

**Bylaws for the Virginia Commonwealth University Student Chapter**  
**of the**  
**Institute for Operations Research and the Management Sciences**

**BYLAW I – NAME**

The name of this organization shall be the Virginia Commonwealth University Student Chapter, hereinafter the Chapter, of the Institute for Operations Research and the Management Sciences (INFORMS).

**BYLAW II – PURPOSE**

1. Encourage interest in the field of Analytics, Operations Research (OR), and Management Science (MS).
2. Provide means of communication among students having interest in Analytics/OR/MS.
3. Present a forum of visiting or in-house speakers who address Analytics/OR/MS in practice and researchers who are actively conducting research in the field of Analytics/OR/MS.
4. Provide informal means of sharing information among students.
5. Enrich interdisciplinary collaboration for Analytics/OR/MS students.

**BYLAW III – MEMBERSHIP**

1. All students at Virginia Commonwealth University who are interested in Analytics/OR/MS may become a member of the Chapter by submitting an application. Membership in the national INFORMS organization is recommended for Master's and PhD students.
2. Annual Chapter dues are normally payable at the beginning of the calendar year.
3. Membership and participation shall be free from discrimination on any basis, and all members have equal rights, duties and privileges.
4. At all times, the membership of the student Chapter must include at least ten (10) members.

## BYLAW IV – OFFICERS

1. All Officers should be a paid member of INFORMS (students in a “good standing”). The following Chapter officers comprise the Executive Board of the Chapter and their duties are:
  - **President:** presides at meetings, represents Student Chapter in external affairs, and provides direction to the activities of the Chapter and its other officers.
  - **Vice President:** assumes duties of the president in his/her absence; administers cultural and social activities.
  - **Secretary:** administers correspondence and amendments to bylaws, announces meetings, and maintains contact with the Institute. Files annual report to the Institute that describes Chapter activities.
  - **Treasurer:** is responsible for financial matters, to include receipt 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 the Institute in a fiscally sound manner.
  - **Faculty Advisor:** provides support and guidance to the officers, attends meetings when possible, and reviews any documents created by the student chapter. The Faculty Advisor does not necessarily need to hold a full faculty position, but must be someone who is acceptable to the university.

The elected officers collectively decide appointments to special positions, e.g., Newsletter Editor, Webmaster, and Business Outreach Coordinator.

1. **Terms of Office.** Officers serve the full academic year (beginning of the fall semester to the end of the spring semester) and the summer. In a case that an officer graduates at the end of the spring semester, his/her duties for the summer would be assigned to the next officer who was elected in the spring election meeting.
2. **Declaration of candidacy.** At least two weeks before the last general meeting, the list of all the candidates for Executive Board should be finalized so that all the candidates can give a brief speech at the next general meeting.
3. **Voting.**
  - a. Election takes place in the election meeting in the spring.
  - b. Elections shall be held by secret ballot and are determined by majority vote.
  - c. Ties shall be resolved by means of a fair random process.
  - d. A special election will be held whenever an elected position becomes vacant prematurely.
4. **Removal from Office.** 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.

#### **BYLAW V – MEETINGS**

1. General meetings are the meetings where all the Chapter members are invited.
2. Executive Board meetings are the meetings where only the Executive Board members are invited.
3. The election meeting shall be a general meeting in the spring. The day for the election meeting should be announced in the first executive board meeting of the year.
4. Meeting Scheduling.
  - a. The first executive board meeting of the year takes place in the second week of the fall semester. Meeting time and place should be planned by the president and announced to executive board one week in advance.
  - b. A tentative schedule of all the meetings should be planned in the first Executive Board meeting of the year.
  - c. At least two weeks before any scheduled meeting, all members should be informed if the upcoming meeting is an executive/general meeting.
  - d. A minimum of four general meetings and four executive board meetings of the Chapter shall be held in each academic year. Any unplanned general/executive board meetings can happen if it is necessary with two weeks prior notification to the members.
5. A quorum for business meetings shall consist of the presence of five (5) chapter members, or 10%, in good standing, whichever is larger, including at least two (2) of the officers. A quorum is not needed for professional meetings where no chapter business is conducted.
6. Robert's Rules of Order shall guide all meetings, in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

#### **BYLAW VI – RESPONSIBILITIES TO INFORMS**

1. All subdivision activities must be consistent with the provisions of the Institute Constitution and Bylaws and with the dignity of a professional association and the nonprofit status of the Institute. A subdivision may be disbanded (a) on grounds of professional or financial irresponsibility, (b) if it becomes inactive, or (c) if its membership falls below the minimum number required, according to these Bylaws. A subdivision's assets ultimately belong to the Institute and shall revert to the Institute in the event that the subdivision is disbanded or otherwise ceases to be a subdivision of the Institute.

2. The Student Chapter shall file an activity report annually with the INFORMS Business Office describing Chapter activities during the past January 1 through December 31. This report is necessary for re-certification of the Chapter. It shall be filed no later than January 31
3. Neither the Institute nor the Institute Board of Directors, by granting a charter to the Chapter, assumes any liability or responsibility for any obligations of any kind incurred by the section unless prior written approval is obtained. The Institute Board alone has the authority to commit the Institute or any of its subdivisions to a contract. Review and approval of contracts are delegated to the Executive Director.

#### **BYLAW VII – AMENDMENTS AND PROCEDURE**

1. The Secretary in an official Student Chapter meeting will present amendments to these bylaws. The Secretary, no later than one week before the next meeting, shall submit in writing the proposed amendment to all Student 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 ( for voting procedure refer to bylaw IV- voting section) . 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 10% of the Chapter membership, whichever is larger.
3. The President shall make rulings on any point of procedure not included in these bylaws, by consulting with other members attending the meeting.