

Section 15

Subdivisions

NUMBER 15.1 SUBDIVISIONS COUNCIL

EFFECTIVE: April/Spring Board Meeting 2017; 2024 Fall Board Meeting

The Subdivisions Council (SC) is established to oversee the subdivisions of the Institute and to facilitate communication between the subdivisions and the Board.

PROCEDURES

Membership

The senior of the Vice President of Sections and Societies and Vice President of Chapters and Forums will chair the SC. The junior (incoming) Vice President will act as Vice-Chair. Each of these Vice Presidents serves as an ex-officio member of the SC.

Preceding the end of the year, each subdivision will participate in selecting SC representatives based on criteria outlined below. The membership of any subdivision will be defined as the highest count attained over the previous 12 months. With the exception of Student Chapters, the term of each SC member is two years, beginning January 1. SC members appointed by the societies will be appointed in even numbered years and SC members elected by the sections, chapters, and forums, will be elected in the odd numbered years. Student chapters will elect two representatives annually for a one-year term.

In the points below, N is the number of subdivisions of the given type having a membership of at least 25 and $\lfloor \cdot \rfloor$ represents the floor function (i.e., greatest integer less than or equal to its input).

- Each Society meeting the criteria outlined in NUMBER 15.2 SUBDIVISIONS will select one member to be its SC representative.
- Societies not meeting the requirement outlined in NUMBER 15.2 SUBDIVISIONS will select, as a group, $\lfloor N/3 \rfloor$ representatives. At least one representative will be selected, as long as $N > 0$.
- Sections will select, as a group, $\lfloor N/5 \rfloor$ representatives. At least one representative will be selected, as long as $N > 0$.
- Geographical Chapters will select, as a group, $\lfloor N/7 \rfloor$ representatives. At least one representative will be selected, as long as $N > 0$.
- Forums will select, as a group, $\lfloor N/5 \rfloor$ representatives. At least one representative will be selected, as long as $N > 0$.
- Student Chapters will select, as a group, two representatives annually.

Eligibility Criteria: Each member of the SC must be a current member of INFORMS and typically be serving or have served as President, Chair, Officer, or Faculty Advisor (for Student Chapters) of an INFORMS subdivision. With the exception of Student Chapters, members of the SC shall serve for a term of two calendar years. This term may be renewed for one additional

consecutive term, for a total of four years, at the Chair's discretion. If an SC member is unable to serve their full term for some reason, then the corresponding rules above will be followed to select a replacement for the remainder of the term. Beyond this service period, members must take a mandatory one-year hiatus before being eligible for reappointment. This is to ensure fresh perspectives and diverse representation within the SC. At the same time, the Subdivision VPs in concert with INFORMS staff maintain an institutional memory in which each activity and action of the SC is both documented and explained, including perceived objectives and potential concerns, so that future SCs are able to evaluate past, present, and future activities with a proper institutional memory. Such documentation will be an official set of reports that include and expand upon the SC reports to the board and that are made readily available to the entire SC by the INFORMS Staff as part of the onboarding process. This documentation also needs to be checked at the start of each SC activity/action to understand any related activities/actions that have been previously considered and taken by the SC.

Voting Process: Within a group (as defined above), each subdivision representative will cast $\lfloor N/x \rfloor$ votes in the appropriate group, where x denotes the corresponding divisor defined above. The $\lfloor N/x \rfloor$ candidates receiving the highest vote totals will be elected. Ties will be resolved by further voting.

Functions

The SC has the following responsibilities. It selects the Vice Presidents of Sections and Societies, and of Chapters and Forums. The SC and the Vice Presidents it selects represent the organizational needs of the subdivisions within INFORMS, as opposed to the needs of the members of the subdivisions as individuals. Other Board Vice Presidents, such as Vice President of Membership and Professional Recognition, represent the individual needs of those subdivision members who are INFORMS members.

Accordingly, the members of the SC will select the Vice Presidents of Subdivisions, choosing from those who are likely to understand the needs of subdivisions. The SC communicates the needs of the subdivisions to these Vice Presidents. The SC also passes word of Board actions and proposed actions to the subdivisions. Further responsibilities of SC include:

1. Encourage subdivisions and guide in their development.
2. Facilitate policy development to respond to the needs of subdivisions.
3. Function as a liaison between individual subdivisions and INFORMS Committees.
4. Assist members in the formation of subdivisions.
5. Monitor the activities and performance of Subdivisions.
6. Assist in converting Sections to Societies, reducing Societies to Sections, and introducing new subdivisions to the Institute.
7. Oversight of Subdivision activities, including subdivision conferences such as INFORMS Regional Analytics Conferences (IRAC).
8. Oversight of subdivision finances.
9. Consider any subdivision business that is brought before it.

Relation to the Board

The SC will report to the INFORMS Board of Directors through written reports prepared in accordance with requests from the Board. These reports shall describe any activities of interest regarding subdivisions and any actions taken by the SC.

The Board delegates the following authority and responsibilities to the SC, with the understanding that the Board, as the legal governing body, retains the right to provide feedback or, if necessary, revisit or reverse a decision.

1. Approve or disapprove changes to all subdivision bylaws;
2. Assign and remove subdivision conditions:
    a. "provisional" condition to a prospective subdivision,
    b. "probationary" condition preparatory to the disestablishment of a subdivision or the reduction in status from a society to a section,
    c. "inactive" condition to a subdivision failing to provide reports, and
    d. "active" condition to a subdivision in good standing;
3. Disband and disestablish a subdivision following the appropriate procedures;
4. Approve the change from section status to society status or from society status to section status;
5. Approve the merger of subdivisions or the splitting of a subdivision into two or more subdivisions.

The SC does not have authority over the Roundtable, which is a distinct subdivision that is handled separately.

Meetings

The Chair will call Meetings of the SC as required. A quorum shall consist of the Chair and seven voting members of the SC. Prior to the INFORMS Annual Meeting, the SC will convene to discuss subdivision issues to be brought before the Board. This meeting may be physical or virtual, synchronous, or asynchronous. Following the Fall Board meeting, the SC will convene in a physical meeting at the INFORMS Annual Meeting to discuss the results of the Board meeting, if sufficient availability of in-person SC members. The SC will likely meet at other times to discuss subdivision business, as determined appropriate by the Vice Presidents and INFORMS staff.

Subdivisions Council General Process

1. Annual Cycle Initiation: The new SC and Vice Presidents take office on January 1, marking the start of the operational year.
2. Ongoing Meetings: The SC will hold meetings as needed, rather than on a prescribed schedule with the exception of the typical physical meeting at the INFORMS Annual Meeting, to discuss and approve recommendations or motions to be presented to the

INFORMS Board. This allows for timely and relevant discussions aligned with the current needs and strategic goals.

