

BYLAWS NIPHLE – Rev A

The National Institute of Packaging, Handling and Logistics Engineers

May, 2023

ARTICLE A

ORGANIZATION

The National Institute of Packaging, Handling and Logistics Engineers, Inc. (NIPHLE or Institute) is a 501 c6 not for profit organization, originally incorporated in 1956 under the laws of the District of Columbia, which was reincorporated on March 30, 1992, under the laws of the State of Maryland which it remains in good standing today.

ARTICLE B

OBJECTIVES and PURPOSES

1. To establish a realistic understanding of Industrial and Government logistics and the importance of proper packaging and handling in solving logistics problems.
2. To stimulate improved practices in packaging and handling fields by:
 - a. Providing a common ground for the exchange of information in all areas of packaging and handling with a view toward improvements in design, materials, equipment, application, techniques, simplification, standardization and cost evaluation methods which will facilitate logistics planning.
 - b. Sponsoring mutual understanding in those problem areas encountered in the packaging and handling of industrial products and in supporting operations of Government agencies.
 - c. Broadening the social and professional boundaries of individuals whose day-to-day activities tend to limit their considerations to a particular area of the association.
 - d. Promoting the interest of all segments of management in packaging and handling to promote a closer integration of related management factors.

ARTICLE C

OFFICERS

1. The Officers shall be the Executive Director, and a President, a Vice-President, a Secretary and a Treasurer.
2. The President, Vice-President, Secretary and Treasurer shall serve two-year terms. The President, Vice-President may not serve more than two (2) consecutive terms in the same office.
3. The President of the Institute shall be the principal executive officer, shall preside over all national meetings and by virtue of the office, be Chairperson of the Executive Council. The President shall serve as a non-voting member of all standing committees, and shall appoint the chairpersons of those committees. (S)he shall present at each annual meeting of the Institute an annual report of the work of the Institute and shall see that all books, reports and certifications as required by law are properly kept and/or filed. The President shall have such powers as may be reasonable construed as belonging to the chief executive of any organization. The President may delegate any of the aforementioned duties to the Executive Director provided same is part of the Contract for Services between NIPHLE and the Executive Director.
4. The Vice-President shall assume the duties of the President in the absence or inability of the President. The Vice-President, in addition to serving in the absence of the President, will work with the membership in promoting the publication of technical articles concerning packaging, handling and logistics.
5. The Secretary shall maintain appropriate minutes of National Membership and Executive Council meetings, which minutes will be available to the membership upon request to the Executive Director. The Secretary shall file any certificate required by any statute, federal or state, shall give and serve all notices to members of the Institute, be the official custodian of the records and seal of the Institute, present to the membership at any meetings, any communication addressed to the Secretary of the Institute, attend to all correspondence of the Institute and exercise all

duties incident to the office of Secretary. The President and/or Secretary may delegate any of the aforementioned duties to the Executive Director provided same is made a part of the Contract for Services between NIPLHE and the Executive Director.

6. The Treasurer shall forecast the Institute's annual budget, provide appropriate financial reports to the Executive Council and membership, ensure that the Institutes financial records are reconciled and audited no less than once every two years, and shall have the care and custody of all Institute monies. The President and/or Treasurer may delegate any of the aforementioned duties to the Executive Director provided same is made a part of the Contract for Services between NIPLHE and the Executive Director. Disbursements shall be made by check signed by either the Treasurer, the Executive Director or the President. Each of the Officers may be bonded to protect the interests of the Institute. Non-routine expenditures require authorization by the President and/or Executive Council.
7. No Officer or Director (except Executive Director) shall for reason for the office be entitled to receive any salary or compensation. Officers may be reimbursed for reasonable expenses incurred on behalf of the organization which include pre-approved travel by the President.
8. The order for succession shall be Vice-President, Secretary, Treasurer and Executive Director. In the event an Officer vacates the office before the end of the term, the President shall appoint a replacement to serve for the balance of the term, with the approval of the Executive Council.

