



Institute for Operations Research and Management Sciences Student Chapter  
@ The Ohio State University

## Constitution

### **I. ARTICLE 1: NAME PURPOSE, NON-DISCRIMINATION AND CONFLICT OF INTEREST POLICIES**

- 1. Section 1. Name:** Institute of Operations Research and Management Sciences {INFORMS} Student Chapter at The Ohio State University.
- 2. Section 2. Purpose:** To serve as student chapter of the INFORMS (<http://www.informs.org/>) at The Ohio State University and to serve as a forum to forge intellectual connections with faculty and professionals that lead to publications, job opportunities, consulting relationships, internships, and personal friendships. In addition,
  - a) Encourage interest in the field of operations research (OR) and the management sciences (MS),
  - b) Provide a means of communication among people having interest in OR/MS,
  - c) Provide an informal means of exchange about OR/MS educational programs and opportunities,
  - d) Provide an informal means of sharing information about the methods and techniques of OR/MS,
  - e) Present a forum of speakers who address OR/MS topics,
- 3. Section 3. Non-discrimination Policy:**

"This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment."
- 4. Section 4. Conflict of Interest Policy** (see also INFORMS Chapter Activity report): A "conflict of interest" is defined as any situation in which a person who influences decision making for INFORMS has an incentive to recommend or make decisions that are not in the best interest of INFORMS or the community served by INFORMS. The existence of an incentive is sufficient to establish a conflict of interest, even if no undue influence has been exerted. Conflicts of interest should be avoided, if possible, by the person with a conflict of interest being replaced by another person without a conflict of



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interest. If a conflict of interest cannot be avoided it must be disclosed, by the



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person having the conflict of interest to persons with the authority to either eliminate the conflict or to ensure that it is made known widely to the affected community. For example, staff members including the executive director and board members including the president should disclose conflicts of interest to the executive committee. Members of other committees such as award committees or nomination committees should disclose conflicts of interest to their fellow committee members, as well as persons who appointed the committee or who oversee the committee, if any.

## II. **ARTICLE 2: MEMBERSHIP AND ORGANIZATION LEADERSHIP**

Membership shall be limited to current students enrolled at The Ohio State University. Others such as faculty, alumni, professionals are encouraged to become members, but as a non-voting associate or honorary members.

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization's voting member. The Executive committee and the length of the term are specified below:

### **Election of the Executive Committee:**

The Committee must be elected through an annual election process. The election must be announced to all members of the student chapter. Voting rights are limited to members of the student chapter.

1. **President:** The president is the primary source of contact of the student chapter and is responsible for managing all conflicts of interest and disputes. The president can serve for no more than one year (12 months).
2. **Vice President:** The vice president is expected to assume all responsibilities of the president in his absence. The term is limited to one year (12 months).
3. **Treasurer:** The treasurer is the sole person responsible for managing the finances of the organization. The treasurer maintains contact with the Institute. Files annual report to the Institute that describes chapter activities and includes receipts of all financial reports from the Institute and conveyance of financial information to the chapter membership. Approves all expenditures and monitors receipts or conveys receipts to



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the Institute in a fiscally sound manner. The term is limited to one year (12 months}.

4. **Webmaster:** The webmaster shall be responsible for managing the student chapter website.
5. **Secretary:** The secretary's responsibilities include helping the president with organizing meetings, social events and so forth, as well as maintaining a record of minutes of all meetings conducted. The term is limited to one year (12 months}.
6. **Officers:** An officer may be elected to the executive committee on the approval of the faculty advisor. The executive powers are limited, mainly to helping the president with the running of the organization and in situations that are in conflict of interest to the student chapter related to the university or INFORMS. It is **recommended** that previous members of the executive committee such as president, vice-president, treasurer, etc. be officers to help with the transition of the activities to the new executive committee. The term is limited to one year (12 months}.

**Removal of an officer:** An officer 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. The affected officer will be allowed a defense free from interference. The other officers will weigh the merits of the case in a way that they find suitable and will render a majority decision. It is recommended that the faculty advisor arbitrate such cases. Removal of a general member: A general 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 elected officers. The affected general member will be allowed a defense free from interference in front of all elected officers and other general members. The decision will be made by a secret ballot vote immediately after the affected general member leaves the room. The decision will be made by a majority vote of officers and members present.

### III. **ARTICLE 3 - MEETINGS**



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1. General meetings are meetings where all Chapter members are invited. General meetings shall be held as planned by the Program Committee. Meeting time, place and agenda shall be set by the officers.
2. The election meeting shall be a general meeting held every year.
3. 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.
4. A minimum of two (2) meetings of the Chapter shall be held in each calendar year, including a general meeting.
5. Robert's Rules of Order shall govern all meetings, in all cases to which they are applicable.

#### **IV. AMENDMENTS AND PROCEDURE**

1. The Secretary in an official Chapter meeting will present amendments to these bylaws. The Secretary, no later than 2 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.
2. 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.
3. The President with advice from the faculty adviser shall make rulings on any point of procedure not included in these bylaws.

#### **References:**

[1] Handbook for Student Chapters Available at:

<https://www.informs.org/content/download/266538/2522716/file/Handbook%20for%20Student%20Chapters%202016%20UPDATED.pdf>