3. Board Meeting Preparation and Attendance: Vice Presidents will attend the INFORMS Board meetings, with the SC convening before each to prepare recommendations and motions, if applicable. The timing of these preparatory meetings will be determined based on when they can be most effective, rather than being fixed to the period before the Board meetings.
4. Post-Board Meeting Review: Following each Board meeting, the SC will meet to discuss the outcomes and implications for the subdivisions, if applicable, ensuring that actions and strategies are aligned with the Board's decisions and feedback.
5. Nomination and Election process as per the established membership and voting procedures:
    - Announcement: Begin by announcing the call for Vice President nominations to SC Members and Subdivision Officers, ensuring that all potential candidates are aware of the opportunity.
    - Nomination Submission: Collect bios and position statements from interested candidates. This provides a comprehensive view of each candidate's qualifications and vision for the role.
    - Election Process: Conduct the election where SC members vote via a secure and accessible online platform to facilitate participation.
    - Announcement of Results: Once the votes are tallied, announce the winner to SC Members, Subdivision Officers, and INFORMS Executive Committee. The official appointment to the Board will be announced to the membership when the national election results are released.
6. Flexibility in Meeting Formats: The SC may meet physically or virtually, synchronously, or asynchronously, to accommodate various schedules and locations of its members, promoting inclusivity and participation.
7. Succession Planning: Subdivision Board Reports together with additional institutional memory documents will be made available by the INFORMS staff and used to inform new members, facilitating knowledge transfer and continuity.

NUMBER 15.1.1 SECTIONS AND SOCIETIES COMMITTEE

EFFECTIVE: April/ Spring Board Meeting 2017; 2024 Fall Board Meeting

POLICY

The Sections and Societies Committee has the responsibility to monitor the establishment, governance, operation, and disestablishment of subdivisions uniting members along technical interest areas.

PROCEDURES

Membership

The membership of the Sections and Societies Committee will consist of a Chair and eight-ten voting members. The Vice President of Sections and Societies will serve as the Chair of the Committee. The eight-ten voting members will be appointed by the Chair, subject to approval by the INFORMS Executive Committee. The voting members will include at least one member from the current SC representing Societies and at least one member from the current SC representing Sections. The Chair will select the other six-eight members from among individuals with experience in one or more of the Sections or Societies of the Institute. The Vice President of Sections and Societies should ask the Vice President of Meetings, Vice President of Publications, Vice President of Membership & Recognition, Vice President of Practice, and the Treasurer if they would like to recommend a representative member to the committee, which the Chair shall add to the committee as either voting or non-voting members at the Chair's discretion to ensure proper representation. The Chair should also ensure that the committee follows INFORMS DEI principles. In addition, the INFORMS Director responsible for subdivision operations will serve on the Committee as a non-voting member. The Chair, as Vice President of Sections and Societies, serves as the Board Liaison. Members of the Sections and Societies Committee shall serve for a term of two calendar years. This term may be renewed for one additional consecutive term, for a total of four years, at the discretion of the Chair. If a voting member of the Sections and Societies Committee is unable to complete their appointed term, the Chair will appoint a new voting member for the remainder of the term following the above process, subject to Executive Committee approval. Beyond this service period, members must take a mandatory one-year hiatus before being eligible for reappointment. This is to ensure fresh perspectives and diverse representation within the Committee. At the same time, the SC must maintain an institutional memory in which each activity and action of the Sections and Society Committee is both documented and explained, including perceived objectives and potential concerns, so that future SCs are able to evaluate past, present, and future activities with a proper institutional memory. Such documentation will be an official set of reports that include and expand upon the SC reports to the board and that are made readily available to the entire SC by the INFORMS Staff as part of the onboarding process. This documentation also

needs to be checked at the start of each SC activity/action to understand any related activities/actions that have been previously considered and taken by the SC.

Functions

The Committee has the following responsibilities:

1. Encourage Sections and Societies and guide in their development.
2. Assist members in the formation of new Sections, assist with the transition from Section to Society, and help Sections or Societies in preparing proposals for submission to the SC.
3. Monitor the health and performance of Sections and Societies. This includes offering recommendations to Sections or Societies to address any issues or making proposals to the SC when Sections and Societies are inactive or have other management difficulties.
4. Make recommendations to the SC regarding the establishment, governance, operation and disestablishment of Sections and Societies.
5. Support Sections and Societies in the creation of budgets and procedures for general operations, special meetings, or publications issues.
6. Provide advice to Sections and Societies pertaining to their activities wherever needed, including linkage of activities to the INFORMS strategic plan.
7. Inform the SC of Section and Society activities and report on their well-being.
8. Maintain model bylaws for Sections and Societies.
9. Assist in maintaining a library of leadership resources for Sections and Societies.
10. Consider any Section or Society business that is brought before it.

Relation to the Board

The Chair will report relevant Sections and Societies Committee activities or actions to the INFORMS Board of Directors through written reports prepared in accordance with requests from the Board. These reports shall describe any activities of interest regarding subdivisions and any actions taken by the Committee and shall generally be included in the SC Report. The Chair is responsible for reporting to the Sections and Societies Committee any Board level decisions or actions that affect Sections or Societies.

Meetings

The Chair will call the Meetings of the Committee as required. A quorum shall consist of the Chair and 25 percent of the voting membership of the Committee.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures
INFORMS Policies and Procedures Manual, Section 15.1, Subdivisions Council
INFORMS Policies and Procedures Manual, Section 15.3, Subdivisions Vice Presidents

NUMBER 15.1.2 CHAPTERS AND FORUMS COMMITTEE

EFFECTIVE: April 2017; 2024 Fall Board Meeting

POLICY

The Chapters and Forums Committee has the responsibility to monitor the establishment, governance, operation, and disestablishment of subdivisions uniting

- members along geographic areas,
- student members at colleges or universities,
- members along geographic areas that are not located in the United States, and
- members along interest areas that are neither technical nor geographic in nature.

PROCEDURES

Membership

The membership of the Chapters and Forums Committee will consist of a Chair and eight-nine voting members. The Vice President of Chapters and Forums will serve as the chair of the Committee. Each year the Chair will select at least one member from the current SC members elected by the Chapters, at least one member elected by the Forums, and at least one member from the current SC members elected by the Student Chapters. The Chair will select the remaining members from among individuals with experience in one or more of the Chapters, Student Chapters, International Chapters, and Forums of the Institute. The Vice President of Chapters and Forums shall request the Vice President of International Activities to serve on the committee, or alternatively appoint a representative member to serve on the committee in their place. The Chair should also ensure that the committee follows INFORMS DEI principles. In addition, the INFORMS Director responsible for subdivision operations will serve on the Committee as a non-voting member. The Chair, as Vice President of Chapters and Forums, serves as the Board Liaison. Members of the Chapters and Forums Committee shall serve for a term of two calendar years. This term may be renewed for two additional consecutive terms, for a total of four years, at the discretion of the Chair. If a voting member of the Chapters and Forums Committee is unable to complete their appointed term, the Chair will appoint a new voting member for the remainder of the term following the above process, subject to Executive Committee approval. Beyond this service period, members must take a mandatory one-year hiatus before being eligible for reappointment. This is to ensure fresh perspectives and diverse representation within the Committee. At the same time, the SC must maintain an institutional memory in which each activity and action of the Chapters and Forums Committee is both documented and explained, including perceived objectives and potential concerns, so that future SCs are able to evaluate past, present, and future activities with a proper institutional memory. Such documentation will be an official set of reports that include and expand upon

the SC reports to the board and that are made readily available to the entire SC by the INFORMS Staff as part of the onboarding process. This documentation also needs to be checked at the start of each SC activity/action to understand any related activities/actions that have been previously considered and taken by the SC.

