

PROCEDURES MANUAL OF ALPHA PI MU ASSOCIATION

I. INTRODUCTION

The purpose of this manual is to outline the procedures to be followed by each chapter in carrying out their responsibilities to the Alpha Pi Mu National Office. This manual supplements the Alpha Pi Mu constitution and your chapter bylaws.

The chapter president normally serves as the official communication link between the chapter and the national office, and is responsible for seeing that all communications from the national office are brought to the attention of the chapter executive committee and chapter membership.

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.

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.

The website address for Alpha Pi Mu is www.alphapimu.com and contains downloadable copies of the constitution, the procedures manual, and assorted chapter forms.

The national office will direct all its correspondence to the chapter advisor via e-mail or c/o the chapter's department.

A. Develop a Chapter Agenda

- 1) The first chapter meeting of the academic year should be held prior to October 15th.
- 2) The chapter agenda (annual plan of chapter activities) for the current academic year should be established at the first meeting in outline form specifying meeting dates, initiation dates and activities, and included in the Chapter Plan (see below).

B. Chapter Plan (entered online by October 31)

- 1) This plan indicates the names of the current officers, faculty advisor, and meeting information (from your chapter agenda).

C. Initiation Report (This form is available the Alpha Pi Mu website)

- 1) 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 Faculty Advisor (department chair must approve graduate/alumni membership) must certify that each candidate for initiation has met the qualifications for membership as described in the constitution.

D. Membership Cards are NO LONGER required to be sent to the National Office.

E. Income Tax Report

The Internal Revenue Service requires that once a year each chapter file an e-Postcard. Instructions are provided on the web site. This filing is very important and is required of all chapters.

F. Annual Chapter Report

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 e-mailed to the national office at office@alphapimu.com and must be submitted by midnight, April 15. This form is available on the Alpha Pi Mu website. The required items for the annual report are:

- a. A complete financial statement for the current academic year.
- b. Confirmation of successful e-Postcard filing.
- c. Endorsement by the faculty advisor indicating that he/she has read and approved the annual report.

2) Annual Outstanding Chapter Awards

Chapters that wish to submit a more detailed report describing their activities may compete for annual awards given to recognize outstanding contributions to Alpha Pi Mu. This form is available on the Alpha Pi Mu website.

- a. Purpose – To publicly recognize outstanding chapters.
- b. Awards – The first place winner 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.
- c. 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.
- d. Report Format – Each chapter will be judged on the basis of the information submitted to the national office in its outstanding chapter report. The chapter president should, at the beginning of the year, designate one person 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. This report must be submitted to the national office at office@alphapimu.com by April 15.
- e. 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 <u>Points</u>
Chapter and university activities	200
Betterment of the field of industrial engineering	100
Betterment of Alpha Pi Mu	75

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

- I. 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, student mentoring activities, academic exhibits or projects and university service projects.
 - II. Examples of chapter projects or activities directed toward the betterment of the field of industrial engineering include student member publications in professional or technical journals, chapter recruitment of potential industrial engineering students and chapter community public relations projects.
 - III. Betterment of the national society consists of any project or activity directed toward the betterment, advancement or improvement of Alpha Pi Mu. Examples include chapter projects related to, participation in the expansion of the society, promotion of Alpha Pi Mu to other professional and technical societies, and promotion of alumni relations.
- f. Annual Report Preparation - In preparing the annual report, the following general rules should be followed:

- I. Professionalism of the report is critical, including the documentation, photographs, and writing style.
- II. The outstanding chapter report form is available on the Alpha Pi Mu website at www.alphapimu.com. No other form will be accepted.
- III. 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 invitation is sent to each candidate along with a membership card to be completed and signed by the candidate. Membership Cards are NO LONGER required to be sent to the National Office.
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 faculty advisor, the chapter secretary, and, where appropriate, the department head. **Any errors on the initiation report are the responsibility of the chapter.**

4. The initiation fee of \$45 per member for each candidate must be submitted to the national office. **The fees are to be submitted by one check (not individual personal checks).**

In order to have the certificates in time for distribution at the initiation, the initiation report and fees must be submitted three weeks prior to the date of initiation.

5. Certificates will be sent directly to the faculty advisor.

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 (www.alphapimu.com).
- C. The initiation report form, annual report form, outstanding chapter report form, scholarship form, constitution, and procedures manual may be downloaded from the Alpha Pi Mu website (www.alphapimu.com).

V. SCHOLARSHIP NOMINATIONS

The Alpha Pi Mu Association currently has five scholarships.

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

The S. Balachandran Scholarship was established by Dr. Balachandran to recognize service to Alpha Pi Mu.

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