CONSTITUTION AND BYLAWS
for the
FORUM for WOMEN IN OR/MS
of the
Institute for OPERATIONS RESEARCH and the MANAGEMENT SCIENCES

ARTICLE I - NAME

1. The name of this organization shall be the Forum for Women in OR/MS (abbreviated WORMS) of the Institute for Operations Research and the Management Sciences (INFORMS).

ARTICLE II - PURPOSES

1. To encourage all forms of support for women’s careers in OR/MS, and to publicize women’s successes;

2. To facilitate communication among women in the field of OR/MS about career opportunities and challenges;

3. To encourage discussion and interaction among individuals having interest in the issues facing women in relation to the profession of OR/MS;

4. To encourage interest among women in the field of OR/MS; and

5. To advise the INFORMS Board on issues facing women in the profession of OR/MS and to keep the Board apprised of developments in this area.

ARTICLE III - MEMBERSHIP

1. Any person interested in OR/MS may become a member of this Forum by completing a membership application and submitting it to INFORMS with the proper dues. Dues for a calendar year shall be payable prior to the beginning of that year, except for those joining WORMS during the year. Members who have not renewed for the current year are no longer in good standing and shall be dropped.

2. All members shall have equal rights, duties, and privileges, except that elected Officers must be members of INFORMS. Membership and participation shall be free from discrimination based on race, religion, ethnic group, national origin, handicap, gender, or sexual orientation.

3. As a Forum, WORMS must have at least 25 members.

ARTICLE IV - OFFICERS

1. Officers of WORMS and their duties shall be those listed below. In addition, Senior Officers shall train their Junior counterparts.

   President: Shall provide direction to the activities of WORMS and its Officers, preside at meetings, and represent the Forum in external affairs.
Vice President and President-Elect: Shall take over the duties of the President in the President’s absence, and will assist and advise the President when appropriate.

Senior Vice President - Meetings: Shall be responsible for making all logistical arrangements for business and social meetings.

Junior Vice President – Meetings: Shall assist the Senior VP – Meetings as requested or required.

Senior Vice President – Communications: Shall be responsible for internal and external electronic and written communications, and for maintaining and improving WORMS’s web presence.

Junior Vice President – Communications: Shall assist the Senior VP – Communications as requested or required.

Secretary: Shall take the minutes of the meetings and arrange for notification of meetings. The secretary shall maintain contact with INFORMS’s Fora Representative on the Subdivisions Council, and shall draft, for submission by the President, an annual report to the INFORMS Office describing the Forum’s activities and financial state.

Senior Treasurer: Shall be responsible for all financial matters, including financial records and an annual financial statement to be included with the annual report. The treasurer shall authorize expenditures in a fiscally sound manner.

Junior Treasurer: Shall assist the Senior Treasurer as requested or required.

Past President: Shall advise the President and other Officers as requested, and shall serve on, and normally chair, the Nominating Committee.

2. Terms of Office: The President-Elect shall serve for three years, becoming President in the second year and Past President in the third. The Treasurers, Vice Presidents – Meetings, and Vice Presidents - Communications shall have overlapping terms of two years, with each Junior Officer becoming the Senior in the second year. The term of the Secretary shall be one year. New Officers shall assume their duties on January 1. No person may serve more than five consecutive terms in any combination of WORMS offices.

3. Nominations: A Nominating Committee shall be appointed by the President. It will consist of the President, the President-Elect, and the Past President, who will normally chair it, unless owing to unusual circumstances, the President believes that a different arrangement is necessary. Nominations may also be made by petition signed by at least five members. At least one candidate shall be nominated for each of the offices being vacated. If an elected position becomes prematurely vacant, the Nominating Committee will determine whether to hold a special election, or to leave the position vacant until the next regular election.

4. Voting: Officers shall be elected by ballot, using approval voting, each year after the INFORMS Annual Meeting.

**ARTICLE V - MEETINGS**
1. The Forum shall hold at least one business-meeting per year. The time, place, and agenda of each such meeting shall be set by the Officers and announced in advance by the Secretary.

2. For the transaction of official business, a quorum at such a meeting shall consist of five (5) members or five percent (5%) of the membership, whichever is larger.

3. WORMS will sponsor at least one session at each Annual Meeting of INFORMS.

**ARTICLE VI - RESPONSIBILITIES TO INFORMS**

1. The Forum 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 Charter of the Forum for inappropriate operations or procedures.

2. The Forum may have no bank account separate from the one managed by INFORMS.

**ARTICLE VII - DUES**

1. Dues which will contribute to annual operating expenses may be assessed on all members by a majority vote of the Officers.

**ARTICLE VIII – AMENDMENTS**

1. Proposed Amendments to these By-Laws must be distributed electronically by the President, or by another Officer with the President's approval, to all members of the Forum. Four weeks must then be allowed for discussion by email and otherwise, after which the vote will occur, either at the next business-meeting or electronically. The Amendment must be approved by two-thirds of the members present at a meeting or voting electronically, who must in either case constitute a quorum. 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 that Council.