

APICS – SOUTHWEST DISTRICT
STANDARD OPERATING PROCEDURES MANUAL
February 2009



CONTENTS

<u>PROCEDURE</u>	<u>NUMBER</u>	<u>PAGE</u>
District Standard Operation Procedures		4
I. Preface		
II. Policy and Procedure Definitions and Administration		
District Manager Nomination / Election Procedure	<u>R001</u>	5
1. Nominating Committee Chairperson		
2. Candidate Deadline		
3. The Nominating Committee		
4. The Nominating Process		
5. The Voting Process		
6. Confidentiality		
7. Notification of District Candidate(s)		
8. The National Election Process		
District Staff / Selection	<u>R002</u>	7
1. District Staff Selection		
2. Additional District Appointments		
3. District Staff Candidates for Appointment – Directors/Coordinators		
4. District Staff Transition Meeting		
Administrative Policy	<u>R003</u>	8
1. District Operation Plan		
2. Legal Requirements		
3. Transfer of Records		
4. District Management Audit		
5. District Communications		
6. District Support for International Conference		
7. District Sponsored Chapter Development		
8. Forms		
Financial Policies Procedures	<u>R004</u>	10
1. Annual Financial Audit		
2. District Budget		
3. Financial Reporting		
4. Contracts		
5. District Fund Disbursement		
6. Association Cash Disbursements		
7. Association Reimbursable Expenses		
8. District Ways & Means		
Communications	<u>R005</u>	15
1. General Communications		
2. Membership Data		

Guidelines for Hosting a District Meeting	<u>R006</u>	16
1. Meeting Locations		
2. Association-Covered Expenses		
3. Hotel Arrangements		
4. District Staff Responsibilities		
5. Chapter Arrangements		
6. Accounting Responsibilities		
District Sponsored Train-the-Trainer Courses	<u>R007</u>	21
1. Scope		
2. Purpose		
3. Policy		
4. Chapter Responsibilities		
5. To Schedule a District-sponsored Train the Trainer Session		
6. How Chapters Qualify for District Resources		
7. Developing and Maintaining Qualified TTT/LDI Instructors		
District Meeting Support Requests	<u>R008</u>	24
1. Scope		
2. Purpose		
3. Policy		
4. Request Submission		
5. Reimbursement and Payments		
Chapter Boundary Guidelines	<u>R009</u>	26
1. Member Choice		
2. College and University Programs		
3. Workshops and Seminars		
4. Formation of New Chapters		
5. Boundaries		
Milt Cook Award	<u>R010</u>	28
1. Background, award, procedure, responsibility		

SOUTHWEST DISTRICT STANDARD OPERATION PROCEDURES (SOP)

I. PREFACE

This manual is a guide for the Southwest District Manager and Appointed Staff, Chapter Presidents, and Committee persons in the day-to-day operations of the District. Further, the provisions of this SOP shall apply to the District Director when dealing with the Southwest District and its entities. The intent of the procedures in the Southwest District Standard Operating Procedures (SOP) is to conform to the by-laws of the Association. If the District Standard Operation Procedures conflicts with the Association Standard Operation Procedures, the provisions of the Association SOP shall govern.

II. POLICY AND PROCEDURE DEFINITIONS AND ADMINISTRATION

The term Association refers to APICS – The Association for Operations Management. The term District refers to The Southwest District.

The term Chapter refers to the chapters of The Southwest District of the Association.

The term SOP refers to Standard Operating Procedures.

The term Fiscal Year District Meeting refers to the Annual District meeting held between July and August of each year.

The following three paragraphs describe the administration of the District SOP. An SOP may be revised by a majority vote of the chapter presidents or their representatives; the District Manager will break any tie votes.

- Definition of District Standard Operating Procedures: District SOPs are defined as those procedures necessary for the effective and efficient operation of the District which have been approved by a majority vote of the Chapter Presidents.
- Enactment and Revocation: An SOP can be enacted or revoked by a majority vote of the Chapter Presidents at any regular or special District meeting or, in an emergency, as a result of an electronic vote initiated by the District Manager. The vote shall be recorded in the minutes of the meeting or, in the case of an electronic vote, in the minutes of the next regularly scheduled meeting. It is the responsibility of the District Manager, appointed District staff member, and /or an appointed committee, to prepare any new or revised SOPs for inclusion in the District Standard Operating Procedure Manual. All SOPs shall conform to the by-laws of the Association. The District (SOP) Manual shall be reviewed and approved at each Fiscal Year District meeting.
- Distribution of Policies: A copy of this manual will be distributed to each appointed District Staff member at the transition meeting and to each Chapter President every Fiscal Year. This manual is to become part of the Presidents' transition material. This distribution may be electronic and/or by referral to the District website. The latest revision of the District SOP will be posted to the District website

Reference: Association Procedure 3.6

DISTRICT DIRECTOR/MANAGER NOMINATION / ELECTION PROCEDURES

1. Nominating Committee Chairperson

The District Manager will appoint a Chairperson for the District Nominating Committee by May 1 each election year -. The District Manager will advise the Chapter Presidents of the appointment no later than May 15.

2. Candidate Deadline

Candidates for District Director and Manager shall submit an application to the Chairperson of the District Nominating Committee by June 1 using the position criteria and form(s) prescribed by the Association. By June 15, the Chairperson of the Nominating Committee will provide copies of the applications submitted by the candidates to each incoming Chapter President.

