

Spreadsheet Productivity Research Section Bylaws
Institute for OPERATIONS RESEARCH and the MANAGEMENT SCIENCES

Article 1 - Name

This organization shall be named the Spreadsheet Productivity Research Section of the Institute for Operations Research and the Management Sciences.

Article 2 - Purposes

The purposes of this Section shall be: to inspire, support, promote and disseminate innovations in practice, research and teaching related to the use of spreadsheets and other end-user software for modeling and analysis. The Section will develop and maintain close relationships with non-academic spreadsheet leaders.

Article 3 - Membership

Any member of the Institute may become a Section Member by paying the Section dues. Non-members of the Institute may become Section members by paying the special fee for non-members of the Institute. (See Section VII of the Sections Handbook.) All members of the Section shall have equal rights and privileges except that only INFORMS members may hold Section offices (See Article 6).

Article 4 – Officers

1. The officers of the Section shall be a President, Vice President-Meetings, and a Secretary/Treasurer.
2. The President, Vice President-Meetings, and Secretary-Treasurer shall constitute the section Governing Council.
3. The President shall be the chief administrative officer of the Section and shall be responsible for the development and execution of the Section's program. He/she shall (a) call and organize meetings of the Section, (b) appoint ad hoc committees as required, (c) appoint chairs and members of standing committees, and (d) manage the affairs of the Section between meetings.
4. The Vice President-Meetings shall be the principal assistant administrative officer of the Section and shall act as President in the absence of the Chair. He/she shall have such other duties as the President shall assign to him/her and normally will chair a planning committee to develop the Section's program and required budget for the coming year.
5. The Secretary/Treasurer shall conduct the correspondence of the Section, keep the minutes and records of the Section, maintain contact with the Institute, receive reports of activities from those Section Committees that may be established, conduct the annual election of officers for the Section, make arrangements for the regular meetings of the membership meetings of the Section, be responsible for the administration and disbursement of the Section funds as directed by the Section President, prepare and distribute reports of the financial condition of the Section, help prepare the annual budget of the Section for submission to the Institute, make arrangements for the orderly

transfer of all the Section's records to the Secretary/Treasurer succeeding him/her, and perform other duties usual to the office of an organization's Secretary/Treasurer. (In those cases where a Section chooses to have a Treasurer, he/she shall assume those responsibilities noted above that deal with the planning, control, and distribution of Section funds.)

6. Any Section member accepting nomination for elective office in the Section is understood to have agreed to perform the duties of that office if elected, and in particular to have agreed to attend the annual regular Section meetings during his/her tenure, except as his/her attendance is prevented by unusual circumstances. If a Section elected official must miss a meeting or be temporarily unable to carry out his/her responsibilities, he/she shall advise the President and shall make other arrangements for the discharge of his/her responsibilities. If a Section elected official should fail during his/her tenure to attend regular Section meetings and to carry out the responsibilities of the office, he/she can be removed from office upon the unanimous agreement of the rest of the Section Governing Council.

Article 5 - Election and Tenure of Section Officials

1. All elected officers shall be elected in accordance with process operating concurrently with that of the INFORMS election process. (See Article 8 of the INFORMS Constitution). By this process the Section shall bi-annually elect a President and a Vice President to serve a term of two years; and other officials as may be required by vacancies that have occurred since the previous election. A Secretary/Treasurer (or separate Secretary and Treasurer) also shall be elected to serve a two-year term.
2. The President shall appoint a Nominating Committee at least six months before the Board meeting of the Section. The Nominating Committee, composed of a chair and at least two additional Section members, shall prepare a slate consisting of at least two nominees for each office to be filled. At least five months before the membership meeting of the Section, the Nominating Committee will submit its nominations to the Secretary who will report these nominations to the Section membership at that time. Additional nominations for any office may be made by a petition signed by at least six Section members. Such petitions must reach the Secretary at least 3 months before the membership meeting of the Section. The Nominating Committee Chair or duly appointed representative, shall solicit at-large nominations by one or more of a) electronic mail, b) hardcopy newsletter, or c) other written form.
3. Nominees for the positions of elected officers must be Section members and INFORMS members.
4. At least two months before the membership meeting of the Section, the Secretary shall forward official ballots to the Section membership. Ballots shall be issued by one of the following media: a) letter mail ballot; b) electronic mail; c) a combination of letter mail and electronic mail. Nominees for office shall be listed alphabetically on the ballot (and so noted) with no indication as to those nominated by the Nominating Committee and those nominated by petition.

Ballots must be returned to the Secretary at least one month prior to the membership meeting of the Section.

5. The Secretary of the Section shall appoint tellers to receive ballots and to tally them as of a preannounced time at least two weeks before the INFORMS meeting. Tellers may not be Section officers or candidates for office. The winning candidate for each position shall be the candidate receiving the largest number of votes. In the event of a tie vote for any position, the members present at the next membership meeting of the Section shall choose between the tied candidates by written ballot. Winning candidates shall attend the membership meeting as observers and shall assume their office following this meeting.

Article 7 - Section Committees

The Section President, shall establish committees as required and shall appoint qualified chairs to head these committees. In all cases the terms of the chairs and the committee memberships shall cease upon completion of the term of the President who appointed them.

Article 8 - Responsibility to the Institute

1. The Section shall operate in accordance with the Constitution and Bylaws of the Institute. Each year, normally at the INFORMS meeting, a Section report will be submitted to the Institute setting forth the significant accomplishments and activities of the Section during the previous year and outlining a rationale for the budget projections for the following year. Additional reports shall be submitted to the Institute upon request by the Institute.
2. In the event of dissolution of the Section, its assets shall become the property of the Institute.

Article 9 - Amendments

1. Proposed amendments to these bylaws may be initiated either by unanimous agreement of the Section Governing Council, or by a petition to the President signed by 5% of the membership or 15 members of the Section, whichever is smaller. The Secretary/Treasurer shall distribute copies of the proposed change to all members of the Section by electronic mail or written form not less than three weeks before the annual membership meeting. An open discussion of the proposed amendment to the bylaws shall be carried out at the following membership meeting of the Section.
2. Not more than two months after the discussion of the proposed amendment the Secretary shall distribute to all members copies of the proposed amendment along with ballot forms by electronic mail or written form. No ballot shall be counted unless marked by a Section member to indicate his/her choice, returned to the Secretary bearing the voter's name, and received by the Secretary not later than a date to be specified by him/her upon the ballot form - a date not earlier than six weeks from the date of distributing the ballot forms to the Section membership.

3. The adoption of the proposed amendment shall require an affirmative vote by at least two-thirds of the members voting, as tallied by tellers appointed by the president. The tellers shall report the tally to the President within one week of the date specified for receipt of the ballots. The result of the balloting shall be announced to the membership by the Secretary.
4. If approved by the Section membership, the proposed amendment to the bylaws shall become effective upon approval by the Institute.

Article 10 - Meetings

1. The annual membership meeting of the Section shall be held when practical at the time and place of the annual meeting of the Institute with the schedule and site to be arranged by the Secretary of the Section. The place and time of this meeting shall be announced at the INFORMS meeting, or earlier if possible. The quorum for action at the membership meeting shall be 5% of the membership or 15 members of the Section, whichever is smaller.
2. The Section officers shall meet on call of the President.
3. Robert's Rules of Order shall, at the option of the Section Governing Council, govern all Section membership meetings except in those cases where they are inconsistent with these bylaws.