STUDENT CHAPTER BYLAWS MODEL

Model Student Chapter Bylaws for the _____ Student Chapter of INFORMS.

ARTICLE I – NAME

The name of this organization shall be the _____ Student Chapter, hereinafter the Chapter, of the Institute for Operations Research and the Management Sciences, hereinafter INFORMS.

ARTICLE II – PURPOSE

1. Encourage interest in the field of operations research (OR), management sciences (MS), and analytics.
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.
6. (Optional – additional purpose)

ARTICLE III – MEMBERSHIP

1. Graduate and undergraduate students attending [University Name] interested in operations research, the management sciences, and analytics may become a Chapter member. Membership in the national INFORMS organization is not required.
2. All members have equal rights, duties, and privileges.
3. Membership and participation shall be free from discrimination on any basis.
4. At all times, the membership of the Chapter must include at least 10 members.
5. All members of the Chapter must agree to the INFORMS Code of Conduct: The INFORMS Code of Conduct applies to all INFORMS activities, including meetings and calls, virtual conferences, in-person conferences, webinars, sessions, tours, receptions, and any other events. The Chapter will require each participant in any Chapter activity to agree to abide by, and be subject to, the INFORMS Code of Conduct.
6. In accordance with INFORMS' proclamation to seek diversity, persistent efforts shall be made to create and maintain a diverse Chapter (including all committees and activities). In doing so, the environment shall be welcoming such that all members are treated with respect and dignity.

ARTICLE IV – OFFICERS

1. The following Chapter officers comprise the Board of the Chapter. All elected officers must be members of both the Chapter and the national INFORMS organization. The elected officers collectively decide appointments to special positions, e.g., Newsletter Editor, Webmaster, Business Outreach Coordinator, Historian, and Program Committee. Their duties are:

- **President:** presides at meetings, represents Chapter in external affairs, can authorize expenditures if the Treasurer is unavailable, and provides direction to the activities of the Chapter and its officers.
- **Vice President:** assumes duties of the absent president; administers cultural and social activities. They shall become the President of the Chapter after their term of office as Vice President.
- **Secretary:** administers correspondence and amendments to bylaws (Section VIII), announces meetings, and maintains contact with INFORMS. Files annual report to INFORMS that describes Chapter activities.
- **Treasurer:** responsible for financial matters, to include receipt of all financial reports from INFORMS and conveyance of financial information to the Chapter membership. Approves all expenditures and monitors receipts or conveys receipts to INFORMS in a fiscally sound manner. The Secretary and Treasurer may be combined into one officer position.
- **Membership Outreach and Engagement Officer (or Equivalent Title):** fosters a welcoming and inclusive environment by strengthening connections and expanding opportunities across all levels of the organization. The individual in this role leads outreach and engagement efforts to enhance awareness, accessibility, understanding, and collaboration within and outside of the community, with the goal of ensuring that all members feel valued, supported, and empowered to participate.

All Officers must agree to the INFORMS Conflict of Interest Policy: 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 interest. If a conflict of interest cannot be avoided it must be disclosed, by the 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.

2. **Terms of Office:** All officers serve a one-year term, renewable for up to three years, with the exception of the President for whom there is a preference to only serve one term as President.
3. **Nominations:** Nominations occur during the [month] general meeting or electronically in the same month. Only members of INFORMS in “good standing” can be nominated. In the event of a vacant position prior to the officer’s term, a special election will be held. Such elections will be conducted as normal.
4. **Elections and Voting:** Elections shall be held by electronic ballot and are determined by majority vote. Elections shall be held within one month of receiving nominations. Ties shall be resolved by a fair process determined by the other elected officers. Only Chapter members who are enrolled at the [University name] and in good standing are eligible to vote.
5. **Removal from Office:** Any Student Chapter member accepting nomination for elective office in the Student Chapter is understood to have agreed to perform the duties of that office if elected, and in particular to have agreed to attend Student Chapter meetings during their tenure, except as their attendance is prevented by unusual circumstances. If a Student Chapter elected official must miss a meeting or be temporarily unable to carry out their responsibilities, he/she shall advise the Board and

shall make other arrangements for the discharge of their responsibilities. If a Student Chapter elected official should fail during their tenure to attend Student Chapter meetings and carry out the responsibilities of the office, he/she can be removed from office upon the initiative of a unanimous vote of the Student Chapter Board.

