

IISE Society & Division

ByLaws Overview



INSTITUTE OF
**INDUSTRIAL
& SYSTEMS**
ENGINEERS

ByLaws Purpose

- ByLaws Defined: “A law or regulation that governs the internal affairs of a company or other organization affairs of a company or other organization.”
- **Outline “Rules of the Road” for IISE Societies & Divisions**
 - Provide the details necessary for effectively creating and managing a Society or Division
 - Clarify priorities (must do vs. should/can do)
- **Outlines your “Job Descriptions”**

1. Name Article
2. Purposes Article
3. Powers Article
4. Membership Article
5. Officers Article
6. Board Article
7. Election and Tenure of Division Officials Article
8. Vacancies Article
9. Forfeiture of or Removal from Office Article
10. Conflict of Interest Article
11. Responsibility to the Institute Article
12. Amendments Article
13. Adoption of the Bylaws Article
14. Use of Division or Institute Name Article
15. Legal Actions Article

Articles 1 & 2 Overview

- Name

- Purpose

Each Division has the same 4 key purposes

- Develop, maintain, and disseminate a body of technical knowledge

- Provide a forum for technical networking

- Be Perceived as the voice of the technical specialty

- Support IIE Support IIE s' mission provide member value and mission, provide member value and promote the discipline

Article 3 - Powers

- The Divisions have the following powers The Divisions have the following powers with regard to policies:
 - Recommend policies within it s' areas of interest
 - Review and Comment on policies
 - Issue statements through regular channels of the institute
 - Conduct educational and informational programs
 - Publish educational and informational material
 - Recommend contracts

Article 4: Membership

- Any member of the institute may become a member of any division at no additional cost
- All members of the division have equal rights and priveledges with the exception of students
- Student members do not have voting rights
- Membership runs concurrent with IISE Membership

Article 5 - Officers

Officers:

- President, President Elect and Past President
- Terms are one year (typically)

Roles: President

- Develop and Execute Strategic Plan
- Be official representative of the division
- Call organize and preside at Division board and membership Call, organize and preside at Division board and membership meetings, appoint committees and chairs, manage affairs of division between meetings
- Receive reports of activities from committees established Receive reports of activities from committees established
- Conduct annual election or appointment of officers
- Prepare annual budget
- Arrange orderly transfer of division records to succeeding president

- **Role: President Elect Role**

- Act as president in the absence of the President
- Perform other duties as assigned by president or the board or the board

- **Role: Past President Role**

- Oversee the election/appointment process

Article 6: Board

- Board is the governing body of the division
- Consists of officers and at least 3 board members
- Board members can be either elected or appointed
- Board meetings must be held at least quarterly, with an annual meeting at the conference (any exceptions must be approved by IISE)
- All Division Board meetings are open to all members
- A majority of the voting board members will constitute a quorum

Article 7: Election, Appointment and Tenure of Officials

The document outlines the procedures for:

- Option 1 : Elections
- Option 2: Appointments

Article 8: Vacancies

- Procedures for filling board vacancies is outlined
- Vacancies can occur through a voluntary written resignation or by division board vote to remove an officer or board member

Article 9-15

The document outlines the procedures for:

- Forfeiture of or removal of office
- Conflict of Interest
- Responsibility to the Institute
- Amendments
- Adoption of the Bylaws
- Use of Division or Institute Name
- Legal Actions