3. The Nominating Committee

The Nominating Committee, consisting of all chapter presidents (alternates may not be used in this process) within the District and the appointed Committee Chairperson, will meet at the Fiscal Year District meeting of an election year. The committee will be charged with the responsibility for nominating one of the candidates for each of the offices of District Director and District Manager. The District Nominating Committee Chairperson shall preside over the meeting and oversee the counting of votes. The chairperson is not a voting member of the committee.

In addition to the Chairperson, a Chapter President will be elected at the start of the Nominating Meeting by a simple majority vote of the Nominating Committee. This individual will facilitate the questioning of the candidates, will assist the Chairperson with the counting of the votes, and preside over the meeting in the absence of the appointed Chairperson.

No other persons may attend the Nominating Meeting.

4. The Nomination Process

The Nominating Committee will begin the meeting with a review of the voting process and a definition of the attributes desired in the candidate as prescribed by the Association SOP.

The committee may interview each of the candidates with a time limit of no more than fifteen minutes per candidate. During the discussions, the Chairperson's comments will be limited to facilitating the meeting. At the end of each round of interviews, the Chairperson should determine if additional discussion is required. All candidates must leave the room prior to the beginning of the voting process.

5. The Voting Process

Voting will continue for as many rounds as are required for one nominee to obtain a majority of the total votes cast. Each Nominating Committee member, except the chair, shall have one vote by secret ballot for each voting round. Each Nominating Committee member may vote for an individual or abstain. The nominee (candidate) receiving a plurality of the votes cast for each position wins the election. In the event there are more than 2 candidates, the low vote getter will be eliminated after each voting round until such time as there is a plurality (one more than half) of the votes cast for a single candidate.

6. Confidentiality

The results of each vote and all discussion are not to be shared or communicated with anyone outside the Nominating Committee. Any violation of this rule, other than releasing the final candidate selection, will be subject to review by the Association Ethics Committee.

7. Notification of District Candidate(s)

The Chairperson of the Nominating Committee will notify all attendees at the Fiscal Year District General Session Program of the results. In no instance shall this notification occur more than twenty-four hours after the conclusion of the Presidents' meeting at which the vote was taken.

The Association Corporate Offices must receive nomination results by September 15. . The Chairperson of the Nominating Committee is responsible for submitting the name of nominee to the Association on or before that date.

8. The National Election Process

The candidates for the offices of District Director and District Manager shall be submitted to the Associations Corporate offices as indicated above. The Candidate election process will be determined using the Association rules in force at the time.

DISTRICT STAFF / SELECTION

Reference: Association Procedure 3.2; Association Procedure 3.5

1. District Staff Selection

The District Manager appoints the District Support Staff and they will continue to serve at the pleasure of the District Manager. The District staff will consist of: The District Manager, the Assistant District Manager/Administration Chairperson, the Finance Chairperson and such other positions, not to exceed five(5) (8 total appointed staff) as the District Manager deems appropriate to meet the goals and objectives of the Association, District, and Chapters. District staff titles will be determined by the District Manager to reflect the current strategic direction and requirements of the Association/District.

2. Additional District Appointments: (Non-Association funded, District Supported)

Additional staff may be appointed by the District Manager to assist the District Support Staff in the execution of their duties. Additional staff appointments are dependent on budget reviews -which must be approved by a majority of the Chapter Presidents. Financial assistance will be limited to travel and lodging expenses.

3. District Staff Candidates for Appointment - Chairpersons / Coordinators

a. Qualifications:

A candidate for appointment to the District Staff shall have previously served the Association as a District Staff member or as a Chapter officer for at least three years.

All candidates must be voting members of the Association.

b. No District Chairperson shall serve more than two consecutive terms in the same office.

4. District Staff Strategic Planning/Transition Meeting

A District Staff Strategic Planning/Transition meeting, possibly funded by the Association, will be held annually prior to the first District Meeting of the calendar year, at a place chosen by the incoming/or incumbent District Manager. If Association funds do not meet the full cost of the meeting, funds may be allocated from District funds, subject to vote by the Chapter Presidents as part of the budget process.

ADMINISTRATIVE POLICY

1. District Operations Plan

Each appointed District Staff member will submit an Operations Plan for his/her functional area to the District Manager by January 31 of each year. The District Manager, assisted by the Director of Communications, will prepare the District Operations Plan and will distribute the Plan to the Chapter Presidents not later than 31 March each year

2. Legal Requirements

It is the joint responsibility of the District Manager and the Chapter President under which the District reserves are sheltered, to ensure that legal requirements have been and will be met.

3. Transfer of Records

Each outgoing District Officer and Committee Person, if appointed, will provide their successor with all documentation describing the functional organization of their operation. All correspondence files, records, etc. shall be passed on to their successor no later than December 31 annually or at the transition meeting. The outgoing District Manager will provide phone numbers, names and e-mail and mailing addressees of each prior year's officers/committee persons.

4. District Management Audit

The District Manager and the Director of Communications shall be responsible for ensuring policy compliance and consistency between District SOP's, District Plans, District budgets and Association SOP's, Association budgets, and Association by-laws.

5. District Communications

District communications will not contain commercial advertising, or non-member job placement requests, or requests for employment.

Chapter Presidents will provide the District Manager with a copy of the official Chapter Roster no later than July 1 of each year. This is typically when that roster is also submitted, electronically, to the APICS Association as input to My Chapter. If chapter rosters change during the course of the year, updated versions will be submitted, electronically, to both the Association (via My Chapter) and to the District Manager or Director of Communications to ensure that an accurate channel of communication with chapter officers is always available.