Functions

The Committee has the following responsibilities.

1. Encourage Chapters, International Chapters, Student Chapters, and Forums and guide in their development.
    - Recognize outstanding Chapters and Chapter volunteers.
    - Manage awards across Chapters and Forums such as the Chapter and Forum Moving Spirit Awards, Judith Liebman Award, Student Chapter Awards, and related Awards.

2. Assist members in the formation of new Chapters, Student Chapters, and Forums, and reactivation of dormant chapters and Forums. It is recommended that Chapters should be based in a city or small geographic area.
   Assist staff in monitoring the health and performance of Chapters, Student Chapters, and Forums. This includes taking action when subdivisions appear to be inactive or have other management challenges . This includes the solicitation and compilation of annual activity reports.

3. Make recommendations to the SC regarding the establishment, governance, operation and disestablishment of Chapters, Student Chapters, and Forums.

4. Facilitate Chapters and Forums in the creation of budgets and procedures for general operations and special meetings.

5. Facilitate financial support to active Student Chapters. Financial support consists of $150 per year to each active [and new] chapter. An active student chapter is one that has submitted the annual activity report.

6. Provide advice to Chapters, Student Chapters, and Forums pertaining to their activities wherever needed, including linkage of activities to the INFORMS strategic plan.

7. Inform the board of Chapter, Student Chapter, and Forums activities and report on their well-being. Provide the Board with current events and other information pertinent to the special interests represented by INFORMS Chapters, Student Chapters, and Forums.

8. Maintain model bylaws for INFORMS Chapters, Student Chapters, and Forums.

9. Assist in maintaining a library of leadership resources for Chapters, Student Chapters and Forums.

10. Consider any business that is brought before it.

Relation to the Board

The Chair will report relevant Chapters and Forums Committee activities or actions to the INFORMS Board of Directors through written reports prepared in accordance with requests from the Board. These reports shall describe any activities of interest regarding subdivisions and any actions taken by the Committee and shall be included in the SC Report.

Meetings

The Chair will call the Meetings of the Committee as required. A quorum shall consist of the Chair and one other voting member of the Committee.

RELATED DOCUMENTS:
INFORMS Policies and Procedures Manual, Section 2, General Procedures
INFORMS Policies and Procedures Manual, Section 8.1, International Activities Committee
INFORMS Policies and Procedures Manual, Section 15.1, Subdivisions Council
INFORMS Policies and Procedures Manual, Section 15.3, Subdivisions Vice Presidents
INFORMS Policies and Procedures Manual, Section 15.6, Subdivision Awards
INFORMS Policies and Procedures Manual, Appendix V

NUMBER 15.2 SUBDIVISIONS

EFFECTIVE: January 2016; 2024 Fall Board Meeting

POLICY

Titles of Subdivision Officers

The SC will remind officers and staff of every subdivision to include the subdivision name in their title in any official communication. To avoid confusion between full-time INFORMS office staff members and Subdivision volunteers and consultants, no subdivision will use the title Executive Director or Director.

Categories of Subdivisions

Subdivisions are INFORMS groups organized along technical, geographic, student or other similarities. Sections and Societies are INFORMS groups organized along technical interest areas. Chapters are INFORMS groups organized along geographic areas. International Chapters are INFORMS groups organized along geographic areas not located in the United States. Student Chapters are INFORMS groups organized uniting student members at colleges or universities. Forums are INFORMS groups organized uniting members along interest areas that are neither technical nor geographic in nature. Within any subdivision, Special Interest Groups may be created to support the varied interests of the members of the subdivision and to represent and promote specific areas of interest within the overall interests of the subdivision.

Society Status

A Section that has achieved an appropriate level of maturity, such as being well-established and having a sufficiently large size, may apply to be designated as a Society.

Forms of Subdivision Oversight

The SC holds general oversight responsibilities for Subdivisions to ensure their alignment with INFORMS bylaws and P&P, including journal, meeting, and financial oversight. It is crucial, however, to ensure that the SC does not become a bottleneck in the management of subdivision activities. Therefore, subdivisions can manage their activities autonomously with limited SC involvement, as needed, provided that:

- The subdivision adheres to corresponding guidelines, policies and requirements from the SC and INFORMS;
- The subdivision adheres to corresponding guidelines, norms, and policies from the associated INFORMS Committee(s) and INFORMS Vice President(s);
- The subdivision demonstrates a consistent record without losses, maintains sufficient funds in the subdivision account, and has an established associated organization structure.

With respect to journals, this includes the INFORMS Vice President of Publications and adherence to NUMBER 15.5 Relations Between Subdivisions and Non-INFORMS Entities and any relevant policies. With respect to meetings, this includes the INFORMS Vice President of Meetings and adherence to IRAC Guidelines or the broader Subdivision Conferences/Meetings Guidelines and P&P Section 10: Meetings (including NUMBER 10.2.2 Policy on Alleviating INFORMS Meetings Conflicts). With respect to finances, this includes the INFORMS Vice President of Finance and adherence to NUMBER 15.4 Subdivisions Financial Policy (which requires all contracts to be signed by the Executive Director) and any relevant policies. In general, it is essential that all Subdivision activities, including those related to journals, meetings, and finances, do not conflict with INFORMS policies, procedures, constitution, and bylaws; if any conflicts arise, the SC will assist in resolving them.

The creation and modification of documents, other than bylaws, by subdivisions related to their business operations must first be reviewed and counsel provided by INFORMS staff. Bylaws and any changes to them must be reviewed and approved by the subdivision officers, the Chapters and Forums Committee or Sections and Societies Committee, the SC, and finally by the subdivision membership. Additionally, these documents must be reviewed by the INFORMS staff and the relevant Vice President responsible for subdivisions. It is essential that these documents do not conflict with INFORMS policies, procedures, constitution, and bylaws. If any conflicts arise, the SC will assist in resolving them.

Subdivision Conferences

Every subdivision or special interest group must inform INFORMS staff of all conferences where paid attendance is expected to exceed 100 or where the conference is designed for a national or international audience. This does not apply to local events and established conferences that have already been managed through INFORMS staff. INFORMS staff will be responsible for facilitating review by the Vice President of Meetings and updating the INFORMS calendar if the event is approved. For all new subdivision conference requests, the INFORMS staff will notify the Subdivision VPs who will consult with the Vice President of Meetings. If the subdivision is requesting INFORMS professional meeting services , the subdivision must submit a budget for review by INFORMS staff .

