

Constitution and Bylaws of the Institute for Operations Research and the Management Sciences

Constitution of the Institute for Operations Research and the Management Sciences

Revised: May 2015

Article I Name and Affiliations

- Section 1: The name of this organization is the Institute for Operations Research and the Management Sciences (INFORMS).
- Section 2: This organization operates under the national INFORMS organization and in relation to the Auburn University Industrial & Systems Engineering department.

Article II Purpose

The purpose of INFORMS is:

1. Encourage interest in the field of operations research (OR) and the management sciences (MS).
2. Provide a means of communication among people having interest in OR/MS.
3. Provide an informal means of exchange about OR/MS educational programs and opportunities.
4. Provide an informal means of sharing information about the methods and techniques of OR/MS.
5. Present a forum of speakers who address OR/MS topics.

Article III Membership

- Section I: General Members
Regular membership shall be open to undergraduate and graduate students. Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. **Membership and participation shall be free from discrimination on any basis. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status.**
- Section II: Voting Members
Honorary memberships shall be decided by a two-thirds approval vote of the regular members in attendance at any meeting.

Honorary members cannot hold office and do not have voting privileges in any election. With the exception that elected officers must be members of INFORMS, all members have equal rights, duties and privileges. Annual chapter dues are normally payable at the beginning of the calendar year unless otherwise specified.

Article IV

Officers

Section I: The Student Chapter of INFORMS Executive Committee will comprise of the officer positions: President, Vice President, Secretary, Treasurer, and E-Council Representative.

Section II: The qualifications for each officer
Office positions are open for all chapter members who meet the following requirements:

- a. Have a minimum grade point average (GPA) as stated below for the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office:

For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point average prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

For graduate level students the minimum GPA is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point average prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

- b. Be a student in good standing with the university and currently enrolled:
If an undergraduate student at least half time, six or more credit hours, unless fewer credits are required to graduate in the spring and fall semesters during the term of office

If a graduate level student at least half time, four or more credits, unless fewer credits are required in the final stages of their degree during their term of office

Section III: Any member running for an officer position who do not meet these requirements prior to elections and, if elected, do not maintain these requirements during their term of office will be ineligible to hold office.

Section VI: The following Chapter officers comprise the Executive Board of the Chapter for this Student Chapter of INFORMS and their duties are:

- President
Presides at meetings, represents chapter in external affairs, and provides direction to the activities of the chapter and its officers.
- Vice President/President-Elect
Assumes duties of the absent president; administers cultural and social activities.
- Secretary
Administers correspondence and amendments to bylaws (Article X), announces meetings, and maintains contact with the Institute. Files annual report to the Institute that describes chapter activities over the course of the academic year.
- Treasurer
Who is responsible for financial matters, to include receipt of all financial reports from the Institute and conveyance of financial information to the chapter membership, which also entails coordinating with the Auburn University Office of Student Involvement and any other organizations contributing funds to the Student Chapter of INFORMS. Approves all expenditures and monitors receipts or conveys receipts to the Institute in a fiscally sound manner.
- E-Council Representative
Responsible for attending E-Council meetings as a representative of INFORMS and for being knowledgeable of the purpose, activities, and events of this Student Chapter of INFORMS.

The elected officers collectively decide appointments to special positions, e.g., Newsletter Editor, Webmaster, Business Outreach Coordinator, and Historian. All elected officers must be INFORMS members. A special election will be held whenever an elected position becomes vacant prematurely.

Article V

Advisors

Section 1: The Faculty Advisor must be an INFORMS member in good standing who is affiliated as a faculty member with Auburn University. By its nature, membership in student chapters is subject to rapid and

continual turnover. Therefore consistent, caring leadership from the Faculty Advisor is essential to maintaining the chapter.

Section 2: Responsibilities of the Faculty Advisor

- a. To review the chapter bylaws and to become familiar with the structure of the local organization.
- b. To attend as many meetings as possible, while letting the students be in charge.
- c. To review all documents created by the student chapter, including the website and agendas, to ensure that they uphold the ideals of INFORMS.
- d. To meet periodically with the officers to offer support and guidance.
- e. To be on the lookout for opportunities to advance the interests of this chapter.

Section 3: If for any reason the advisor is no longer and/or able to fulfill the responsibilities, they will formally communicate this to the student organization in writing. The organization will then determine the appropriate course of action for replacing the advisor.

Article VI **Meetings**

Section 1: General meetings are meetings where all Chapter members are invited. A minimum of two (2) meetings of the Chapter shall be held in each calendar year, including a general meeting. A quorum necessary for conducting Chapter business at a general meeting is defined as 5 members or 5% of the Chapter membership, whichever is larger.

Section 2: General meetings shall be held as planned by the Program Committee. Executive Board meetings are meetings where only the Executive Board members are invited. Executive Board meetings shall be held as planned by the President, but only upon notice to all members of the Executive Board. Meeting time, place and agenda shall be set by the officers and are announced at least 1-2 weeks in advance. The election meeting shall be a general meeting held in the spring semester of every year. Robert's Rules of Order shall govern all meetings, in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

Article VI **Amendments**

Section 1: The Secretary, no later than seven (7) calendar days before the next meeting, shall submit in writing the proposed amendment to all Chapter members. The vote will occur at the next general meeting, and the amendment must be approved by two-thirds of the members present provided that number constitutes a quorum as defined below. The amendment will then be sent to the INFORMS liaison who will present it to the INFORMS Subdivisions Council. The amendment becomes effective when approved by this Council.