6. District Financial Support for International Conference:

Each year, the District may support the cost for registration, travel, and hotel for the incoming District Manager to the Association International Conference. The purpose of which is to allow the newly elected Manager an opportunity to experience the requirements and protocol of the Association responsibilities and ensure a smooth transition. Chapter Presidents must approve funds from the District budget at the budget review in the first calendar year meeting of the District Presidents. The District Manager will submit an oral report of Conference observations at the first District meeting after the Conference or, electronically, submit a written report to the Presidents within 45 days of the end of the Conference.

7. District Sponsored Chapter Development:

The District may, if within fiscal/budget constraints and upon request, provide additional support for Chapters desiring to complete APICS Train the Trainer and Learning Dynamics training courses. Refer to Procedure R007 for further information about Train the Trainer policies.

8. Forms

Any member requiring them will maintain the following forms, referenced elsewhere in these SOPs, on the District Website for access and use.

- a. Association Forms
 - i. Expense Report Form (ER)
 - ii. Goods & Services Expense Report Form (GASER)
- b. District Forms
 - i. District Goods/Services Expense Report Form
 - ii. District Meeting Financial Support Request Form
 - iii. Milt Cook Award Nomination Form

FINANCIAL POLICIES PROCEDURES

1. Annual Financial Audit (Financial Review)

District Funds will be formally audited on a semi-annual basis. The Director of Finance shall arrange for a financial audit during the month of December each year or at the first District meeting of the year by a 3-person committee of non-District staff members with no financial ties to the staff, appointed by the District Manager. The outgoing Director of Finance shall prepare a final financial statement and present the books and statement to the designated auditor(s). The incoming Director of Finance shall not assume responsibility for the funds until discrepancies have been resolved. An audit report, signed by the outgoing and incoming Directors of Finance and the auditor(s) shall be presented during the management session at the first District meeting of the subsequent year. A copy of the audit report will be submitted to the District Manager. This report will be kept on file in the District historical files.

In the event the Director of Finance should resign or be removed from office during his/her term in office, the District Manager/ new Director of Finance will request an independent audit, prior to the acceptance of the books. The audit report will be kept on file in the District historical files.

2. Association/District Budgets

The District Manager and the Director of Finance shall be responsible for preparing the Association/District budget per the procedure in the District SOPs.

The District budget shall retain sufficient funds for 1-year operation in case there is no support/funds available from the Association. (Note: how do we get there?)

Other suggestion: The District Budget shall retain sufficient funds to host one District Meeting per year in case there is no support/funds from the Association. (Note: how do we get there?)

The incoming/incumbent District Manager and the Director of Finance shall begin the preparation of the Association/District Budget at the District Strategic Planning/Transition meeting. The Association budget is dependent, in part, on the Association budget input and the District Manager/ Director of Finance shall make every reasonable effort to obtain Association budget data as early in the District year as possible. It shall be presented to the Chapter Presidents for approval no later than the first District meeting in the New Year. The Association/District Budget will cover a 12-month period at minimum.

3. Financial Reporting

The Director of Finance shall present an Association/District financial report to the Chapter Presidents and District Staff at every District meeting. District finances shall be maintained and reported separately from Association finances, although an aggregate report may be presented to provide a complete, overall picture of District finances. This reporting shall include:

- Quarterly financial statement for District budget
- Budget to Actual performance for District budget
- Full listing of income and expenditures during period
- Detailed listing of accounts receivable
- Detailed listing of accounts payable.
- Items/areas of concern, if appropriate
- Requests for motions and votes on items requiring Presidents' action/approval.

Financial books shall be closed at least one month, but not more than two months, prior to the District meeting. Financial reports shall be sent to Chapter Presidents and District Staff at least 1 week prior to the District meeting and provided at District Presidents' Meetings in hard copy.

4. Contracts

The Chapter Presidents must approve any agreement that commits the District for a period of more than one month or funds of \$350 or more, unless it was approved under the existing district budget.

5. District Fund Disbursement

District funds may not be committed or expended without proper documentation and authorization from the District Manager. The term "obligation" in this policy refers to either committing the District to spend or the actual spending by the District. All funds committed and/or spent must be documented on Association Expense Forms.

- a) Goods and Services Expense Reports (GASER)
- b) Expense Report (ER)

These forms provide the basic documentation of funds obligations. The following guidelines shall apply when completing these forms:

- a. Obligations must comply with all applicable Association/District SOP's.
- b. The District Manager and Staff are responsible for ensuring their committee members comply with these policies and forms are properly completed.
- c. The District Manager will approve all GASER and ER forms, except his/her own, prior to the actual disbursement of funds. The District Manager must approve all expenses incurred by the District as submitted on either form and

will forward the expense to the Director of Finance or Association, as appropriate, for payment.

- d. Unbudgeted expenditures from District funds will be approved by a majority vote of the Chapter Presidents present at a District meeting, before payment can be made. The District Manager can make emergency requests electronically directly to the Chapter Presidents and approval will require a minimum fifty-one percent positive response. A report must be sent to the Chapter Presidents prior to the actual expenditure. Normal documentation is required to support such expenditures.
- e. Original receipts must be submitted with expense reports.
- f. All GASER's and ER's must be submitted to the District Manager within 15 days of the expenditure. GASER's and ER's submitted late (after 15 days) will contain a statement indicating the reason for late submission.
- g. The District Manager must attempt to contact the originator within five days of receipt of the expense report, if the expense report does not conform to policy.
- h. The District will support the following expenses for Staff and Chapter participation at District meetings, if funds are available and were included in the approved budget:
 - Appointed District Staff or Committees: The District will support transportation and lodging for District meeting attendance for appointed staff and for activities such as Leadership, Nominations, and Chapter Development activities.
 - Chapter Officers (other than Chapter Presidents or their representatives): District may provide limited support for District meeting attendance for officers of chapters, which are unable to support their attendance (as outlined in Procedure R008).
 - Student Chapter Officers (other than Presidents or their representative) who are not sponsored by their parent Chapter must have the request for one night's lodging and round-trip transportation submitted by the parent Chapter to the District Manager. It is recommended that car-pooling and room sharing be used with this request for funds, so more participation is made possible for other Student Chapter Officers.
 - The District and Chapters may support the attendance of a Student Chapter President or the designated alternate to each District meeting each year. This support will cover travel and one night's lodging up to a level designated by the District Manager.
- i. No expenditures may be made from District funds without the prior approval of the District Manager. Upon approval by the District Manager, the Director of