INFORMS staff will advise the Treasurer and Subdivision VPs of all such conferences, as appropriate. Conferences with a potential liability to INFORMS of more than $10,000 must have the approval of the Executive Committee.

PROCEDURES

Inactivity and Probation of a Subdivision excluding Student Chapters

To be considered active, a subdivision must meet the following criteria:

- Maintain an up-to-date online presence on INFORMS Online, with proper technical support from INFORMS staff. Subdivisions are also encouraged to establish a presence and engage in social networking activities on relevant social media channels such as LinkedIn, Facebook, and Twitter/X. Engage in visible communication from subdivision leadership to its membership.
- Conduct activities in accordance with these policies and procedures (P&P) or other relevant guidelines. Maintain a minimum of 25 members who are part of both INFORMS and the Subdivision.

A subdivision that fails to fulfill the stated criteria over the course of a year will be considered inactive. To demonstrate its activity, a subdivision must submit an annual activity report documenting its activities. The failure to submit this report in two consecutive years will result in a subdivision being considered inactive. If a subdivision's leaders know they will not be able to fulfill all the requirements of an active subdivision, they may notify the SC via the INFORMS office liaison. The SC will appoint a representative to work with the subdivision towards the goal of avoiding probation.

A subdivision will be considered on probation if (1) it has been inactive for the period of one year, or (2) the subdivision fails or is unable to follow its bylaws, including but not limited to, the failure or inability to hold elections that conform to the procedures outlined in its bylaws. The management of a subdivision on probation becomes the responsibility of the SC. The SC through the leadership of its two Vice Presidents will seek to identify ways in which the subdivision can fulfill its bylaws and become an active subdivision. The SC will also have the authority to appoint new leadership for the subdivision, with a preference for holding elections in accordance with the subdivision's bylaws.

When a subdivision becomes inactive or on probation, the INFORMS office will generate a letter to all people listed by INFORMS as members of that subdivision and announce its status. This letter should encourage the subdivision to work with the SC to put the subdivision on course to reactivate or to merge with another subdivision.

The letter will also encourage the subdivision to work with the SC to determine the best course for the subdivision.

Deactivation of a Subdivision excluding Student Chapters

After a subdivision has been on probation for one year and has not sought remedy through the Reactivation procedure, the appropriate Vice President will have the authority to declare the subdivision de-chartered and disbanded. At that time, the INFORMS office will be notified

and will generate a letter to all individuals listed by INFORMS as members that the subdivision has been disbanded. In addition, at this time, all revenues will be reclaimed by INFORMS (unless the subdivision has merged with another subdivision) and put into general revenue (unless the subdivision's bylaws specify another arrangement).

Activation of a Subdivision excluding Student Chapters

A subdivision that is inactive or on probation may request and is encouraged to request reactivation. The SC is authorized, but not required, to reactivate a subdivision if the subdivision has demonstrated the capability to be an active subdivision and is operating in accordance with its bylaws.

Inactivity, Probation, Deactivation, and Reactivation of Student Chapters

To be considered active, a student chapter must meet the following criteria:

- Maintain an up-to-date online presence on INFORMS Online, with proper technical support from INFORMS staff. Subdivisions are also encouraged to establish a presence and engage in social networking activities on relevant social media channels such as LinkedIn, Facebook, and Twitter/X.
- Engage in visible communication from subdivision leadership to its membership.
- Conduct activities as specified in subdivision bylaws.

A student chapter that fails to fulfill the stated criteria over two consecutive years will be considered inactive. To demonstrate its activity, a student chapter must submit one activity report per academic year. The failure to submit an activity report in two consecutive years will result in a student chapter being considered inactive. A student chapter that has been inactive for two consecutive years will be considered on probation. The management of a student chapter on probation becomes the responsibility of the SC. The SC through the leadership of the Vice President of Chapters and Forums will seek to identify ways in which the student chapter can become active again. The SC will also have the authority to appoint new leadership for the student chapter, with a preference for holding elections in accordance with the student chapter's bylaws.

A student chapter that is inactive or on probation may request reactivation. The SC is authorized to reactivate a student chapter if the student chapter has demonstrated the capability to be an active chapter and is operating in accordance with its bylaws.

While its sponsoring academic department exists, student chapters will not be deactivated. Instead, the SC will make every effort to identify a faculty member to lead the reactivation of the chapter.

If a student chapter's sponsoring academic department is eliminated, the SC will seek to identify a new departmental sponsor. If after one year no sponsoring department has been identified, the Vice President of Chapters and Forums will have the authority to declare the student chapter de-chartered and disbanded. At that time, the INFORMS

office will be notified and will generate a letter to all individuals listed by INFORMS as members that the subdivision has been disbanded. In addition, at this time, all revenues will be reclaimed by INFORMS and put into general revenue (unless the student chapter's bylaws specify another arrangement).

Forming a New Subdivision

Upon receipt of an application by INFORMS members to create a new subdivision, the appropriate Vice President will consult with their committee concerning the application. The committee will recommend to the SC that the application be rejected, accepted, or accepted provisionally. The SC may then create the new subdivision as an active subdivision or as a provisional subdivision. For International Chapters, the Vice President of International Activities and the International Activities committee will also need to be consulted, and the appropriate procedure followed.

In some cases, members may petition to have an organizing meeting at the Annual Meeting before meeting the requirements for creating a new subdivision. The SC may grant provisional existence to the proposed subdivision to facilitate the organizing meeting.

The SC will review the situation concerning any provisional subdivisions periodically and determine whether to assign them to the active condition or to revoke the subdivision's provisional existence.

Gaining and Losing Society Status

The application by a Section to become a Society is begun with the Vice President of Sections and Societies and must contain two kinds of information.

- First, an applying group must demonstrate "maturity" in whatever manner is appropriate for that Section. It must demonstrate continued activity by showing a history of meetings or journal activities; financial stability; regular administrative functioning, including regular changing of officers; regular filing of annual reports; and a general level of maturity. In the initial application for Society status, the Section must have a minimum of 500 members, with at least 400 members who are part of both INFORMS and the Section.
- Second, the Section must justify the need for being called a Society and describe what it intends to do differently if it is called a Society.

If the Vice President of Sections and Societies and the SC find the justification compelling, the SC will grant Society status.

Where the Section fails to justify its need to become a Society or does not demonstrate continued activity, the Section officers and the Vice President of Sections and Societies will create a development plan, the completion of which is expected to result in the Section being eligible for Society status.

