

Status: Approved by INFORMS February 2000

**BYLAWS OF THE SOUTHEASTERN CHAPTER
OF THE
INSTITUTE FOR OPERATIONS RESEARCH AND THE MANAGEMENT SCIENCES**

ARTICLE I - NAME

1. This organization shall be called the "Southeastern Chapter of the Institute for Operations Research and the Management Sciences" hereinafter referred to as "SE INFORMS" or "the Chapter." The Chapter exists as a subdivision of the Institute for Operations Research and the Management Sciences, hereinafter referred to as "INFORMS" or "the Institute."

ARTICLE II - PURPOSE

2. The Chapter is organized and will be operated exclusively for educational and scientific purposes and in furtherance thereof.
 - a. To promote an increased knowledge of and greater interest in theory and applications of operations research and management science.
 - b. To provide a means of communication between persons having interest in operations research and the management sciences.

ARTICLE III - MEMBERSHIP

3. Any persons interested in operations research and management science may become a member of the Chapter by completing a membership application and submitting it with the proper dues.
4. At all times, the membership of the Chapter must include at least ten members of the Institute.
5. All members shall have equal rights, duties and privileges. Dues shall be payable on or before January 1 of each year.

ARTICLE IV - OFFICERS

6. The officers of the Chapter shall be President, Vice-President, Secretary/Treasurer, and Program Chair.
7. The President, Vice-President and Secretary/Treasurer shall be selected through the procedures specified in Article VII, Election of Officers.
8. During the fall meeting of Council (as defined in Article VI, Section I), a program chair shall be appointed for the general meeting (as defined in Article IX, Section I) two years into the future. All council members present at this meeting may submit nominations for this office and vote. A plurality of votes cast for the office shall be necessary for appointment. Ties shall be resolved by the President.
9. Any one member may not serve in the same office for more than two consecutive years.
10. Each officer of the Chapter must be a member of the Institute.

ARTICLE V - DUTIES OF OFFICERS

11. The President shall preside at all meetings of the Chapter and Council, and shall represent the Chapter at all meetings of the Institute. The President shall appoint all Chapter committees and chairpersons, except for the Council which is constituted as described elsewhere in these Bylaws.
12. The Vice-President shall assume the duties of the President in the event of the President's absence. The Vice-President shall also assume those duties of the President that are delegated to the position by the President. Further, the Vice-President shall be responsible for ascertaining the need and eligibility of Chapter members for special awards which includes, but is not limited to, The Outstanding Service Award. At a minimum, the Council and current officers shall be polled to determine whether or not there are eligible candidates for the award under consideration. Nominees for such awards shall be submitted to the President for approval.
13. The Secretary/Treasurer shall keep minutes of all Chapter and Council meetings. The Secretary/Treasurer also prepares the Annual Chapter Report for presentation to the Chapter at a general meeting. The Secretary/Treasurer shall conduct an election of Chapter officers in accordance with the procedures described in Article VII - Election of Officers. The Secretary/Treasurer shall send official notification to the Institute's Business Offices of changes in the elected officers of the Chapter and shall send official notification to the Institute's Business Offices of proposed changes to the Chapter's Bylaws. The Secretary/Treasurer shall provide an annual activity report covering the period January 1 through December 31 to the Business Offices of the Institute in the formats provided by the Institute.
14. The Secretary/Treasurer shall collect dues, maintain financial and membership records, supervise disbursement of funds, and deposit dues and other Chapter funds in bank accounts approved by the Council. The Secretary/Treasurer shall provide an annual financial report covering the period January 1 through December 31 to the Business Offices of the Institute on the forms provided by the Institute.

ARTICLE VI - COUNCIL

15. The Council shall consist of the present officers and all active past-presidents. Active past-presidents are defined as those who have attended at least one Chapter meeting within the past three years.
16. The Council shall act for the Chapter in all matters except election of President, Vice-President and Secretary/Treasurer. Minutes of all Council meetings shall be filed with the Chapter records.