Finance will allocate available funds between those chapters requiring financial assistance for District meeting attendance.

6. Association Cash Disbursements

The District Manager must approve all expenditures from the Association budget within 7 days of their receipt. All expenditures from the Association budget should be received at the Association no later than 30 days after the obligation is made.

7. Association Reimbursable Expenses

The following guidelines shall apply to Association reimbursable expenses and may change as funds are allocated on an annual basis. NOTE: Association reimbursement guidelines and/or levels may change from year to year depending on the Association financial position. District funds, subject to District Manager/Chapter Presidents' approval, may be applied to cover any shortfall.

- a. District staff expenses may be paid by the Association and may cover travel, lodging, and meal expenses for no more than nine (9) members of the District Staff attending District meetings. Note: The District Manager must assure that an updated list of the District Staff is provided to the Association Executive Director and Association Headquarters.
 - 1) The Association may cover miscellaneous expenses of District Staff members that are associated with the performance of their duties. This includes such items as postage, telephone, supplies, etc. District may support additional expenses, if the expenses are pre-approved by the District Manager.
 - 2) The Association may cover travel, lodging, and meal expenses for the District Manager or District Staff members visiting chapters and potential chapters. The District may support additional expenses, if reimbursement is pre-approved by the District Manager.
 - 3) The Association may cover travel, lodging, and meal expenses for the District Managers (incoming and outgoing) and staff members (incoming and outgoing) for a strategic planning/transition meeting to establish the written District objectives for the forthcoming year.
 - 4) Chapter Representatives (Chapter Presidents or their designated alternate): Association may support chapter representative's attendance at a District meeting. Association reimbursement may be one-way transportation cost only (not lodging or meals). . Good judgement in weather to use ground transportation or air transportation shall be adhered too. It is recommended that super saver fares for air transportation be used, as dates are set well in advance for reservation and ticket planning.
 - 5) The Association may cover the cost of one night's lodging for Chapter Presidents at the negotiated rate for the District meeting attended.

- 6) Chapters should provide financial support for their Chapter representatives to attend District meetings. These funds should be included in Chapter Budgets.
- 7) The individual must pay any expenses incurred but not covered by the above policies.

8. District Ways and Means

- a. Fundraising: Chapters may raise funds through raffles or special event fundraisers at District meetings with prior approval of the District Manager. Proceeds of raffles held by the Student Chapter of the hosting chapter (or by prior arrangement with the hosting chapter if the chapter does not have a student chapter) will belong to the Student Chapter. If the hosting chapter is holding the raffle or special event, the proceeds will be forwarded to the District Director of Finance for the Ways and Means Fund or distributed as directed by the Chapter Presidents.
- b. Head Tax Assessments: Chapter head tax not to exceed a total of (could raise to \$4.00)\$2.00 per chapter member per year will be payable annually to the District Director of Finance with terms of Net 30, with one-half billed in January based on the prior 31 December headcount and the remaining one-half billed in July of each year, based on June 30 headcount, The Director of Finance is responsible for providing invoices to Chapter Presidents by the most expeditious means possible. Invoices are due and payable by the Chapters upon receipt.
- c. Distressed Chapter Funds: Chapters who are classified as “distressed” will be eligible to utilize funds allocated for this purpose in the approved District budget. Use of these funds is at the discretion of the District Manager, and is administered by the District Director of Finance. Funds withdrawn from this account will be reported at the next District Presidents’ Meeting.

COMMUNICATIONS

1. General Communication

The Director of Finance will prepare and maintain a copy of all official District financial documents (budgets, approved expenses, etc) and the Director of Communications will prepare and maintain a copy of all official District Administrative documents (minutes, rosters, etc) to ensure clear and consistent communications.

All Chapter Presidents will prepare a written Chapter District Meeting Report for each District meeting. The report will be submitted to the District Manager, electronically, at least 1 week prior to the District meeting. The Chapter President will distribute copies to each Chapter President at the District Meeting Presidents' session.

At, or immediately following each District meeting, evaluation forms will be distributed for attendees to fill out and return . The District will use Meeting Evaluation Forms for attendee assessment of the overall meeting and/or of the workshop(s) they attended. These forms will allow the District Staff to evaluate the effectiveness of the meeting, facilities, meals, and functional workshops. The District Manager, or designate, will consolidate all comments and distribute to the District Staff prior to the next District meeting.

1. Membership Data

As a professional organization, the District must safeguard the privacy of chapter members by assuring there is no unauthorized use of any data that is provided to the Association. To assure this privacy, release of any member information will conform to the following rules:

Mailing lists may be offered for use by chapters with not-for-profit organizations and/or local colleges and universities.

The requesting organization will be billed for the labels and agreed upon labor and/or other expense charges.