Bylaws of the Institute for Operations Research and the Management Sciences

Revised: May 2015

Article I

Membership

Section 1: Any person interested in operations research and the management sciences may become a chapter member by completing a membership application and submitting it with the proper chapter dues. Membership in the national INFORMS organization (the Institute) is not required.

Section 2: Suspension
An officer or member may be removed when it is in the Chapter's "best interest" – a necessarily subjective condition that must first be unanimously recognized by all other elected officers including but not limited to: failure to execute duties, abuse of authority, or failure to satisfy officer requirements. The affected officer will be given 15 days written notice of the reasons for the suspension before being given an opportunity to be heard by an executive Judicial Council and will be allowed a defense free from interference. The Judicial Council shall consist of the officers (excluding the officer(s) in question), the current INFORMS faculty advisor, plus three to five randomly selected active members. Judgment shall be reached by a simple majority of the Judicial Council. If the Judicial Council determines that the responses to accusations by the officer in question are acceptable, the suspension process is ended. Otherwise, the suspension of the affected officer shall require the approval of three-fourths of the active members present and voting at a stated or special meeting. If the suspension is approved, the affected officer must relinquish his or her position as officer and may retain a status of active member.

No member shall use the name of this Student Chapter of Informs for any purpose or business without prior consent from this Student Chapter of Informs executive committee.

Section 3: Expulsion and resignation

For members, the Student Chapter of INFORMS members may cancel their membership by canceling their subscription to the Student Chapter of INFORMS listserv. Otherwise, their membership will expire at the time of graduation.

For officers, upon notification of intent of an officer or other official representative to resign, the acting chief executive officer is to investigate circumstances surrounding the resignation. Any withdrawal from office must be submitted verbally or in writing to the acting chief executive officer. Elections to fill the vacant position will be held as described in Article III.

Section 4: Chapter dues will be assessed on all members at the time they join or renew. The Chapter officers collectively set the dues schedule and establish chapter dues at the first meeting of the spring semester. All monies belonging to the chapter shall be deposited and disbursed through a bank account established for the chapter through the University. All monies must be deposited within 24 hours after collection. Either the president or the treasurer of the chapter must approve and sign each expenditure before payment. All checks and withdrawals from the chapter's checking account must be approved by the president and/or treasurer as well as the advisor of the chapter.

Article II

Officer Duties

As described in the constitution, the following Chapter officers comprise the Executive Board of the Chapter for this Student Chapter of INFORMS and their duties are:

- President
Presides at meetings, represents chapter in external affairs, and provides direction to the activities of the chapter and its officers.
- Vice President/President-Elect
Assumes duties of the absent president; administers cultural and social activities.
- Secretary
Administers correspondence and amendments to bylaws (Article X), announces meetings, and maintains contact with the Institute. Files annual report to the Institute that describes chapter activities over the course of the academic year.

- **Treasurer**
Is responsible for financial matters, to include receipt of all financial reports from the Institute and conveyance of financial information to the chapter membership, which also entails coordinating with the Auburn University Office of Student Involvement and any other organizations contributing funds to the Student Chapter of INFORMS. Approves all expenditures and monitors receipts or conveys receipts to the Institute in a fiscally sound manner.
- **E-Council Representative**
Responsible for attending E-Council meetings as a representative of INFORMS and for being knowledgeable of the purpose, activities, and events of this Student Chapter of INFORMS.

Article III **Election of Officers**

- Section I: Elections and Voting
Nominations and elections occur during the spring semester term.
- Section II&III: Nominations will be made from the floor, and only members of INFORMS in "good standing" can nominate or be nominated. Only chapter members in good standing may vote in officer elections.
- Section IV: Voting
Elections shall be held by secret ballot and are determined by majority vote. Ties shall be resolved by means of a fair random process.
- Section V: A special election will be held whenever an elected position becomes vacant prematurely. Such elections will be conducted as normal.

Article IV **Advisor**

- Section 1: As mentioned in the constitution, the Faculty Advisor must be an INFORMS member in good standing who is affiliated as a faculty member with Auburn University. By its nature, membership in student chapters is subject to rapid and continual turnover. Therefore consistent, caring leadership from the Faculty Advisor is essential to maintaining the chapter. If for any reason the advisor is no longer and/or able to fulfill the responsibilities, they will formally communicate this to the student organization in writing. The

organization will then determine the appropriate course of action for replacing the advisor.

Article V

Parliamentary Authority

Section 1: As mentioned in the constitution, Robert's Rules of Order shall govern all meetings, in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

ARTICLE VI

Responsibilities to INFORMS

The Chapter and its officers, under charter from INFORMS, are accountable to the Institute for all operations and procedures. The INFORMS Board may suspend or revoke the Chapter's charter for inappropriate operations or procedures. In the event of dissolution, the Institute shall decide how to dispose of the Chapter's assets.

The Chapter shall file an activity report annually with the INFORMS Business Office describing Chapter activities during the past January 1 through December 31. This report is necessary for re-certification of the Chapter. It shall be filed no later than January 31.

Article VII

Amendment of Bylaws

Section 1: The Secretary in an official Chapter meeting will present amendments to the bylaws. A quorum necessary for conducting Chapter business at a general meeting is defined as 5 members or 5% of the Chapter membership, whichever is larger. The President shall make rulings on any point of procedure not included in these bylaws.