Bylaws for the Iowa Student Chapter

of the

Institute for Operations Research and the Management Sciences

ARTICLE I – NAME. The name of this organization shall be the Iowa Student Chapter, hereinafter the Chapter, of the Institute for Operations Research and the Management Sciences (INFORMS).

ARTICLE II – PURPOSE

1. Encourage interest in the field of operations research (OR) and the management sciences (MS).

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.

ARTICLE III – MEMBERSHIP

1. Any persons interested in operations research and the management sciences may become a chapter member by completing a membership application and submitting it with the proper chapter dues. Membership in the national INFORMS organization (the Institute) is not required.

2. The regular membership shall be open to undergraduate and graduate students at the University of Iowa.

3. Honorary memberships shall be decided by a two-thirds approval vote of the regular members in attendance at any meeting.

4. With the exception that elected officers must be members of INFORMS, all members have equal rights, duties and privileges. Annual chapter dues are normally payable at the beginning of each academic year if executive members decide dues are needed.

5. Membership and participation shall be free from discrimination on any basis.
6. At all times, the membership of the Chapter must include at least five members of the Institute.

ARTICLE IV – OFFICERS

1. The following Chapter officers comprise the Executive Board of the Chapter and their duties are
   • **President:** presides at meetings, represents chapter in external affairs, 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.
   • **Secretary:** administers correspondence and amendments to bylaws (Section VII), 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.
   • **Social Media Administrator:** is responsible for maintaining the website, promoting the presence of the Chapter on social media, and giving out updates on the UIowa social accounts, including twitter account, before or after events.

The elected officers collectively decide appointments to special positions, e.g., Newsletter Editor, Business Outreach Coordinator, and Historian. All elected officers must become members of both the Chapter and INFORMS.

2. **Terms of Office.** Each of the elected positions is for one year of service.

3. **Nominations and Elections.** Nominations and elections occur during the Fall semester, and should be before the end of September. Nominations may be made by any member of the Chapter. A special election will be held whenever an elected position becomes prematurely vacant. Such elections will be conducted as normal.

4. **Voting.** Elections shall be held by either secret ballot in a general meeting or online such that only an officer not running for a position and who can keep confidentiality of votes will administer the process. The results are determined by highest vote total. Ties shall be resolved by means of a fair random process in a general meeting.

5. **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.

ARTICLE V – MEETINGS.

1. General meetings are meetings where all Chapter members are invited. General meetings shall be held as planned by the Program Committee. Meeting time, place and agenda shall be set by the officers and are announced at least three calendar days in advance.

2. Executive Board meetings are meetings where only the Executive Board members are invited. Executive Board meetings shall be held as planned by the President, but only upon notice to all members of the Executive Board.

3. A minimum of six meetings of the Chapter shall be held in each calendar or academic year, including a general meeting.

4. 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 – RESPONSIBILITIES TO INFORMS

1. The Chapter and its officers, under charter from INFORMS, are accountable to the Institute for all operations and procedures. The INFORMS Board may suspend or revoke the Chapter’s charter for inappropriate operations or procedures. In the event of dissolution, the Institute shall decide how to dispose of the Chapter’s assets.

2. The 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.

ARTICLE VII – AMENDMENTS AND PROCEDURE

1. The Secretary in an official Chapter meeting will present amendments to these bylaws. The Secretary, no later than three calendar days before the next meeting, shall submit in writing the proposed amendment to all 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.

2. A quorum necessary for conducting Chapter business at a general meeting is defined as 5 members or 5% of the Chapter membership, whichever is larger.

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