

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: Student Chapter Program Procedure

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1. Purpose And Scope
 - a. To establish and maintain instructions by which all SWMI Student Chapters will be administered.
2. References
 - a. APICS - The Association of Operations Management
3. Instructions
 - a. Members
 - i. A Student Chapter must have at least eight (10) members in order to be considered to be active.
 - b. Student Board of Directors
 - i. The Student BOD of an active Chapter will, at a minimum, consist of a President and Vice President of Finance. Each board member must be a member of APICS.
 - c. Project
 - i. The Student Chapter will be required to compete in the annual case competition.
 - d. Meetings
 - i. Student Chapter Meetings
 1. At least six Student Chapter meetings are to be held each year, three in the fall (in the months of September, October and November) semester and three in the spring semester (February, March and April) to coincide with the student calendar.
 - ii. Board of Directors
 1. It is anticipated that Student Chapter President will attend as many BOD meetings as possible of the SWMI parent chapter, the annual Case Competition in Chicago, the Leadership Institute in Chicago, and the annual International APICS conference.
 - e. Chapter Benchmarking and Reporting (CBAR) Program
 - i. The Student Chapter must strive to maintain the Platinum level of the Chapter Benchmarking and Reporting (CBAR) Program.

Revision Box

Requests for changes to this document must be made in writing to the issuing and approving authority together with documentation on which to base the review and approval. Listed below is the record of changes for this document. Revision level and approval of revisions are recorded on title page.

Rev	Date	Page	Paragraph	Nature of change
0	3/16/09	All	All	New Document Split from Larger Document