

CONSTITUTION AND BYLAWS
for the
MANUFACTURING & SERVICE OPERATIONS MANAGEMENT SOCIETY
of the
INSTITUTE FOR OPERATIONS RESEARCH and the MANAGEMENT SCIENCES
(MSOM Society of INFORMS)

Updated as of August 21, 2017

ARTICLE I—NAME

1. The name of this organization shall be the Manufacturing and Service Operations Management Society of the Institute for Operations Research and the Management Sciences (MSOM Society of INFORMS).

ARTICLE II—PURPOSE

1. To encourage interest in the field of operations research and the management sciences;
2. To encourage discussion and interaction among individuals having interest in manufacturing and service operations management and their relationship to the profession of operations research and the management sciences;
3. To advise the INFORMS Board on aspects of issues in the areas of manufacturing and service operations management in the profession of operations research and the management sciences and to keep the INFORMS Board apprised of developments in these areas.

ARTICLE III—MEMBERSHIP

1. Any person interested in operations research and/or the management sciences may become a member of this Section by completing a membership application and submitting it with the proper dues.
2. All members shall have equal rights, duties and privileges. Dues shall be payable at the beginning of the Fall term each year for the subsequent calendar year. Society officers must also be members of INFORMS.
3. Membership and participation shall be free from discrimination based on race, religion, ethnic group, national origin, handicap, gender, or sexual orientation.

ARTICLE IV—OFFICERS

1. Officers of the organization and their duties shall be the following:

President: Shall preside at meetings and represent the group in external affairs. The president shall maintain contact with the INFORMS liaison (as designated by the INFORMS Board). He/she shall file an annual report describing the Section's activities and financial state, with the later being prepared in collaboration with the secretary/treasurer.

Executive Vice President and President-Elect: Shall take over the duties of the president in his/her absence. He/She shall also administer all cultural activities.

Vice President—Meetings and Communications: Shall be responsible for ensuring that all logistical arrangements for business and social meetings are made and for coordinating and distributing any written or electronic communications to the membership.

Secretary/Treasurer: Shall take the minutes of the meetings and arrange for notification of meetings. The secretary/treasurer shall be responsible for all financial matters, including all financial records and an annual financial statement to be included with the annual report. The treasurer shall keep accounts, deposit the organization's funds, and make expenditures in a fiscally sound manner.

2. Terms of Office: The terms of all officers shall be one year. New officers shall assume their duties on May 1 or the end of the Spring INFORMS National Meeting, whichever occurs later.
3. Nominations: the President shall appoint A Nominations Committee. Nominations may be made by petition signed by at least five members, from the floor of a meeting or by the Nominating Committee. At least one candidate shall be nominated for each of the offices.
4. Voting: Officers shall be elected by ballot, using approval voting. Each year, the ballot shall be distributed no later than February 28, collected by April 15, and tabulated by a disinterested person by April 30.

ARTICLE V—MEETINGS

The Section will hold at least one business meeting and one technical meeting (including organized sessions at INFORMS conferences) per year. The time, place and agenda of each meeting shall be set by the Officers and announced in advance by the Secretary.

ARTICLE VI—RESPONSIBILITIES TO INFORMS

The Section 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 Section for inappropriate operations and/or procedures.

ARTICLE VII—DUES

Dues to defray annual operating expenses may be assessed on all members by a majority vote of those present at a meeting.

ARTICLE VIII—AMENDMENTS

Amendments to the Bylaws may be made in a meeting following announcement in a previous meeting or by the Secretary or Vice President—Meetings and Communications. The Vice President—Meetings and Communications, no later than seven days before the next meeting, shall

submit in writing the proposed Amendment to all members of the Section and the vote will occur at the next meeting. The Amendment must be approved by two-thirds of the members present. Following approval by the Section, the Amendment must be sent to the INFORMS Vice President of Sections and Societies who will present the Amendment to the INFORMS Board. The Amendment becomes effective when approved by the INFORMS Board.

AMENDMENTS:

1. AUTHORIZATION OF DISCRETIONARY EXPENDITURES BY THE MSOM PRESIDENT

The president of MSOM, with the approval of at least two of the other elected officers, may authorize expenditure of funds as he or she deems necessary. This authorization is limited to the amount of \$5,000 per year.

Discussion:

- Allows for funds to be used between meetings for unforeseen and important purposes.
- The \$5,000 amount does not include the currently approved expenditures for the receptions at INFORMS national conferences, nor does it include the standard monetary prizes already approved for the student competition.

Passed by majority vote in the MSOM business meeting of Oct. 30, 1995.

Modified by majority vote in the MSOM business meeting of Jun. 20, 2017.

2. AUTHORIZATION OF ELECTRONIC VOTING

The word mail is deleted from the first sentence of the paragraph:

"Voting: Officers shall be elected by mail ballot, using approval voting. Each year, the ballot shall be distributed no later than February 28, collected by April 15, and tabulated by a disinterested person by April 30"

Passed by majority vote in the MSOM business meeting of Nov. 8, 1999.

3. ALTERING THE SOCIETY MEETING SCHEDULE

The Society shall hold an annual technical conference (hereafter "The Conference") independent of any INFORMS national meeting. The Conference shall be held no earlier than the second week of June and no later than the third week of July. Deviation from this timing requires the approval of a majority of Society officers.

The Vice President—Meetings and Communications shall send out a call for proposals for hosting The Conference no less than 30 months before its targeted date. Thus, the call for the 2009 Conference must go out by December 2006.

