STUDENT CHAPTER OFFICER REQUIREMENTS

Official status will be granted to INFORMS Student Chapters that comply with the following requirements and guidelines.

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1. Student chapter must have a faculty advisor who is an active member of INFORMS.
2. All INFORMS Student Chapter officers must be active members of INFORMS.
3. All student chapters are required to maintain their financial accounts through their university bursar's office.
4. Have at least 10 members. All student chapter members are encouraged to join INFORMS.
5. Review and maintain the student chapter bylaws; each officer should note their specific responsibilities. Note: bylaws can be updated at any time (amendments must be approved by the Chapters/Fora Committee and the Subdivisions Council). If bylaws are missing, obtain a copy from the INFORMS Membership & Communities Department.
6. Update the INFORMS Student Chapter Information form and calendar by September 31. We do recognize that the student chapter information form and chapter calendar may change (please update throughout the year). Preparation of a chapter calendar by the officers ensures a good start to the year's activities.
7. Keep the INFORMS university website up to date (List of INFORMS Student Chapter websites). Required fields include: About, Membership, Bylaws, Officers, & Social Media.
8. Use of INFORMS logo and name. If you do not have the INFORMS university logo, contact the INFORMS Membership & Communities Department.
9. Onboarding for the next officers: review the events of past years with your predecessor, who should hand over the file of INFORMS newsletters, correspondence, annual activity report, and pending business. Terms of officers should be arranged so that newly elected officers have sufficient time to plan activities for the coming academic year. Ask for a general outline of how the student chapter affairs were conducted.
10. Submit an Annual Student Chapter Activity Report by May 31. Chapters that do not submit a report will be placed on "INACTIVE" status and removed from the website.
11. Assign a member of the chapter Executive Board to attend the Community Officers Appreciation Luncheon at the INFORMS Annual Meeting.
12. Summaries of business conducted in Executive Board meetings should be available to the student chapter membership through the chapter newsletter, brief reports at general meetings, or by other means. Business requiring membership approval (per the bylaws) can often be efficiently conducted by mail or email. Care should be taken in crafting the bylaws to balance Executive Board powers with membership rights.
13. Student chapter officers (the Executive Board) are responsible to their membership and to INFORMS for the prudent management of their chapter. They are charged with ensuring that the student chapter operates in accordance with the chapter bylaws and INFORMS bylaws and P&P, available here.