The following requirements must be satisfied for the Society to maintain its status:

Mandatory Requirements:

- 400 members who are part of both INFORMS and the Society.
- Officer Elections
- Annual activity and financial reports
- Current website

In addition, Societies with less than 500 members must satisfy four out of the six criteria listed below:

- Newsletter (two times per year)
- INFORMS Journal
- At least 12 sponsored sessions at INFORMS national meetings
- Separate conference (biennial)
- Annual prize/recognition/special competition
- Active online community with frequent notices (e.g., monthly)

Where a Society consistently fails to meet the requirements for maintaining Society status, the SC may place it in probationary condition. The Society officers and the Vice President of Sections and Societies will create a development plan to correct the deficiencies. Upon successful completion of the plan, the SC will revoke the probationary condition. Should the probationary Society fail to correct the deficiencies within a reasonable time, the SC may revoke its Society status, at which time the subdivision will revert to the status of Section.

Merging and Splitting Subdivisions

Subdivisions may apply to the SC for the merger of two or more subdivisions or for a subdivision to be split into two or more subdivisions. The SC will study the application and grant or deny the request based on the merits of the case. Additionally, the SC may recommend the merger or split of subdivisions based on concrete data and analysis. This proactive approach ensures that subdivisions are structured in a way that best supports their goals and the overall mission of INFORMS.

RELATED DOCUMENTS:
INFORMS International Strategy Document

NUMBER 15.3 SUBDIVISIONS VICE PRESIDENTS

EFFECTIVE: MAY, 2002; 2024 Fall Board Meeting

POLICY

As prescribed in the Bylaws, there are two Vice Presidents (Vice President of Sections and Societies and Vice President of Chapters and Forums) selected as representatives of designated subdivisions of the Institute. These Vice Presidents are full members of the INFORMS Board, and as such their primary alliance is to the whole of INFORMS. These positions ensure effective communication between the subdivisions and the Board. Their role helps facilitate an exchange of information, ensuring that the needs of subdivisions are voiced while also communicating organizational priorities back to their respective subdivisions.

PROCEDURES

Functions

Specific functions of the Subdivisions Vice Presidents include the following:

- The senior (see terms of office below) Vice President will function as Chair of the SC and the junior Vice President will function as Vice Chair.
- The Vice President of Sections and Societies will participate in the evaluation of any petition from a Section to become a Society.
- The Vice Presidents monitor the activity level of the subdivisions and endeavor to ensure the subdivisions complete their annual report. In addition, the Vice Presidents should take facilitating and remedial actions when appropriate to promote effective subdivision operation.
- The Vice Presidents function as the subdivision's spokesperson in the absence of the subdivision officers chair during Board meetings.
- The Vice Presidents explain the Board's procedures, actions, requests, and intentions to the subdivision.
- The Vice President of Sections and Societies will chair the Sections and Societies Committee.
- The Vice President of Chapters/Student Chapters and Forums will chair the Chapters and Forums Committee.
- The Vice Presidents liaison with other Vice Presidents of INFORMS as appropriate to represent subdivisions' perspective in their business and other INFORMS Committees.

Given the extensive duties of the Vice Presidents, it is recommended that the Vice Presidents ask the Vice President of Meetings, Vice President of Publications, and the Analytics Certification Board (ACB) chair if they would like to appoint a representative member to the committee to serve as an ex officio member. This approach ensures that the subdivisions' perspectives are represented without overburdening the Vice Presidents.

Vice President Selection

A call to nominate candidates for the Vice President position is sent to the SC and community officers. The SC will elect the INFORMS Vice President of Sections and Societies and the Vice President of Chapter and Forums in alternate years. Each subdivision representative on the SC has a single vote.

Candidate Eligibility

All candidates must be members of the Institute and a member of one or more subdivisions. In addition, they must fulfill any requirements specified for all candidates in the Bylaws or Procedures manual. It is desirable to nominate candidates who have had experience in one or more positions of a subdivision. It would be reasonable for the SC to elect one of their members to be the new Vice President, as the SC members are then at the tail-end of their two-year term. The Vice Presidents are ineligible to serve on subdivision boards in any capacity except as advisors during their terms.

Terms of Office

The Vice Presidents serving as Representatives of the Subdivisions shall serve two-year terms. Their terms shall be staggered to ensure continuity and effective leadership. During the first year of a term, the position is referred to as the junior Vice President. During the second year of a term, the position is referred to as the Senior Vice President.

Replacement

If a Vice President is unable to serve out their full term or if the SC fails to select a Vice President, the President of INFORMS, with the consent of the Executive Committee, will appoint someone to fill out the term of the office.

NUMBER 15.4 SUBDIVISIONS FINANCIAL POLICY

EFFECTIVE: AUGUST, 2007; 2024 Fall Board Meeting

POLICY

The Subdivisions Financial Policy outlines the responsibilities of subdivision officers in relation to financial fund balance reports and the management of subdivision finances. This policy aims to ensure transparency, accountability, and alignment with INFORMS' financial standards.

Subdivision officers must oversee the financial affairs of their respective subdivisions prudently. They are responsible for ensuring that all financial activities are conducted in accordance with INFORMS policies and procedures. By adhering to these guidelines, subdivisions can ensure that their financial practices are transparent, accountable, and aligned with the overall financial strategy of INFORMS.

Subdivision officers, particularly the chairs, are responsible for reviewing and approving expenses incurred by or for their assigned areas of responsibility. Each chair has the authority to approve incurring such expenses up to the limit of their annual budget or assets and income raised from dues and other sources. At least two subdivision officers must approve all subdivision expenditures. This measure is intended to prevent unauthorized transactions and ensure that all expenditures are necessary and justified.

PROCEDURES

Maintaining an Account with the INFORMS Business Office

- **Submission of Agreements or Contracts**: All agreements or contracts must be submitted to the INFORMS business office for review and approval by the INFORMS Executive Director. This ensures that all legal and financial obligations are met and that the terms are in the best interest of the subdivision and INFORMS.

- **Vendor Invoices**: Invoices from vendors should be submitted to the INFORMS business office for payment. This process ensures timely and accurate payment to vendors, maintaining good relationships and ensuring the smooth operation of subdivision activities.

- **Expense Reports and Reimbursements**: Expense reports, along with the corresponding receipts, should be submitted to the INFORMS business office for reimbursement. The INFORMS business office will issue reimbursement checks within 2-3 weeks of receiving the expense report. This process ensures all expenses are properly documented and reimbursed promptly.

- **Revenue Deposits:** All subdivision revenues must be forwarded to the INFORMS business office for deposit and transfer to the subdivision’s fund balance. Quarterly, subdivisions will receive interest earnings from operating funds on a pro-rata basis, based on their quarterly

end fund balance (see P&P NUMBER 5.3 FINANCIAL ASSETS OF SUBDIVISIONS). This centralization of funds ensures accurate accounting and financial oversight, aligning with INFORMS' financial standards and policies.

By following these procedures, subdivisions can ensure that their financial activities are managed efficiently and in compliance with INFORMS' policies, promoting transparency and accountability.

