

# Section 3
# Legal Issues

# NUMBER 3.1 TRADEMARKS

## POLICY

INFORMS' full name, the initials "INFORMS", and its tagline, "Smarter decisions for a better world" and the various logos are very important and valuable properties. It is the policy to protect these properties and ensure their proper usage. Typical use is stipulated in the policy related to use of the logo. Atypical usage is subject to prior approval by the Board.

## RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Number 2.12, Use of INFORMS Logo and Acronym

# NUMBER 3.2 CONTACTS FROM ATTORNEYS OR GOVERNMENT AGENCIES

REVISION DATES: FALL 2024; WINTER 1995

## POLICY

Any member or volunteer contacted with respect to INFORMS matters by an attorney, legal process server, or agent of any federal, state, or local agency shall refer such contact directly to the President and Executive Director and not take any other action in this matter without approval by the Board and by the President.

# NUMBER 3.3 CONTRACT APPROVAL

REVISION DATES: FALL 2024; WINTER 1997

## POLICY

The Board alone has the authority to commit INFORMS or any of its subdivisions to a contract. The Executive Committee, acting on behalf of the Board, will review and approve all major contracts (as defined below), delegating signature authority to the Executive Director unless the Executive Committee or Board has delegated signature authority to another person for that contract only.

Draft versions of all major contracts will be reviewed by the Executive Committee, delegating negotiation and final approval authority to the Executive Director within prescribed limits if the timing and other elements of the situation are such that further review by the Executive Committee or Board would be difficult or unnecessary.

Review and approval of minor contracts (as defined below) and meeting contracts are delegated to the Executive Director.

### Definitions

a. *Major Contract* - any contract that results in unbudgeted expenditures in excess of 1% of the total annual expenditure budget that is in place when the contract is signed or is for a term of longer than one year or constitutes a financial commitment by INFORMS of more than 1% of the total annual expenditure budget whether budgeted or unbudgeted. Additionally, any contract expected to generate 1% or more of annual revenue also constitutes a major contract.

- Exceptions include meetings contracts, IT, employee benefits, and insurance contracts.
- The Executive Director's employment contract is delegated to the President, who consults with the Executive Committee.

b. *Minor Contract* - any other contract.

## RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Number 5.9, Authorization for Checks and Other Forms of Payment
INFORMS Policies and Procedures Manual, Number 5.10, Expenditure Approvals

# NUMBER 3.4 AVAILABILITY AND CONFIDENTIALITY OF INFORMS DOCUMENTS AND MINUTES

REVISION DATES: FALL 2024; WINTER 1995

## POLICY

As an open professional society dedicated to communication, education, and research, INFORMS will make available to any member upon request records, documents, or minutes that do not involve confidential information. Information from other organizations or comments on individuals will be considered confidential and will not be released except under the order of a court of law or if deemed necessary by the Board of Directors.

If a request for confidential information is made, it should immediately be brought to the attention of the President and the Executive Director, who may consult with legal counsel. If the request is significant, INFORMS retains the right to request for reimbursement of costs related to the information request from the member, before the request is processed.

When deemed necessary by the President and the Executive Director, INFORMS will provide legal representation for any member who is asked to release confidential INFORMS information