Reference: Association SOP 3.3

GUIDELINES FOR HOSTING A DISTRICT MEETING

1. Meeting Locations

District meetings should be held at sites that minimize the cost of lodging, travel, and meals. Locations and host chapters will be determined during the Fiscal Year District meeting for a “rolling” two-year period, if possible.

2. Covered Expenses may be a combination of Association and District funds as determined each year by Association budget allocations and required District Support to be presented to the Presidents at the first District meeting of the year.

a. District Expenses: All District meeting expenses should optimally fall within the following guidelines or some close variation of them, and fall within the approved Association budget for meetings. Host Chapters should attempt to contain costs as much as possible to conserve Association, District, and Chapter funds. Host Chapters should consult with the District Manager and Director of Finance for additional guidance.

b. Friday Presidents' meeting: The Association/District may cover the expense of luncheon at not to hopefully exceed \$25.00 per person plus tax and gratuity and appropriate breaks.

c. Saturday meeting: The Association/District may cover the cost of one full meal at a not to exceed of \$25.00 per person, plus refreshment for 2 breaks and a continental breakfast for Saturday morning. Hospitality: The Association/District may cover the cost of the fellowship session in the hospitality suite, to a maximum of \$350 (\$500 for the Fiscal Year meeting). Expense reports for the District Meeting should include this expense and all receipts. Any expense incurred over \$350 (\$500 for the Fiscal Year meeting) for the hospitality suite will be borne by the host chapter

d. Speakers: The Association/District may cover the cost of one outside speaker per year. The speaker's topic must relate to the meeting theme and be of benefit to chapter officers. The District Manager must approve the outside “keynote” speaker and associated costs as part of the planning process.

e. Intentionally blank

f. Other Social Events:

The Saturday evening social activities or other social events must be planned to “break even.” No Funding from Association or the District budget should be considered available for these activities; however, the District budget may be used to cover expenses for

convenience as long as the Host Chapter reimburses funds within fifteen (15) days of the meeting.

The Presidents may approve a motion, in advance by a majority vote, to contribute funds not to exceed \$500.00 per District social event. Billing must be done separately by the Host Chapter and submitted to District only.

3. Hotel Arrangements

a. Meetings should be held in a quality, yet reasonably priced, hotel containing conference facilities and located conveniently to air transportation. If possible, a hotel that includes a complimentary breakfast and airport shuttle, which should be used by attendees.

b. Booking Arrangements:

A block of sleeping rooms for Friday and Saturday should be booked based on pre registration and typical attendance. At that time, request should be made to the hotel for a complimentary hospitality suite. Hospitality arrangements will not be available until Friday.

A hospitality suite with an adjoining sleeping room for Friday and Saturday must be available by noon on Friday. This suite should be reserved under the name of the District Manager.

A sleeping room may be reserved in the name of the Association representative that will be attending the meeting, if appropriate. The District Manager or other District Staff member will advise of the arrival date of that person.

Reserve sufficient hotel rooms to accommodate the attendees at the District meeting. Note: Most hotels have a three-week cutoff prior to the event being scheduled; so timely meeting registration and hotel reservations are paramount for all attendees.

c. Friday's Presidents' Meeting:

The management meeting room should be set up "U" shape for 25 people. Positions should have access to sufficient power for laptops. Lunch may be served in this room if it is a buffet luncheon, or a separate room may be arranged. This room must be available from 9:00 AM. until 6:00 PM for all Staff and Presidents' meetings.

d. Saturday's General Session Meeting

1. The general session meeting room, from 7:00 a.m. – 6:00 p.m. on Saturday, should be set up classroom style for 60-100 people. At least the first two rows of tables should have sufficient power outlets for use of laptop computers. A registration table with four (4) chairs should also be set up outside the room.

2. Depending on agenda, up to three breakout rooms may be required for workshops. The agenda must be prepared in sufficient time to allow arrangements to be made with the hotel in a timely manner. These should be arranged classroom style for 15 – 20 people, and available from 10:00 AM through 4:00 PM. Tables should have access to sufficient power for laptops. Additional workshops may be held within the general session room or the hospitality suite.
3. Saturday's luncheon should be held in a separate room if possible, and in a format to allow for networking.
4. Audio-visual (LCD projector) should be supplied by the Host Chapter. Screen for the main meeting room should be requested from the hotel. LCD Projectors and/or flip charts should be available for workshops at the workshop leader's request and should be supplied by the Host Chapter. Any other A-V equipment (screens, sound systems etc) must have prior approval of the District Manager. **Billing for these items must be itemized by the hotel and signed for by the District Manager.** If possible, the attending chapters to help reduce rental cost should provide this equipment.
5. The Host Chapter should arrange Saturday evening activities scheduled near the same hotel to encourage fellowship. The event should be designed to break even but may be subsidized if prior approval the majority vote of the President's not to exceed \$500.00 per District meeting. Reference 2.f above. The Saturday night event need not be at the hotel; however transportation to and from the event must be considered when making arrangements.

e. Check List

1. Once the hotel has been identified, meeting dates confirmed with the approval of the District Manager negotiations with the hotel can commence.
2. The District Manager shall will coordinate the requirements for the event and issue the signed contract to the venue selected with a copy to the Host Chapter.
3. The District Manager will authorize the set-up a master account for all meeting expenses, complete the booking arrangements, complete the catering arrangements
4. Request audio-visual requirements
5. Review the necessary accounting procedures for deposits, payment, and other applicable charges
6. Understand fully the hotel billing procedure

The final count for luncheons should be made 48 hours prior to the event. This will be a firm commitment and must be as accurate as possible. The host chapter may wish to contact Chapter Presidents for a count of their attendees prior to making a headcount commitment.

i. Approximate Time Table for Catering Arrangements

These quantities and times should be flexible and verified against the agenda that was prepared for the meeting:

1. Friday Meeting:

- Lunch for 25 set for 12:00 PM
- Break (Soft Drinks, etc) set for 3:00 PM
- Hospitality Suite opens 5:30 p.m. until?