ARTICLE VII - ELECTION OF OFFICERS

17. **Nominations** - The Council shall submit at least one nomination for every elected office. The Secretary/Treasurer shall mail a list of all nominees to the Chapter membership on or before June 15. Members may submit other nominations for these offices provided that: 1. each such nomination is accompanied by a petition signed by at least twenty-five percent of the Chapter members, 2. the nominee is a member of both the Chapter and the Institute, 3. written evidence is submitted to the effect that the nominee has agreed to stand for election, and 4. such nominations reach the Secretary/Treasurer within five weeks after publication of nominees received from Council.

18. **Voting** - Not less than five weeks after June 15 but on or before August 15, the Secretary/Treasurer will mail to all members an official election ballot plus a brief biographical sketch of each nominee. To be counted, official ballots must be received on or before September 15. The Secretary/Treasurer will arrange to have the ballots counted after the close of the election and prior to October 1. A plurality of qualified ballots cast for each office shall be necessary for election. Ties shall be resolved by the President.
19. **Publication of Results** - The Secretary/Treasurer shall immediately report the results to Council, the Institute, and shall subsequently see that they are reported in a publication to all members of the Chapter.

ARTICLE VIII - STANDING COMMITTEES

20. Standing Committees shall be the Program, Publicity, Education and Membership Committees.
 - a) The Program Committee shall plan and arrange meetings of the Chapter in accordance with apparent membership interests and the aims of the Chapter as set forth in Article II.
 - b) The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity of the Chapter.
 - c) The Education Committee shall plan and arrange educational programs which are tailored to the special needs and desires of the Chapter members and potential members.
 - d) The Membership Committee shall plan and implement membership programs to recruit potential Chapter members.
2. The President may create ad hoc committees and appoint their members and chairpersons. The tenure of an ad hoc committee shall expire with the term of the President who appointed it.

ARTICLE IX - MEETINGS

1. General meetings are meetings where all Chapter members are invited. General meetings shall be held as planned by the Program Committee.
2. Written notices of the time and place of general meetings shall be distributed to all members at least one week prior to any general meeting.
3. Council meetings are meetings where only Council members are invited. Council meetings shall be held as planned by the President, but only upon notice to all members of the Council. A Council meeting may be held in conjunction with a general meeting.
4. A minimum of one general meeting and one Council meeting shall be held in each calendar year.
5. 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 X - DISBURSEMENTS AND DUES

1. Disbursements from the Treasury for Chapter expenditures shall be made under authorization of the Council and shall be included in the minutes of that meeting.
2. Dues shall be fixed annually by the Council.

ARTICLE XI - AMENDMENTS AND PROCEDURE

1. Amendments to these Bylaws must be approved by
 - a) the Chapter membership,
 - b) the INFORMS Subdivision Committee, and
 - c) the INFORMS Board.

An amendment shall be effective when and only when all these required approvals have been obtained.

2. Approval of an amendment by the membership must be obtained in the following manner:
 - a) A proposed amendment may be submitted for action by vote of the Council or by written petition of twenty members.
 - b) The amendment shall be read and discussed at a general meeting. Notice proposed amendments distributed to the members at least thirty days before the meeting.
 - c) Voting on the amendment may be conducted immediately after its discussion. A two-thirds majority of all qualified members voting shall be required for approval.
3. A quorum necessary for conducting Chapter business at a general meeting is defined as 10 members or 5% of the Chapter membership, whichever is larger.
4. Rulings on any point of procedure not included in these Bylaws shall be made by the President.

ARTICLE XII - RESPONSIBILITY TO THE INSTITUTE

1. The Chapter and its officers are accountable to the Institute for all their actions regarding Chapter operations.
2. The Chapter shall file a financial statement annually with the INFORMS Business Office covering the fiscal year January 1 through December 31. This report is necessary for re-certification of the Chapter. It shall be filed no later than January 31.
3. The Chapter shall file an activity report annually with the INFORMS Business Office describing chapter activities during the past January 1 through December 31. The report is necessary for re-certification of the charter of the Chapter. It shall be filed no later than January 31.
4. The Chapter may be dissolved by the Institute at any time. In the event of dissolution, the Institute shall decide how to dispose of the Chapter's assets.