PROCEDURES MANUAL OF

ALPHA PI MU ASSOCIATION

I. INTRODUCTION The purposes of the procedures manual are:

1. To indicate the administrative responsibilities of the chapter to the national office.
2. To outline the procedures to be followed by the chapter in carrying out its responsibilities to the national office.

The chapter president is responsible for seeing that all communications from the national office are brought to the attention of the chapter executive committee and chapter membership. He/she

is responsible for carrying out the actions of the chapter that concern the national office. He/she is the official communications link between the chapter and the national office.

Immediately upon election of new chapter officers, the president and chapter executive committee should become familiar with the chapter bylaws, Alpha Pi Mu constitution, and this manual.

It is the intent of this manual to supplement the association constitution and chapter bylaws and in no way contradict them.

II. SUBMISSION OF CHAPTER REPORTS

All reports and correspondence with the national office must be in typed form and submitted by the chapter president or faculty advisor to the national executive director. The postal address of the national office is:

Alpha Pi Mu Association

3005 Lancaster Drive

Blacksburg, VA 24060

The email address is office@alphapimu.com and the fax number is (540) 231-3322.

The website address for Alpha Pi Mu is [http://www.alphapimu.com/](http://www.alphapimu.com/%20) and contains downloadable copies of the constitution, procedures manual and various chapter forms.

The national office will direct all its correspondence to the chapter president via e-mail or c/o the of industrial engineering department of the chapter’s institution.

1. Chapter Agenda Report
2. The first chapter meeting of the academic year should be held prior to October 15th.
3. The chapter agenda for the current academic year should be established at the first meeting in outline form specifying meeting dates, initiation dates and activities, and submitted to the national office by October 31st.
4. Semi-Annual Report (This form is available from the national office or the Alpha Pi Mu website)
	1. A semi-annual report shall be e-mailed or faxed to the national office by October 31st, indicating the names of the current officers, active membership, and faculty advisor.
	2. Additional semi-annual reports should be emailed or faxed to the national office when there are any changes in the chapter officers or faculty advisor.
5. Initiation Report (This form is available from the national office or the Alpha Pi Mu website)

Submit the initiation report to the national office three weeks prior to the initiation date. It is important that the initiation report be accurate and that initiate names are spelled exactly as each candidate wishes his/her name to appear on the membership certificate. The department chair must certify that each candidate for initiation has met the qualifications for membership as described in the constitution.

1. Income Tax Report

The Internal Revenue Service requires that once a year each subordinate organization (chapter) file an e-Postcard. Instructions are provided in the fall mailing and on the web site. Any chapter not filing an e-Postcard may be dropped as an Alpha Pi Mu Chapter.

1. Annual Chapter Report (This form is available from the national office or the Alpha Pi Mu website)
	1. Each chapter is required to prepare an annual report covering the one-year period ending April 1 of the current academic year. Noncompliance with this requirement subjects the chapter to disciplinary action by the executive council as described in Article IX of the constitution. This report should be faxed or e-mailed to the national office at office@alphapimu.com and must be submitted by midnight, April 15. The required items for the annual report are:
		1. A complete financial statement for the current academic year.
		2. Confirmation (a screenshot if sufficient) of successful e-Postcard filing.
		3. Endorsement by the faculty advisor indicating that he/she has read and approved the annual report.
	2. Annual Outstanding Chapter Awards (This form is available from the national office or the Alpha Pi Mu website)

Chapters who wish to submit a more detailed report describing their activities may compete for annual awards given to recognize outstanding contributions to Alpha Pi Mu. All chapters who submit the more detailed report will automatically compete for the national outstanding chapter awards.

1. Purpose – In order to promote and stimulate further interest within and among Chapters.
2. Awards – The first place winner in the national outstanding chapter competition will receive a large plaque and smaller plaques will be awarded for second through fifth place. All plaques will be appropriately engraved for the chapter's permanent possession and display.
3. Award Period – The time period to be covered by the national outstanding chapter awards is from April 1 to March 31. The announcement and presentation of the awards will be the beginning of the succeeding academic year.
4. Report Format – Each chapter will be judged on the basis of the information furnished to the national office in its outstanding chapter report. The chapter president should, at the beginning of the year, designate one person (preferably the vice president or secretary) as chair of a committee to prepare the outstanding chapter report. This individual should become familiar with the requirements of the report and should study the previous reports submitted by his/her chapter. Press releases, clippings, photographs, reports, chapter minutes and articles are more easily obtained when they occur, but are often very difficult to locate six months later. All material and information to be used in the report should be filed with the committee as it is gathered and made a part of the outstanding chapter report. This report must be emailed to the national office at office@alphapimu.com by April 15.
5. Basis of Selection and Point Distribution – The selection of the national outstanding chapter will be based on a point system with points being given for the items listed below:

|  |  |
| --- | --- |
|  | Maximum Points |
| Chapter and university activities | 200 |
| Betterment of the field of industrial engineering | 100 |
| Betterment of the national society | 75 |

The following examples may assist you in the formulation of your report.