RELATED DOCUMENTS:

INFORMS Bylaws, Bylaw 5 – Subdivisions, Paragraphs 6,12.

INFORMS Policies and Procedures Manual, Section 2.3, Expenditure Approvals

INFORMS Policies and Procedures Manual, Section 5.3, Financial Assets of Subdivisions

INFORMS Policies and Procedures Manual, Section 5.9, Interest Paid to Subdivisions

INFORMS Policies and Procedures Manual, Section 5.13, Investment of Subdivision Funds

INFORMS Policies and Procedures Manual, Section 15.1, Subdivisions Council

INFORMS Policies and Procedures Manual, Section 15.2, Subdivisions

NUMBER 15.5 RELATIONS BETWEEN SUBDIVISIONS AND NON-INFORMS ENTITIES

EFFECTIVE: NOVEMBER, 2010; 2024 Fall Board Meeting

15.5.1 Relationship between Subdivisions and non-INFORMS Journals

POLICY

INFORMS wants its Subdivisions to be successful and wants to aid and support their efforts, which may include the relationship between a subdivision and a non-INFORMS journal. At the same time, INFORMS must take care to avoid any potential legal issues or conflicts of interest and to ensure compliance with INFORMS' branding guidelines regarding the use of INFORMS and Subdivision logos. Moreover, the INFORMS Policies and Procedures (P&P) defines the approval requirements for any relationship between a subdivision and a non-INFORMS journal. Hence, the process and implementation framework defined below is required to ensure adherence to the INFORMS P&P.

The following section pertains to the relationship between a subdivision and a non-INFORMS (external) journal. Such relationships may include but are not limited to:

- Advertising the journal on the subdivision website;
- Using the subdivision name or logo on the journal;
- Organizing or editing a special issue of a non-INFORMS journal;
- Making financial contributions to the journal using subdivision revenue.

It is essential that any such relationship does not conflict with INFORMS policies, procedures, constitution, and bylaws. If any conflicts arise, the Subdivision Vice Presidents, the Vice President of Publications and the Director of Publications will work together to resolve them, possibly with the assistance of the Executive Director as needed.

1. Any proposal to establish a new relationship between a subdivision and a non-INFORMS journal can be made at any time. The proposal must be submitted by the subdivision to the attention of the Vice President for the corresponding subdivision (i.e., Vice President of Sections and Societies in the case of a Section or Society, and Vice President of Chapters and Forums in the case of a Chapter or Forum) and must complete the Relationship Approval Form by providing responses to several questions/statements including those related to Basic Information, Subject Area, Journal Processes, Potential Conflicts with INFORMS Journals, Conflict of Interest by INFORMS Officer(s), Reputational Risk, Mutual

Benefit, Impact Factor and Indexing, Ethical Standards, Financial Considerations, Community Board Approval, Current Sponsorships.

2. Any change in an existing relationship between a subdivision and a non-INFORMS journal must be brought to the attention of the Vice President for the corresponding subdivision (i.e., Vice President of Sections and Societies in the case of a Section or Society, and Vice President of Chapters and Forums in the case of a Chapter or Forum) together with revised responses to each of the above questions/statements.

3. The review and approval process for a new or revised relationship proposal starts with the corresponding subdivision Vice President and the Director of Membership and Communities from a subdivision technical perspective. For Sections and Societies, the Vice President of Sections and Societies and the Sections and Societies Committee (which per NUMBER 15.1.1 includes representation from Publications) will first review the non-INFORMS journal relationship proposal from a subdivision technical perspective and either approve or decline the proposal, including possible iterations with the proposing Section or Society to find an amicable resolution of any concerns and feedback. Similarly, for Chapters and Forums, the Vice President of Chapters and Forums and the Chapters and Forums Committee will first review the non-INFORMS journal relationship proposal from a subdivision technical perspective and either approve or decline the proposal, including possible iterations with the proposing Chapter or Forum to find an amicable resolution of any concerns and feedback.

4. Given approval by the Vice President of Sections and Societies and the Sections and Societies Committee, the review and approval process for the relationship proposal turns to the Vice President of Chapters and Forums, in possible consultation with the Chapters and Forums Committee, for either approval or refusal from a subdivision technical perspective. Similarly, given approval by the Vice President of Chapters and Forums and the Chapters and Forums Committee, the review and approval process for the relationship proposal turns to the Vice President of Sections and Societies, in possible consultation with the Sections and Societies Committee, for either approval or refusal from a subdivision technical perspective. Iterations with the proposing Subdivision may be required to address any concerns and feedback at this time.

5. Given approval by both Vice Presidents of Subdivisions, the review and approval process for the relationship proposal turns to the Vice President of Publications and the Director of Publications, in possible consultation with the Publications Committee, for either approval or refusal from a publication perspective. Iterations with the proposing Subdivision may be required to address any concerns and feedback at this time. This review and approval process by the Vice President of Publications and the Director of Publications also involves the Executive Director to consider the matter from an enterprise-wide perspective. In addition, for any case involving financial commitments,

or when the non-INFORMS journal is published by a for-profit organization, the INFORMS Executive Director will be notified and the Executive Office will maintain a full list of these relationships.

6. Given approval by the Vice President of Publications, then the proposal to establish a new or revised relationship between a subdivision and a non-INFORMS journal is granted subject to completion and execution of a written agreement between INFORMS and the non-INFORMS journal to ensure institutional knowledge and protection. The form and details of this written agreement will depend significantly on the type of relationship and the type of journal with which the relationship is being established (e.g., nonprofit publisher, small for-profit publisher, large for-profit publisher). This may also include financial arrangements. The written agreement is to be signed by the Executive Director and an appropriate representative of the journal and is to be kept by the INFORMS staff. The Vice President of the corresponding subdivision will communicate the final decision to the subdivision, and report to the Board on this decision at the earliest Board meeting.

7. In the event that both Vice Presidents of Subdivisions and the Vice President of Publications cannot reach consensus, the matter of the proposed non-INFORMS journal relationship will be brought forward to the Executive Committee to settle the lack of consensus. The sets of Vice Presidents on both sides of this issue will prepare their case for and against approval of the relationship request, including summaries of all iterations with the proposing Subdivision and all iterations among the Vice Presidents, the Director of Membership and Communities, the Director of Publications, and the Executive Director. The Executive Committee will then make the final decision. The Vice President of the corresponding subdivision will communicate the final decision to the subdivision, and report to the Board on this decision at the earliest Board meeting.

8. All communications with the Subdivision requesting the non-INFORMS journal relationship will be managed through the corresponding Subdivision Vice President. Namely, for a Section or Society relationship request, communications with the Section or Society will be managed through the Vice President of Sections and Societies in collaboration with INFORMS Staff. Similarly, for a Chapter or Forum relationship request, communications with the Chapter or Forum will be managed through the Vice President of Chapters and Forums in collaboration with INFORMS Staff.

