

**Bylaws for the College of Operational Excellence  
of the  
Production and Operations Management Society**

**DRAFT**  
**April 11, 2017**  
**Revised April 11, 2017**

**ARTICLE I – NAME.** The name of this organization shall be the College of Operational Excellence, hereinafter a College of the Production and Operations Management Society.

**ARTICLE II – PURPOSE**

1. Encourage interest in the field of operational excellence philosophies, paradigms, principles, systems, and techniques (e.g. TQM, JIT, Lean, Six Sigma, Continuous Improvement, Quality Assurance, Theory of Constraints, Agile).
2. Provide a means of communication among people having interest in operational excellence.
3. Provide a means of exchange about operational excellence educational programs and opportunities.
4. Provide a means of sharing information about current and emerging themes in operational excellence.
5. Present a forum of speakers who address operational excellence topics.

**ARTICLE III – MEMBERSHIP**

1. Membership in the Production and Operation Management Society is required before enrolling as a member of a College.
2. All members have equal rights, duties, and privileges (with the exception of elected or appointed officers who have additional duties).
3. If College membership is below 10 for an entire calendar year, then the Production and Operations Management Board will review its status and consider its dissolution.

**ARTICLE IV – OFFICERS**

1. College officers and their duties are
  - **President:** presides at meetings, represents College in external affairs, and provides direction to the activities of the College and its officers.
  - **Past President:** president in the prior year provides advice and suggestions to the current president.
  - **Vice President:** assumes duties of the absent president and administers various activities that may include organizing a College conference, organizing the track of papers for the College in the Production and Operations Management Society annual conference, cultural and social activities. There may be more than one Vice President depending on the scope of duties to be performed.

- **Secretary:** administers correspondence and amendments to bylaws (Section VIII), announces meetings, maintains contact with the Society, and files two annual reports to the VP of Colleges and Chapters that describes College activities.
- **Treasurer:** is responsible for financial matters, to include receipt of all financial reports from the Society and conveyance of financial information to the College membership. Approves all expenditures and monitors receipts or conveys receipts to the Society in a fiscally sound manner.
- **Vice President Colleges and Chapters, Production and Operations Management Society** is an Ex Officio member.

The elected officers collectively decide appointments to special positions, e.g., Business Outreach Coordinator, and Historian. Activities of other special positions such as the College Newsletter Editor and Webmaster should be coordinated with the Executive Office Production and Operations Management Society. All elected officers must be members of both the College and The Production and Operations Management Society.

2. **Terms of Office.** Officers serve 1-3 year terms as determined by the College.
3. **Nominations and Elections.** The slate of nominees is determined by a committee consisting of two College members and three College officers. Any member of the College may propose a nomination by informing the Chair of the nominating committee, served by the current president of the College. All persons nominated must be members of the College. The annual election of College officers should be coordinated to coincide with general elections for the Production and Operations Management Society officers. Whenever an elected position becomes prematurely vacant, the remaining officers will select and appoint a member of the College to complete the term of office.
4. **Voting.** Elections shall be held by secret ballot and the results are determined by majority vote. Ties shall be resolved by means of a fair random process.
5. **Removal from Office.** An officer may be removed when it is in the “best interest” of the College – a necessarily subjective condition that must first be unanimously recognized by all other elected officers. The affected officer will be allowed a defense free from interference. The other officers will weigh the merits of the case in a way that they find suitable and will render a majority decision.

#### ARTICLE V – COLLEGE BUSINESS MEETINGS

1. General business meetings are meetings where all College members are invited. The meeting date, time, place, and agenda of a general meeting for the College are set by the officers and must be announced at least three months in advance.
2. Business meetings of the College officers shall be held as planned by the President, but only upon notice to all officers.
3. A minimum of one business meeting of the College shall be held in each calendar year, including a general meeting of College members.
4. Robert’s Rules of Order shall govern all business meetings, in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

#### ARTICLE VI – COLLEGE CONFERENCES

1. **Frequency and timing.** It is recommended that each College hold a conference at least every second year and that the conference be scheduled to directly precede or follow the Annual Meeting of the Production and Operations Management Society.
2. **Conference proposal process.** A College may hold a conference subject to the approval of a written proposal submitted to the Production and Operations Management Society Vice President

of Colleges and Chapters. Once cleared by this Vice President, the proposal will be presented to the Production and Operations Management Society Board for final approval.

3. **Conference Proposal Content.** The conference proposal must include the following information.
  - Location and dates
  - Program content
  - Names of program organizing committee and corresponding responsibilities
  - Plans to announce the conference to the full membership of the Production and Operations Management Society as well as other organizations
  - Means of receiving and tracking participants: Registration will be coordinated with the Executive Office of POMS.
  - Complete budget including conference registration fee and what it covers (such as meals, refreshments, printing materials, awards); a clear statement of any funding request or financial responsibility to be assumed by the Production and Operations Management Society.

#### **ARTICLE VII – RESPONSIBILITIES TO THE PRODUCTION AND OPERATIONS MANAGEMENT SOCIETY**

1. The College and its officers, under charter from The Production and Operations Management Society, are accountable to the Society for all operations and procedures. The Production and Operations Management Society Board may suspend or revoke the College's charter for inappropriate operations or procedures. In the event of dissolution, the Society shall decide how to dispose of the College's assets.
2. The College shall not maintain any bank account separate from accounts owned by The Production and Operations Management Society.
3. In response to an annual request by the Vice President of Colleges and Chapters of the Production and Operations Management Society, the College shall file an activity report describing the College activities. This report is necessary for recertification of the College.

#### **ARTICLE VIII – DUES**

1. The Production and Operations Management Board sets College membership dues.
2. Dues at any [conference] held in addition to the bi-annual conference, [SG5][RS6] organized by a College must be approved by the Vice President College of the Production and Operations Society acting on behalf of the board.

#### **ARTICLE VIII – AMENDMENTS AND PROCEDURE**

1. The College Board must meet at least once a year. In case a physical meeting is not possible, the Board may conduct the meeting via a conference call.
2. The Secretary in an official College meeting will present amendments to these bylaws. The Secretary, no later than 30 calendar days before the next meeting, shall submit in writing the proposed amendment to all College members. The vote will occur at the next business meeting, and the amendment must be approved by two-thirds of the members present, provided that number constitutes a quorum as defined below. The amendment will then be sent to The Production and Operations Management Society liaison who will present it to The Production and Operations Management Society Board. The amendment becomes effective when approved by this Board.
3. A quorum necessary for conducting College business at a general meeting is defined as 5 members or 5% of the College membership, whichever is larger.
4. The President shall make rulings on any point of procedure not [included in these bylaws.][SG7][RS8]