2. Saturday, for all meetings

- Continental Breakfast Buffet - 7:30 AM
- Break (Coffee/Soft Drinks/etc) - 10:00
- Lunch 12:00 noon – 1:00 PM
- Break (Soft Drink/etc) 3:00 PM
- Hospitality Suite opens 5:00 p.m. until ? (If scheduled)

4. District Staff Responsibilities

- a. The District Manager may request an Association Guest. A District Staff member may be assigned the responsibility of following up with the Association Guest and ensure the guest is provided with directions to the meeting. The Association Guest may be directed to the District website for additional information concerning the meeting.
- b. The District Manager or designate will prepare meeting agendas and submit copies to the District staff and Host Chapter President at least 6 weeks prior to the meeting.

5. Chapter Arrangements

- a. Prepare sign-in sheets for the registration table (C-BAR/ Association billing requirement). Furnish nametags for attendees based on roster provided by District staff with blank nametags for walk-in attendees. A copy of all sign in sheets shall be provided to the Director of Finance not later than the end of the Saturday meeting.
- b. Prepare flyers and sign-up sheets for extra activities for spouses and guests for Saturday evening's entertainment as appropriate.
- c. If desired, organize spouses and guest activities for Saturday. Attendance varies from meeting to meeting and also depends on the scheduled activity. Make arrangements for them to meet in the lobby or the hospitality suite at the start of the activity.
- d. Plan a Saturday evening social event. (This is a break-even event, and is not covered by either Association or District funds unless otherwise noted above)

- e The Host Chapter has the option to sponsor a raffle, with proceeds going to the District account. Student Chapters are authorized to conduct raffles, with proceeds going to the sponsoring Student Chapter(s).

6. Accounting Responsibilities

Only the District Manager can authorize the following expenditures: .

- a. The District Manager will set up an account with the hotel, with payment to be made net 30 days. If terms cannot be negotiated, notify the District Director of Finance so that a cash flow analysis can be made.
- b. Said Master Account will handle all formal meeting activities. Only one person should be allowed to use this account, normally the District Manager. The following charges are the only ones allowed on this account.
 - 1. District Manager Suite, which may, if appropriate be used as the hospitality suite and District staff member rooms.
 - 2. Management Meeting luncheon and break on Friday (except Fiscal Year Meeting when other catering may be necessary).
 - 3. Continental Breakfast Buffet at registration on Saturday morning.
 - 4. Morning break, luncheon, and afternoon break on Saturday.
 - 5. All audio-visual equipment on Friday / Saturday.
 - 6. Photocopying requested by the District Manager or District Staff.
- c. Each catering bill must be signed by the District Manager
- d. Final Billing Reimbursement. Any residual/expenses incurred by the Host Chapter must be submitted for payment using the appropriate expense forms to the District Manager within one week of the meeting.
- e. Final billing arrangement for all charges incurred for the entire weekend meeting are to be made with the hotel at the start of the negotiations.
- f. There should be no charges for any meeting rooms if at all possible. If this should occur, these must be identified during hotel negotiations.
- f. Billing adjustments must be made immediately. Final billing will be submitted to the District Manager for payment. If payment terms cannot be arranged, the Director of Finance will make payment to the hotel and then prepare the District Expense Report for reimbursement by the Association, if appropriate.

DISTRICT SPONSORED TRAIN THE TRAINER COURSES

1. Scope

To document District support available for chapter(s) sponsored Train the Trainer and Learning Dynamics classes. This SOP is an effort to work with the chapters of Southwest District to develop leaders and instructors and to use District resources to provide opportunities for chapters that they can't provide on their own.

2. Purpose

This SOP defines Southwest District resources available to help chapters schedule and conduct Train the Trainer and Learning Dynamics classes, and to maintain a certified TTT/LD instructor pool. Therefore, the purpose of this SOP is to create a process that will help all District chapters have access to well-conducted TTT/LD classes in order to ensure that they are able to provide development opportunities for their instructors and leaders.

3. Policy

The Southwest District may elect to provide limited financial support if funds are available for Chapters desiring to offer APICS Train the Trainer and Learning Dynamics training courses when the chapter is unable to cover all expenses. The request for support must be pre-approved by the District Manager in advance of the training. Reimbursement will not exceed the amount approved in the current District budget per training session and will be dedicated to payment of the TTT/LD instructor fee only.

Southwest District will maintain a list of qualified TTT/LD instructors within the District. Chapters receiving financial aid for the course must choose from this list, and all District chapters are encouraged to use these instructors to ensure the highest quality training within the District. This list will be maintained by the Assistant District Manager, and on the District website.

Chapters are encouraged to co-sponsor TTT/LD courses, and/or invite other chapters' instructors and officers to attend, on a space-available basis.

4. Chapter Responsibilities

The Southwest District funds allocated through this SOP can only be used to cover instructor fees. The sponsoring chapters are responsible for the class facility, audio-visual requirements, refreshments and food (if provided), course publicity, certificates of completion, and all other expenses.