9. Approval of a proposal to establish a new or revised relationship between a subdivision and a non-INFORMS journal is for a calendar year. A request to renew an existing non-INFORMS journal relationship should be reviewed by the current or incoming Chair of the Subdivision at the beginning of each year. If there are no changes on the Subdivision side, with the responses to the above

questions/statements remaining the same, then only a request for renewal is required. And if there are no changes on the INFORMS side (e.g., no creation of a new INFORMS journal that creates a new conflict of interest), then the renewal decision can be based on the previous review and approval process that established the relationship. All documents and agreements should then be updated accordingly

10. In addition to the above review and approval process, Subdivisions wishing to use their logo on the journal must adhere to the policy on logo use detailed in NUMBER 15.5.2 and any relevant policies. Use of INFORMS logo on non-INFORMS Journals and Websites policy.

11. Periodically INFORMS may review the relationship between a subdivision and a non-INFORMS journal. If deemed that the INFORMS standards for quality or impartiality (including the clear appearance of impartiality) are not met, or that the INFORMS reputation or status as a nonprofit organization could be adversely impacted by the relationship, INFORMS may move to terminate the relationship.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures INFORMS Policies and Procedures Manual, Appendix VI-F

15.5.2. Use of INFORMS logo on non-INFORMS Journals and Websites

The following rules pertain to the use of INFORMS subdivision logos on any non-INFORMS journal or journal website.

POLICY

1. INFORMS wishes to allow its subdivisions to clearly identify themselves as being involved/sponsorship with non-INFORMS journals without suggesting that the journal in question is an INFORMS journal or endorsed in any way by INFORMS.

2. INFORMS further wishes to ensure the journal's marketplace is not confused and the reputation and goodwill enjoyed by INFORMS current suite of highly regarded, peer- reviewed journals is not harmed or diluted in any way by allowing this subdivision identification.

3. Subdivisions wishing to use their logo on the journal or journal website must submit a written request to the INFORMS Vice President for the corresponding Subdivision (i.e., Vice President of Sections and Societies in the case of a Section and Society, and Vice President of Chapters and Forums in the case of a Chapter or Forum), who will then work with the other SC Vice President and the INFORMS Vice President of Publications and Director of Publication to reach consensus on approval. If consensus cannot be reached, then the matter will be brought forward to the Executive Committee to settle the lack of consensus analogous to the approval process defined above.

4. Subdivisions wishing to use their logo on the journal or journal website must also have the INFORMS Marketing Department approve the logo and the manner it is used. In some cases, the INFORMS Marketing Department will suggest changes to or redesign the subdivision logo to promote consistency with the INFORMS logo or other subdivision logos.

5. Approved logo must be used in its entirety. It may be increased or reduced in size as needed but the horizontal-vertical relative scale must be maintained. The logo must be readable against any background.

6. INFORMS also requires a statement on the inside journal cover stating that the journal is sponsored by the subdivision and has no connection to INFORMS publications.

7. The subdivision logo may not be placed at the top right-hand corner of the journal cover or use the INFORMS journals well-known "turned down page" treatment to

limit confusion in the journal's marketplace. Placement of the subdivision logo in any other position on the journal cover or journal website is acceptable.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures INFORMS Policies and Procedures Manual, Appendix VI-F

NUMBER 15.6 SUBDIVISIONS AWARDS

This portion of the Subdivisions Policies & Procedures covers awards that are sponsored and given by a particular Subdivision(s).

NUMBER 15.6.1 CHAPTER MOVING SPIRIT AWARD

EFFECTIVE: APRIL, 1995; 2024 Fall Board Meeting

POLICY

The Moving Spirit Award has been established to recognize outstanding geographic chapter volunteers or student chapter faculty advisors who have been "moving spirits" in their chapters.

PROCEDURES

Eligibility

Candidates for the award must be members in good standing of the Institute and have been a member for at least five (5), but not necessarily consecutive years. A candidate for the Moving Spirit Award must have been a "moving spirit" in his or her chapter or student chapter (in the case of faculty advisors). Qualifications may be satisfied by a candidate:

- leading efforts either to form a new chapter or to reactivate a dormant chapter;
- chairing the local organizing committee of a new or reactivated chapter; or
- through long-term involvement with various chapter activities, and services to the Institute or its predecessor societies on chapter committees and/or as a chapter officer. In the case of a faculty advisor, leading a student chapter to perform extraordinary service to the Institute.

In order to avoid giving the impression that a Chapter officer is rewarding him/herself, the candidate cannot currently hold the Chapter offices of president, vice-president, or president-elect. Past Moving Spirit Award recipients are not eligible to receive the award, and their nominations will not be processed.

Award

The award will be an 11x8 mounted plaque signed by the Chapters and Forums Committee Chair. A letter of congratulations, in a form suitable for sending to each recipient's superior, will accompany those awards not delivered in person. The letter of congratulations should be brief but should include the following text, together with the formal citation (if space permits) or a brief explanation of the reason(s) for the award.

"On behalf of the Institute for Operations Research and the Management Sciences, I am delighted to inform you that you have been selected to receive the Moving Spirit Award. The purpose of this award is to recognize volunteers who have made outstanding and sustained contributions to their chapters. We congratulate you and want you to know that your active participation in INFORMS affairs will always be welcome."

Nominations

Candidates shall be nominated by the candidate him-/herself, Chapter members and/or other observers. The work of some candidates would be known through observers, e.g., the Chapters and Forums Committee (as in the case of nominees who have led efforts to form or revive Chapters). In the case of recognizing long-term chapter volunteers, the candidates would be known through the chapter members and nominated by the chapter.

Nominations must be received at least six weeks prior to the national meetings of INFORMS, and submitted in writing to the Chapters and Forums Committee in care of the INFORMS office. All relevant information, including the candidate's qualifications along with a statement describing how the nominee is a "moving spirit" in the chapter, should be submitted on an official nomination form (photocopies accepted) available from the INFORMS office or downloaded from the INFORMS website (see sample in Appendix VI-F).

Only nominations of eligible candidates will be processed. Nominations of candidates from a chapter that had a member recognized in the previous calendar year will not be considered until the following year. Nominations of those candidates considered but not selected for the award will be combined with additional nominations received prior to the next national meeting for further consideration at that time.

Selection of Recipients

Selection of recipients will be based on the recipients' contributions to their chapters' longevity and to the Institute through chapter activities. A survey of the Chapters and Forums Committee members will be performed in order to determine a relative ranking of the deserving candidates.

The number of the candidates to be selected for the award in a given year will be determined at the discretion of the Chapters and Forums Committee Chair. No more than six candidates, each from different chapters, will be selected for the award annually. There is no obligation to give any awards in a given year.

The final decision will be made by the Chair in consultation with committee members as appropriate

Presentation

Mounted certificates will be presented at the Member Meeting at the Annual Meeting. Awards will be shipped via UPS to those recipients unable to receive the award at the national meeting.

