standing committee of IEOM is empowered to take a decision regarding the membership fee. Active membership in IEOM gives members the power to voice their opinion and concern regarding the activities of IEOM.

## Section 2. Non-discrimination Policy

IEOM prohibits discrimination or harassment against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability veteran status, height, weight, or marital status.

## Organization Structure

The organization will consist of General members, Standing Committee, Advisor. Committee will be mostly responsible for the functioning of the organization. Committee members will be voted by general members.

# Article III

## Section 1. General Necessity

* + Members of the standing committee are mandated to attend at the least 70% of the meetings. In the case of absence, the member is required to update other Committee members.
  + Members are required to carry out their duties with utmost sincerity and respect.

## Section 2. Qualification

* + Candidates must meet all the requirements listed in Student Code of Conduct of Lawrence Technological University.

## Section 3. Composition

The IEOM Committee should consist of a President, Vice President, Director of Operations, Director of Communications, Director of Operations, Director of Membership, Director of Social Media; their commission, Duties, and power are:

## President

* + Oversee the smooth functioning of the IEOM Student Chapter.
  + Follow regular communication with the Advisor.
  + Play a major role in public relations.
  + Assist the treasurer in making the budget for events.
  + Run the meetings.

## Vice President

* + Assist the President in their duties.
  + In absence of President Play role of President.

## Director of Operations

* + Propose and plan the blueprint of events.
  + Make arrangements for the events including webinar, student competitions, industry visits, seminars, workshops, etc.
  + Form temporary event sub-committees in case of each event if needed; lead and assist them.

## Director of Communication

* + Play a role in public relations.
  + Communicate IEOM local, regional and international conferences to members
  + Communicate IEOM webinars and other events

## Director of Organization

* + Maintain the IEOM financial records.
  + Propose funding requests to Student Government.
  + Make regular balance reports to the standing committee.

## Director of Membership

* + Recruit new IEOM student members
  + Recruit new board members.
  + Play a role in searching for new board members.

## Director of Social Media

* + Maintain and update the IEOM website.
  + Conduct monitoring and maintain a regular check on the message board.
  + Create and maintain IEOM chapter social media pages.
  + Play a role in advertising events in social and all other media form.

## Section 4. Term

* + Members unable to attend IEOM meeting consecutively their term will be expired.

## Section 5. Filling Vacancies

The President/ Vice President will be the person to fill the vacancy caused due to an unforeseeable event as Veto-(position) but it must be approved by the advisor.

# Article IV

## 5.1 Advisor Section

1. **Qualification**

The Advisor to IEOM must be a full-time member of the faculty, administration or staff of Lawrence Technological University, as per the guidelines followed by LTU.

## Section 2. Duties and Responsibilities and Power of Advisor

The advisor’s responsibilities will be in compliance with the University policies which are as follows

* + Assist officers in understanding their duties, administering programs and plans, organizing projects, and making appropriate transitions.
  + Encourage the use of procedures to ensure that the meetings run in an orderly and efficient manner.
  + Attend as many organization meetings and events as possible.
  + Articulate campus policies and procedures.
  + Support officers and be available for evaluation of ideas.
  + Maintain the ability to deal with the same issues each year, and remain open to new ideas.
  + Assist with specific University services, for example, obtaining approval for organizing events and obtaining facilities.
  + Consult on programs and assist the organization as needed.
  + Advise individual students when necessary.
  + In case of any disciplinary disturbance in the organization, the advisor can call a meeting and resolve the matter.
  + Advisor’s vote will be equally counted in case of any organization committee voting.
  + Advisor has the rights to attend all closed meeting.
  + Advisor has the rights to be informed about the minutes and agenda of all closed meetings in the organization.

# Article V

## Meetings

Regular Committee meetings will be held at least once a month called by the President. Notices for special meetings should be sent out a week in advance. Such meetings can be called by any committee member.

Additional article could be added as needed.

# Article VI

## Finances

* + - Director of Organization will maintain the financial records of all events and will update the standing committee, advisor and advising board in each periodic meeting.
    - All the expenditure proposals and reimbursement request to Student Government shall be prepared by the treasurer and all the financial activities will be decided by the standing committee.
    - The Director of Organization shall issue a receipt for each income the IEOM receives; the counterfoils of all such receipts, giving the date of the transaction, the amount and the source, shall be retained by him/her.
    - The income to the IEOM includes membership dues, donations to IEOM, advertisement revenues, funding obtained from Lawrence Technological University and other sources.
    - Director of Organization will not sign any financial transaction without the final approval of the President.
    - The Advisor to this organization must approve and sign each expenditure before payment.
    - The Director of Organization shall prepare a statement of revenues and expenses for each month during his/her term and send a copy of that to the President and Advisor.
    - The Director of Organization shall prepare a statement of revenues and expenses at the end of his/her term.
    - All money belonging to this organization shall be given to Advisor.

# Article VIII

## Statement of Compliance

The organization will comply with all University policies, procedures and practices as well as with all local, state, and federal laws. The President and Vice President will be responsible to complete and follow through the annual re-registration of the organization as set forth by Student Government.