Course attendees should be given a certificate upon completion of the course. The chapter should obtain these certificates directly from Association headquarters and have the student's name imprinted on them.

These classes should to be offered free to APICS chapter officers and board members, or on a cost only basis. However, any attendee fees for books and expenses incurred for travel and lodging are the responsibility of the attendee and his/her Chapter, and are subject to the reimbursement policies of the attendee's Chapter.

The expenses pre-approved to be reimbursed by the District must be submitted on an APICS Goods and Services Expense Report (GASER) along with appropriate documentation. The President of (one of) the sponsoring chapter(s) must sign the GASER and submit it to the District Manager within 30 days of completion of the Train-the-Trainer or Learning Dynamics course.

The sponsoring chapter is responsible for informing the instructor to submit travel expenses to the sponsoring chapter.

Class sizes are limited, and chapters should ensure that all spaces are filled. Co-sponsoring or opening classes to other chapters' members are encouraged. This will help to ensure full utilization, as well as increase availability to all chapters.

Upon completion of a TTT/LD Course, the sponsoring Chapter will provide the names of instructors successfully completing the course to the Assistant District Manager to added to the list of certified instructors on the District website.

5. To Schedule a District-sponsored Train the Trainer Session

Chapters who wish to schedule a Train the Trainer course with Southwest District support must request District support by contacting the District Manager at least two months prior to the scheduled date of the class and making a specific request. The District Manager will then conduct a review of the chapter needs and available District funding, and will make a support determination within one calendar week of the request.

Chapters should check the District website, or contact the Assistant District Manager to verify that their choice of instructor is on the current list of qualified instructors. Course details must be communicated to the Assistant District Manager, who must also be kept informed of changes to course date, location and instructor.

6. How Chapters Qualify for District Resources

Qualification for District resources is on a demonstrated need basis, and must be within the approved District budget. A chapter must make a reasonable effort to provide the resources needed to offer TTT/LD classes. To qualify for District assistance, as outlined in this SOP, the chapter must demonstrate to the District Manager that it cannot reasonably provide the requested resources. The process for requesting additional monetary support, over the budgeted instructor fee, is covered in Procedure R004.

7. Developing and Maintaining Qualified TTT/LDI Instructors

The Southwest District will attempt to ensure that qualified TTT/LD instructors are available within the District. Potential instructors will be identified and work with qualified instructors, first as co-instructors, and then by presenting a class under observation of a qualified instructor. The Assistant District Manager is responsible for maintaining this program.

DISTRICT MEETING SUPPORT REQUESTS

1. Scope

To provide financial support for Chapter officers attending District meetings.

2. Purpose

To assist new, small, remote, or financially distressed chapters with the means to attend District meetings.

3. Policy

- a. Requests for support must be submitted to the District Manager two months prior to the District meeting. All requests will be evaluated to determine the District's financial ability to support the requests. Evaluation criteria will also include chapter financial ability, prior meeting support, chapter "newness" or revitalization process, distance between the chapter and meeting locations, etc. Notification of support will be sent to the requesting Chapter President(s) approximately one month prior to the District meeting.
- b. Those supported by the District must attend the entire Saturday meeting and participate in any associated workshop(s). In addition, Chapter Presidents are expected to attend the Friday Presidents' meeting. Failure to do so may void District financial assistance.
- c. Meals, rental cars, phone calls, and taxis are not covered. Taxi to/from the airport will be covered only if a hotel (or inexpensive public) shuttle is not available. Support for rental cars must be approved in advance and will only be approved to cover reduced cost by having more than one person in the vehicle. (For example, if "n" individuals were to attend a meeting in Tucson and elected to save money by flying in/out of Phoenix and carpooling to Tucson, car rental would be approved and encouraged; if a cost saving can be demonstrated.)
- d. Sharing of rooms is strongly encouraged. We encourage room sharing with people supported in other chapters if attendees do not provide an "even" distribution of male/female attendees.
- e. Round trip mileage (at the current Association allowed rate per mile) will only be approved for carpools of 2 or more. Mileage or airfare, as applicable, should be reviewed for whichever is the lower alternative. (For example, mileage from San Diego to Phoenix is generally higher than airfare. Thus, mileage would not be approved unless a group were to carpool and demonstrates overall savings.) If

airfare is required, advanced booking and Saturday night stay are encouraged to minimize costs.

- f. The District Manager will determine alternatives to these guidelines if requests exceed budgeted District funds. If the chapter is not able to comply with these guidelines but requires assistance, they may recommend alternatives, in writing, to the District Manager prior to submission.

4. Request Submission

Requests must be submitted to the District Manager two months prior to the District meeting using a District Meeting Financial Support Request Form or a memo with similar data.

5. Reimbursements and Payment

Request for financial reimbursement must be made on an Association Travel Expense (ER) Report form. Original receipts (hotel, air, shuttle, etc.) must be attached. Only approved expenses should be claimed. (i.e., if only one-way auto transportation is approved, only one-way mileage should be noted on the expense report.)

Requests should be approved by the Chapter President and forwarded to the District Manager for authorization prior to submission for payment.

CHAPTER BOUNDARY GUIDELINES

1. Member Choice

It is acknowledged and accepted that an APICS member is free to affiliate with any chapter. No boundaries or areas of influence shall prevail over this choice.

2. College and University Programs

Colleges and Universities, which are geographically located within the accepted boundary or area of influence of a chapter, shall generally be deemed to be associated with that chapter.

A grandfather clause shall prevail where a chapter has an existing sponsored program at a college or university in an area that becomes the territory of another chapter because of new chapter charters.