1. Chapter and university activities include activities that improve, advance or promote the development of the university, the local chapter and its students. Examples include local chapter meetings, pledge activities, initiation activities, administration of faculty/course evaluations, student mentoring activities, academic exhibits or projects and university service projects.
2. Betterment of the field of industrial engineering includes any chapter project or activity directed toward the betterment of the field of industrial engineering. Examples include student member publications in professional or technical journals, chapter recruitment of potential industrial engineering students and chapter community public relations projects.
3. Betterment of the national society consists of any project or activity directed toward the betterment, advancement or improvement of Alpha Pi Mu at the national level. Examples include chapter projects that aid Alpha Pi Mu in carrying out the functions of the national office, participation in the expansion of the society, promotion of Alpha Pi Mu to other professional and technical societies, and promotion of alumni relations.

Each chapter will be judged on each of the above items on a sliding scale from zero to the maximum indicated. After all chapters have been judged for each item, the points assigned to each chapter will be totaled and awards will be presented to the winning chapters.

1. Annual Report Preparation - In preparing the annual report, the following general rules should be followed:
2. Professionalism of the report is based in part on the preparation of the documentation and photographs and writing style.
3. The outstanding chapter report form is available on the Alpha Pi Mu website at http://www.alphapimu.com. No other form will be accepted.
4. The report should only contain completed or nearly completed projects and not on projects planned for the future.

III. SUBMISSION OF CANDIDATES FOR MEMBERSHIP A. Active Membership

1. The chapter meets and elects candidates for active membership in accordance with Article III of the constitution and the chapter's bylaws.

2. A formal letter of initiation is sent to each candidate along with two (2) membership cards to be completed and signed by the candidate (one to be submitted to the national office and one to be retained for the chapter files).

3. After all the candidates have accepted or rejected the invitation to join Alpha Pi Mu, the initiation report must be submitted to the national office at least three (3) weeks prior to the date of initiation.

 The initiation report must be typed and signed by the department head, faculty advisor, and secretary. **Any errors on the initiation report are the responsibility of the chapter.**

4. The initiation fee ($45 per member) and one (1) copy of the membership card for each candidate must be submitted to the national office three (3) weeks prior to the initiation date. **The fees are to be submitted by one chapter check or money order (not individual personal checks).**

 In order to have the certificates in time for distribution at the initiation, the initiation report and fees and membership cards must be submitted three weeks prior to the date of initiation. Errors or discrepancies between the initiation report and membership cards will result in delays in preparing and distributing the certificates.

5. Upon receipt of the initiation fees and membership cards, certificates will be prepared. Certificates will be sent directly to the chapter president. All correspondence relating to the certificates must be with the national office.

B. Faculty Membership (refer to the Alpha Pi Mu Constitution)

C. Honorary Membership (refer to Alpha Pi Mu Constitution)

IV. SUPPLIES AND REPLACEMENTS

A. Certificates or keys that are lost or destroyed may be obtained by requesting a replacement from the national office along with the member's name, year initiated, and chapter. A replacement certificate or key will cost $6.50.

B. The information brochure, ‘Alpha Pi Mu,’ can be downloaded from the Alpha Pi Mu website (<http://www.alphapimu.com).>

C. The initiation report form, membership card, semi-annual report form, annual report form, outstanding chapter report form, scholarship form, constitution, and procedures manual may be downloaded from the Alpha Pi Mu website (<http://www.alphapimu.com).>

V. SCHOLARSHIP NOMINATIONS

The Alpha Pi Mu Association currently has four named scholarships.

Endowment funds have been graciously provided to Alpha Pi Mu to fund four $1,000 scholarships.

**The Robert D. Dryden APM Service Scholarship** was established in memory of Bob Dryden. This scholarship will recognize the applicant who best summarizes, in the required essay, how he/she served IIE, APM, and his/her industrial engineering program through leadership, mentoring, recruitment, or retention activities.

**The Paul E. Givens Diversity Scholarship** was established in memory of Paul E. Givens and includes the requirement that the applicant has contributed to diversity on campus through support for underrepresented students.

**The Wolter J. Fabrycky ISE Scholarship** was established to emphasize the systems aspect of industrial engineering and includes the requirement that the applicant’s interests are in keeping with the INCOSE designation of domain-centric systems engineering.

**The John L. Imhoff Globalization Scholarship** was established in memory of John L. Imhoff and includes the requirement that the applicant has demonstrated globalization activities, cooperation and understanding through leadership and related initiatives.

VI. INITIATION CEREMONY

Copies of the ritual book may be obtained from the national office. A description of the setting of an initiation ceremony is provided at the beginning of the ritual book. The initiation team should rehearse the entire ritual prior to the actual initiation ceremony.