Publicity

An account of the award, citation, recipient, and qualifying service shall be published in *OR/MS Today*.

NUMBER 15.6.2 JUDITH LIEBMAN AWARD

EFFECTIVE: rev. 2; January 2020; Revision Number: August 2015/rev. 3 Award Birth Year: 2004; 2024 Fall Board Meeting

POLICY

The Judith Liebman Award recognizes outstanding student volunteers and leaders who have been "moving spirits" in their universities, their student chapters, the O.R. and analytics community, and/or INFORMS.

Eligibility Criteria

- Candidates for the award must be current members of INFORMS at the time of submission deadline and have been a member for at least one (1) year. Only completed submissions received by the submission deadline will be considered.

- Past Judith Liebman Award recipients are ineligible to receive the award, and their nominations will not be considered.

Logistics

Candidates can be nominated by student chapter members, faculty advisors, and/or other observers. The work of some candidates would be known through observers, e.g., the Chapters and Forums Committee (as in the case of a nominee who has led efforts to form or revive a student chapter). Self-nominations are also welcomed.

Selection of recipient(s) will be based on the recipient's contributions to their student chapter, the O.R. and analytics community, and/or INFORMS activities:

- Forming a student chapter
- Revitalizing a dormant student chapter
- Initiating special events and initiatives with student chapter
- Vigorous involvement with various student chapter activities, events, and INFORMS committee or council service, and/or as a student chapter officer.

Honoree(s) will be presented with an engraved plaque at the Annual Meeting and featured in *OR/MS Today*.

Chapters and Forums Committee

Eligible submissions submitted by the deadline will be evaluated by the Chapters and Forums Committee. The Chapters and Forums Committee will determine a relative ranking of the deserving candidates based on the above criteria. The committee reserves the right not to make an award in any given year.

- The number of candidates selected for the award in a given year will be determined at the discretion of the Vice President, Chapters and Forums.
- No more than three candidates, each from different student chapters, will be selected for the award annually.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures INFORMS Policies and Procedures Manual, Appendix VI-F

NUMBER 15.6.3 FORUM MOVING SPIRIT AWARD

EFFECTIVE: MAY, 2004; 2024 Fall Board Meeting

POLICY

The Moving Spirit Award has been established to recognize outstanding forum volunteers who have been "moving spirits" in their forums.

PROCEDURES

Eligibility

Candidates for the award must be members in good standing of the Institute, and have been a member for at least five (5), but not necessarily consecutive, years. A candidate for the Moving Spirit Award must have been a "moving spirit" in his or her forum. A candidate may qualify through:

- leading efforts either to form a new forum or revitalize an existing forum;
- long-term involvement with various forum activities, and services to the Institute on forum committees and/or as a forum officer.

In order to avoid giving the impression that a forum officer is rewarding him/herself, the candidate cannot currently hold the forum offices of president, vice-president, or president-elect. Past Forum Moving Spirit Award recipients are not eligible to receive the award, and their nominations will not be processed.

Award

The award will be an 11x 8 mounted certificate signed by the Chapters and Forums Committee Chair. A letter of congratulations, in a form suitable for sending to each recipient's superior, will accompany the award. The letter of congratulations should be brief but should include the following text, together with the formal citation (if space permits) or a brief explanation of the reason(s) for the award.

"On behalf of the Institute for Operations Research and the Management Sciences, I am delighted to inform you that you have been selected to receive the Moving Spirit Award. The purpose of this award is to recognize volunteers who have made outstanding and sustained contributions to their forum. We congratulate you and want you to know that your active participation in INFORMS affairs will always be welcome."

Nominations

Candidates shall be nominated by the candidate him/herself, forum members and/or other observers. The work of some candidates would be known through observers, e.g., the Chapters and Forums Committee (as in the case of nominees who have led efforts to form a forum).In the case of recognizing long-term forum volunteers, the candidates would be known through the forum members and nominated by the forum.

Nominations must be received at least six weeks prior to the national meetings of INFORMS, and submitted in writing to the Chapters and Forums Committee in care of the INFORMS office. All relevant information, including the candidate's qualifications along with a statement describing how the nominee is a "moving spirit" in the forum, should be submitted on an official nomination form (photocopies accepted) available from the INFORMS office (see sample in Appendix VI-F).

Only nominations of eligible candidates will be processed. Each forum may nominate one individual annually but may only have one nominee recognized biannually – thus, nominations of candidates from a forum that had a member recognized in the previous calendar year will not be considered until the following year. New nominations considered but not selected for the award in a given year will automatically be considered a second time in the following year's award process. In this case, the nominator will be given the opportunity to update his or her nomination.

Selection of Recipients

Selection of recipients will be based on the recipients' contributions to their forum's longevity and to the Institute through forum activities. The Chapters and Forums Committee will determine a relative ranking of the deserving candidates based on these criteria.

The number of the candidates to be selected for the award in a given year will be determined at the discretion of the Chapters and Forums Committee Chair. No more than two candidates, each from different forums, will be selected for the award annually. There is no obligation to give any awards in a given year.

Presentation

Mounted certificates will be presented at the Member Meeting at the Annual Meeting. Awards will be shipped via UPS to those recipients unable to receive the award at the national meeting.

Publicity

An account of the award, citation, recipient, and qualifying service shall be published in OR/MS Today.

NUMBER 15.6.4 STUDENT CHAPTER AWARDS

EFFECTIVE: JANUARY, 2007; Fall 2019 Board Meeting; 2024 Fall Board Meeting

POLICY

The purpose of the annual Student Chapter Awards is to recognize the achievements of student chapters and to motivate them to perform well. Awards will be presented at the INFORMS Annual Meeting.

Eligibility Criteria

All active INFORMS student chapters are eligible for this award.

- All student chapter officers must be current members of INFORMS at the time of submission deadline
- Only completed submissions received by the submission deadline will be considered

Logistics

Each year student chapter officers must submit a Student Chapter Activity Report. In this report, student officers document the following activities:

- Communications (Social Media, Website, etc.)
- Special Events & Initiatives
- Community Service
- Operations (Elections, Meetings, etc.)

Submissions are rated based on overall impact and reach. Activity categories shall be weighted equally. The student chapters in the top four categories will be awarded based on classifications below at the Annual Meeting:

- Summa Cum Laude – highest category– plaque
- Magna Cum Laude – 2nd highest category– plaque
- Cum Laude – 3rd highest category– plaque
- Honorable Mention – certificate

Awards Committee

Eligible reports submitted by the deadline will be evaluated by a Student Chapter Awards Committee. The awards committee reserves the right not to make an award in any particular category in any given year. The Student Chapter Awards Committee will consist of:

- Two or more student chapter representatives of the Chapters and Forums Committee or Subdivisions Council
- Two or more non-student representatives of the Chapters and Forums Committee or Subdivisions Council
- A representative of the INFORMS staff

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2, General Procedures INFORMS Policies and Procedures Manual, Appendix VI-F