It is acknowledged that it is in the best interest of the Association to work out terms amicably between chapters in order to provide for the orderly transfer of college and university programs to the chapter in whose geographical area they are located providing there is no objection from the school or the chapters.

The chapter area in which a school is located shall have first right of refusal to support APICS educational programs and student chapters.

3. Workshops and Seminars

Workshops and seminars shall be held only within the geographical boundaries of a chapter unless, by prior approval, the affected chapters agree to allow an exception to this rule. Inter-Chapter communication and cooperation are always encouraged as is the conduct of joint activities (classes, seminars, PDMs, marketing efforts, etc).

4. Formation of New Chapters

As new chapters are chartered, the District Manager with the advice and consent of a majority of the Chapter Presidents shall determine boundaries.

5. Boundaries

All chapters that are located 50 or more miles of a neighboring chapter shall assume a radius of 20 miles in all directions from their meeting location(s) as their area of influence.

This rule shall apply to the following chapters:

Ambos Nogales
Central Coast
Phoenix
San Diego *
Southern Nevada
Tijuana Calafia *
Tucson
* International Border

The following chapters shall encompass the following communities:

NOTE: This section requires “work” based on the current District configuration and additional boundary delineation may be required – Santa Barbara part of Ventura, Mexicali, Orange County objection, etc, etc.

Anaheim – Anaheim, Anaheim Hills, Brea, Buena Park, Fullerton, La Mirada, Placentia, Pico Rivera, Whittier, Yorba Linda.

Inland Empire – Moreno Valley, Norco, Ontario, Pomona, Rancho Cucamonga, Rialto, Riverside, San Bernardino.

Los Angeles – Bell, Bellflower, Carson, Culver City, Downey, Inglewood, Los Angeles, Torrance, Southgate.

Orange County – Costa Mesa, Fountain Valley, Garden Grove, Irvine, Newport Beach, Orange, Santa Ana, Tustin, Westminster.

San Fernando Valley – Antelope Valley, Calabasas, Canoga Park, Glendale, Mojave, North Hollywood, Pacoima, Reseda, San Fernando, Santa Clarita, Sherman Oaks, Sherman Oaks, Sylmar, Van Nuys, Valencia.

San Gabriel Valley – Alhambra, Arcadia, Azusa, Duarte, El Monte, Monrovia, Monterey Park, Pasadena, Rosemead, San Gabriel, South Pasadena, Temple City, West Covina.

Ventura – Agoura, Camarillo, Carpinteria, Goleta, Isla Vista, Lompoc, Montecito, Oxnard, Santa Paula, Simi Valley, Santa Barbara, Solvang, Thousand Oaks, Ventura, Westlake.

MILT COOK AWARD PROCEDURE

1. Background

The prestigious Milt Cook Award is presented annually to a Southwest District individual who exemplifies the performance standards set by Milt Cook as an APICS member. Milt Cook was a role model for all in the manner in which he served the Association, (formerly) Region 7, and his Chapter. Unfortunately, Milt Cook passed away in 1990.

Annually, the Chapters in the Southwest District are asked to nominate an individual they deem worthy of consideration to receive this award. The award is the highest award for service and dedication to the principles of the District and the Association.

2. The Award

The Milt Cook Award consists of a large traveling trophy with engraved plates listing each past award recipient. Additionally, each recipient receives a Certificate of Achievement signed by the District Director and the District Manager. The District website lists all prior recipients as a historical record of member achievement.

3. The Procedure

- a. On or before 1 April annually, the Assistant District Manager will:
 - i. Request nominations for the Milt Cook Award from the District's Chapter Presidents, either in person or electronically. It is important to stress the qualifications expected of those nominated at this time. This request may be made at the first District Meeting of each calendar year. Nominations will be requested using the form or a unique form may be developed and posted on the District website. To be considered, nominations must be received on or before 1 June each year.
 - ii. Recruit individuals, not to exceed three, to serve as the committee to receive the nominations and select the individual to be presented the award. Committee members may be any APICS member in good standing except those nominated to receive the award or those nominating an individual. Prior recipients are excellent committee members, if available.
 - iii. On or before 15 June each year, retrieve the Milt Cook Award trophy from the current recipient. Have a new plate inscribed with that year's recipient and have it ready for presentation at the Fiscal Year District meeting.
 - iv. Have the Certificate of Achievement prepared and obtain the necessary signatures. Have the certificate ready for presentation at the Fiscal Year District meeting.

- v. Request time on the agenda for the Fiscal Year District meeting general session to make suitable remarks and present the Milt Cook Award and Certificate of Achievement. This allows the recipient to be recognized by his/her peers.
- b. Upon receipt of the request for nominations, the Chapter Presidents will:
 - i. Determine likely candidates from among the Chapter membership. Any APICS member in good standing is eligible for the award.
 - ii. Select the Chapter nominee and gather the information necessary to complete the nomination. This step will assure that the Chapter nominee(s) meets the award selection criteria. If there is more than one member deemed worthy of the award, up to two (2) members can be nominated from any single Chapter.
 - iii. Prepare the formal nomination or cause it to be prepared and submit it on or before the deadline established by the Assistant District Manager.
 - c. Upon receipt of the Chapter nominations, the selection committee will carefully consider all nominees and select the Milt Cook Award recipient for that year. The result will be shared with the District Manager who may, at his/her discretion share that information with the other members of the District staff. The name should not be widely distributed prior to the award presentation at the Fiscal Year District meeting.

4) Responsibility

The individual responsible for execution of and for counsel and maintenance of this SOP is the Assistant District Manager.