A proposal to host The Conference must name a conference chair (or one of the conference co-chairs) that will serve as the primary contact between conference organizers and the Society officers. All other requirements for the proposal shall be set by the Vice President—Meetings and Communications in consultation with other Society officers.

The Society shall also hold a business meeting at The Conference. In addition, the Society shall hold a business meeting in conjunction with the INFORMS Annual Meeting.

4. ALTERING THE TIMING OF SOCIETY ELECTIONS AND TERMS

As there is no longer a Spring INFORMS National Meeting, Article IV, Point 2 of the Society's Constitution and Bylaws shall be modified to read:

2. Terms of Office: The terms of all officers shall be one year. New officers shall assume their duties on July 31 or the end of the Society's annual conference, whichever occurs first.

Further Article IV, Point 2 (as modified by Amendment 2) of the Society's Constitution and Bylaws shall be changed to read:

4. Voting: Officers shall be elected by ballot, using approval voting. Each year, the ballot shall be distributed no later than April 1, collected by May 20, and tabulated by a disinterested person by June 1.

5. SPECIAL INTEREST GROUPS (SIGS)

1. *Purpose and goals.* The Society shall operate Special Interest Groups (SIGs), representing to the extent practicable the varied interests of the Society members. SIGs are expected to maintain a set of activities that may include (but are not limited to) sessions at the INFORMS and international meetings as well as organizing a one-day, single-track conference one day prior to the annual Society Conference. (Hereafter, referred to as a SIG Conference.)

2. *Formation of the initial SIGs.* Upon the approval of this amendment by the Society membership and the INFORMS Board, the current Society officers may create up to three "initial" SIGs by a majority vote of the officers. In the event of a tie vote, a SIG will be deemed to have failed. The Society officers are responsible for drafting the Statement of Purpose (see below) for any initial SIGs as well as appointing a Founding Chair (see below).

3. *Formation of the additional SIGs.* Beyond initial SIGs, additional SIGs may be created by petition to the Society President. A call for new SIG petitions shall be sent out no later than February 1 of each year. Petitions will be due no later than April 1 and the officers must vote on each SIG petition no later than June 1. A majority vote is required to pass.

A petition must include the following:

- a. A Statement of Purpose which briefly but clearly defines the research area the SIG shall cover.
- b. A Statement of Necessity which briefly but clearly explains how the research area is not covered by an existing Society SIG.
- c. Signatures expressing support for the new SIG from current Society members. The required number of signatures is at least one half of the minimum required to be an active SIG as defined below.
- d. The name of a Founding Chair who has agreed to lead the SIG until elections can be held.

Successful SIGs shall be announced at the summer business meeting and a representative of the SIG will be invited to speak at the meeting.

4. *Maintenance of membership lists.* Each SIG shall have a membership list and e-mail list serve to be maintained by the INFORMS head office.

5. *Fees and membership requirements.* Only Society members may join a SIG. However, there shall be no fee for joining a SIG beyond the annual Society membership dues. (There may be a reasonable fee for attending a SIG Conference.) A Society member may be affiliated with any number of Society SIGs. In particular, a Society member may choose to join no SIGs.

6. *Definition of an active SIG and requirements for disbanding a SIG.* The membership of all SIGs will be annually measured on March 1. A SIG will be deemed “active” if its membership is more than 100 people or 10% of the Society’s general membership, whichever is greater. Any SIG not meeting this criterion will be placed on probation. Organizing fewer than four sessions at the INFORMS Annual Meeting will also result in a SIG being placed on probation. A SIG placed on probation will be disbanded if it does not raise its membership to the target level by the following March 1 or if it organizes fewer than four sessions at the INFORMS Annual Meeting. Any request for reinstatement will be treated as a petition for a new SIG as described in Point 3 above.

7. *SIG leadership.* Each SIG shall have a SIG Chair. New SIGs shall have Founding Chairs as described above. Founding Chairs shall serve until a Society election can be held in accordance with the procedures described in Article IV of the Society constitution (as modified by any relevant amendments). Founding Chairs may stand for election if they wish to continue serving. Elected Chairs shall serve a one-year term. There is no limit to the number of terms a SIG Chair may serve.

8. *Responsibilities of SIG Chairs.* SIG Chairs shall be considered Society officers and hence must be members of INFORMS. In particular SIG Chairs may vote on the formation of new SIGs. Additional responsibilities of a SIG Chair include (but are not limited to) the following:

- a. Advising the Society officers on issues related to the SIG.
- b. Organizing a track of sessions on SIG-related topics at the INFORMS and international meetings
- c. Notifying the Society officers that the SIG intends to hold a SIG Conference. This notification must be given at least twelve months before the target date of the conference.

9. *Replacement of a SIG Chair.* If for any reason a SIG Chair is unable to perform his or her duties, the Society’s officers may vote to remove a SIG chair. The Society President may then appoint a replacement to serve until the next Society election.

10. *Terms of SIG Chairs.* The terms of SIG chairs will be extended from one to two years, and elections will be staggered so that roughly ½ of the chairs go up for reelection in any given year. The transition from one to two-year terms will proceed as follows.

- a. In the spring of 2011, the terms of the Service Management, Supply Chain Management, and Healthcare Operations Management SIG chairs will be two years, and those for iFORM and Sustainable Operations SIG chairs will be one year.
- b. Beginning in 2012 all terms for SIG chairs will be two years.