ARTICLE D

ORDER OF BUSINESS

At all Meeting of the Executive Council, the following shall be the Order of business:

1. Roll Call.
2. Reading of the minutes of preceding meeting.
3. Reports of committees.
4. Report of officers.
5. Old and unfinished business.
6. New business.

7. Adjournments.

ARTICLE E

EXECUTIVE COUNCIL

1. The Executive Council shall consist of all Officers, and the Executive Director.
2. A quorum for the transaction of any business of the Executive Council shall consist of a majority of the whole Council.
3. Meetings of the Executive Council shall be called at any time by the President or at the request of at least two officers. Notice of such meeting shall be given at least 48 hours in advance.
4. The Executive Council shall be responsible for reviewing the annual budget developed by the Treasurer. The Executive Council shall be responsible for the organizations website content and planning any training conferences.

ARTICLE F

EXECUTIVE DIRECTOR

The Executive Director shall be responsible for administration and managing the day-to-day functions of the Institute. The Executive Director will perform responsibilities as an independent contractor in accordance with an annual Contract for Services with the Institute. The Contract for Services will be agreed upon each year and will outline a fee schedule and responsibilities. The Executive Director's responsibilities will, as a minimum, include the following:

1. Collect and disseminate mail and email, respond to organizational inquiries and follow-up prospective new Members.
2. Publicize all NIPHLE events to the members by email and website updates.
3. Coordinate NIPHLE training conferences by arranging hotel and banquet space. Prepare badges for each attendee and coordinate hand out material.
4. Coordinate any Awards Banquets.
5. Maintain an active member and prospect list.

ARTICLE G

SELECTION OF OFFICERS

1. The Executive Council will solicit any and all interested members in good standing who wish to be the Institutes Officers.
2. The Executive Council will review all nominations and select Officers by consensus.
3. The new Officers will assume office on 1 July, following selection.

ARTICLE H

COMMITTEES

1. The President shall appoint the Chairperson of each committee with the guidance of the elected Officers and Executive Director.
2. Recommended Committees are Awards, Marketing, Training, Speaker and Sponsorship.

3. ARTICLE I

NATIONAL MEETINGS

1. The Institute will hold at least one open meeting each year. The meeting will be conducted by the President and Executive Director. It will include reports on the state of the Institute from the elected Office and Committee Chairs.
2. The open meeting will be attended by the Officers and any interested Member in good standing with the Institute.
3. The open meeting will be scheduled in conjunction with a NIPHLE Training Conference. Special open meetings may be called at the discretion of the President or the Executive Council in person or virtual.

ARTICLE J

MEMBERSHIP REGULAR

1. All persons interested in the purposes of the Institute may become members in good standing by paying their annuals dues at the prevailing rate. Members may be asked to resign upon recommendation of the Executive Council.
2. The membership year begins October 1 and ends September 30.

3. The Executive Council will set membership rates each year for Industry, Government, Student, Academia, Life and Retired.
4. The Executive Council may set rates for groups of employees belonging to the same organization to encourage more participation.

MEMBERSHIP LIFE

1. Life membership may be granted to individuals who retires from gainful employment in the field of packaging, handling and logistics with at least 15 years of paid membership.
2. Life membership may be granted to individuals who are still employed in the field of packaging, handling and logistics with at least 25 years of paid membership.
3. Life members are encouraged to remain active members by paying annual dues at a reduced rate.

ARTICLE L

USE OF THE INSTITUTE NAME

1. The name of the Institute shall not be used by any member, individual or group as an endorsement, stated or implied, for any product, technique or process without approval of the Executive Council.
2. Corporate members may show as Corporate Member-NIPHLE on their website, promotional literature and advertising, provided there is no implication of endorsement by the Institute of the company or its products and/or services.
3. Use by members of the Institutes full name, its abbreviation (NIPHLE) or its logo (emblem) is encouraged.

ARTICLE M

AMENDMENTS

These By-Laws may be altered, amended, repealed or added to in accordance with the following:

Amendments to these By-Laws maybe proposed at any time. Proposals will be presented by email or at the National Meeting of the Institute. Approval of such amendments shall be by majority vote. Amendments shall be circulated for at least 10 days prior to a vote.