6. **Vacancies:** In the event of a vacant position prior to the officer's term, a special election will be held. Such elections will be conducted as stated in Article IV, item 4.

ARTICLE V – MEETINGS

1. General meetings are meetings where all Chapter members are invited. General meetings shall be held as planned by the Officers. Meeting time, place, and agenda shall be set by the officers and are announced at least [time period] in advance.
2. A minimum of [number] general meetings of the Chapter shall be held in each calendar or academic year.
3. Officer meetings are meetings where only the Officers are invited. Officer meetings shall be held as planned by the President, but only upon notice to all officers.
4. A quorum for business meetings shall consist of the presence of five (5) Chapter members, or 10% of the membership, whichever is larger, including at least two (2) of the officers. A quorum is not needed for meetings where no Chapter business is conducted.
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 VI – FACULTY ADVISOR

The Chapter shall have a Faculty Advisor. The Faculty Advisor must be an INFORMS member in good standing who is affiliated as a faculty member with [university]. Chapter officers are responsible for appointing (or reappointing) a Faculty Advisor every two years.

1. Responsibilities of the Faculty Advisor:
    - Review the Student Chapter bylaws and become familiar with the structure of the local organization.
    - Meet periodically with the officers to offer support and guidance.
    - Search for opportunities to advance the interests of the Student Chapter.

ARTICLE VII – RESPONSIBILITIES TO INFORMS

1. All Chapter activities must be consistent with the provisions of the INFORMS Constitution and Bylaws and with the dignity of a professional association and the nonprofit status of INFORMS. A Chapter may be disbanded: (a) on grounds of professional or financial irresponsibility; (b) if it becomes inactive; (c) if its membership falls below the minimum number required, according to these Bylaws; or (d) if it fails to comply with the provision of the INFORMS Constitution, Bylaws, and P&P, including but not limited to failing to provide required reports or failing to revise Bylaws in accordance with Section IX, item 2. A Chapter's assets ultimately belong to INFORMS and shall revert to INFORMS in the event that the Chapter is disbanded or otherwise ceases to be a Chapter of INFORMS.
2. The Chapter shall file an activity report annually with the INFORMS Business Office describing Chapter activities during the current academic year. It shall be filed no later than two months after the end of the current academic year.
3. The Chapter shall notify the INFORMS Communities office of the results of the Chapter's elections immediately following the elections.

4. The Chapter shall also provide any additional information or reports throughout the year as reasonably requested by the Board or officers of INFORMS.

5. Neither INFORMS nor the INFORMS Board of Directors, by granting a charter to the Chapter, assumes any liability or responsibility for any obligations of any kind incurred by the Chapter unless prior written approval is obtained. The INFORMS Board alone has the authority to commit INFORMS or any of its subdivisions to a contract. Review and approval of contracts are delegated to the Executive Director of INFORMS.

ARTICLE VIII – DUES

Chapter dues may be assessed on all members at the time they join or renew. The Chapter officers collectively set the dues schedule and amount.

ARTICLE IX – AMENDMENTS AND PROCEDURE

1. Proposed amendments to these bylaws that are consistent with those of INFORMS, may be initiated either by action of the Chapter Board or by a petition to the Chapter President signed by 5% of the membership or five (5) members of the Chapter, whichever is larger. The Secretary shall distribute copies of the proposed change to all members of the Chapter by electronic mail or written form not less than three weeks before a general meeting. An open discussion of the proposed amendment to the bylaws shall be carried out at the following business meeting of the Chapter.

2. Following the open discussion with the membership, 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.

3. These Bylaws must at all times be consistent with the Constitution, Bylaws, and Policies and Procedures (P&P) of INFORMS. Should the Bylaws of the Chapter be changed in such a manner as to render these Bylaws inconsistent therewith, then these Bylaws shall be amended within six (6) months of written notification of amendment of the INFORMS Constitution, Bylaws, and Policies and Procedures (P&P), to eliminate said inconsistency.

4. The Chapter President shall make rulings on any point of procedure not included in these bylaws.

NOTE: Text in brownish orange is to be filled in by the Student Chapter. Text with dashed underline is intended to be suggestive and representative rather than required.