

Model Student Chapter Bylaws for the
North Dakota State University **Student Chapter of INFORMS.**

ARTICLE I – NAME

The name of this organization shall be the North Dakota State University 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 (O.R.), management sciences (MS), and analytics.
2. Provide a means of communication among people having interest in OR/MS/analytics.
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. Graduate and undergraduate students attending North Dakota State University interested in operations research, the management sciences, and analytics may become a Chapter member. Membership in the national INFORMS organization (the Institute) 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 5 members.

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 INFORMS. 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.
 - **Secretary:** administers correspondence and amendments to bylaws (Section VIII), announces meetings, and maintains contact with the Institute. Files annual report to the Institute that describes Chapter activities.
 - **Treasurer:** 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. (The Secretary and Treasurer may be combined into one officer position.)
 - **DEIJ (Diversity, Equity, Inclusion, Justice):** Officer promotes the work and voice of historically marginalized groups, enhances cultural competence of the forum/chapter, and ensures equity, justice, and access to forum opportunities. Specifically, this officer focuses on: (a) Working to diversify the candidate base for committee and officer positions, as well as nominees for forum awards; (b) Helping to lead the forum in developing a more diverse membership; (c) Implementing actions that create a more inclusive forum through impartiality and fairness; (d) Highlighting diversity in the events organized by the forum (e.g., encouraging diversity in conference speakers/panelists); (e) Communicating with the INFORMS DEI Committee and DEIJ officers in other INFORMS subdivisions.
2. **Terms of Office:** All officers serve a one-year term, renewable for up to three years, with the exception of the President.
 3. **Nominations:** Nominations occur during the [month] general meeting or electronically in the same month. Only members of the Institute 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 paper or 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 his/her tenure, except as his/her attendance is prevented by unusual circumstances. If a Student Chapter elected official must miss a meeting or be temporarily unable to carry out his/her responsibilities, he/she shall advise the Board and shall make other arrangements for the discharge of his/her responsibilities. If a Student Chapter elected official should fail during his/her 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 30 days in advance.
2. 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.
3. A minimum of 2 general meetings of the Chapter shall be held in each calendar or academic year.
4. shall be held as planned by the Officers. Meeting time, place, and agenda shall be set by the officers and are announced at least 30 days in advance.
5. 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.
6. 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 North Dakota State 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 Institute Constitution and Bylaws and with the dignity of a professional association and the nonprofit status of the Institute. A Chapter 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 Chapter's assets ultimately belong to the Institute and shall revert to the Institute in the event that the Chapter is disbanded or otherwise ceases to be a Chapter of the Institute.
2. The Chapter shall file an activity report annually with the Institute Business Office describing Chapter activities during the current academic year. It shall be filed no later than May 31 of the following year. The Chapter shall notify the INFORMS Communities office the results of the Chapter's elections immediately following the elections. The Chapter shall also provide any additional information or reports throughout the year as reasonably requested by the Board or officers of the Institute.

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 Chapter 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 of the Institute.

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