Model Forum Bylaws

Bylaws for the ______ Forum

of the

Institute for Operations Research and the Management Sciences

ARTICLE I – NAME. The name of this organization shall be the ______ Forum, hereinafter the Forum, of the Institute for Operations Research and the Management Sciences.

ARTICLE II – PURPOSE

ARTICLE III – MEMBERSHIP

1. Any persons interested in operations research and the management sciences may become a forum member by completing a membership application and submitting it with the proper forum dues. Membership in the national INFORMS organization (the Institute) is not required.
2. With the exception that elected officers must be members of INFORMS, all members have equal rights, duties, and privileges. Annual forum dues are normally payable at the beginning of each calendar year.
3. Membership and participation shall be free from discrimination on any basis.
4. INFORMS recommends that the membership of the forum include at least 25 members of the Institute.

ARTICLE IV – OFFICERS

1. The following forum officers comprise the Executive Board of the forum and their duties are as follows:
   • President: presides at meetings, represents forum in external affairs, and provides direction to the activities of the forum and its officers.
   • Past President: provides continuity of leadership for officers by acting as a guide and historical resource for chapter decisions.
   • Vice President/President-Elect: assumes duties of the absent president and administers cultural and social activities. In the second year, this officer automatically becomes president.
   • 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 forum activities.
   • Treasurer: is responsible for financial matters, to include receipt of all financial reports from the Institute and conveyance of financial information to the forum membership. Approves all expenditures and monitors receipts or conveys receipts to the Institute in a fiscally sound manner.

The elected officers collectively decide appointments to special positions, e.g., Newsletter Editor, Webmaster, Business Outreach Coordinator, and Historian. All elected officers must be members of both the forum and INFORMS.
2. **Terms of Office.** President, Past President, Vice President/President-Elect serve annual terms. Secretary and Treasurer serve two-year terms.

3. **Nominations and Elections.** Nominations and elections occur during the [month] general meeting. Nominations will be made from the floor, and only members of the Institute in “good standing” can be nominated. A special election will be held whenever an elected position becomes prematurely vacant. Such elections will be conducted as normal. Only forum members in “good standing” may vote in officer elections. Annual elections will be for two positions: (1) Vice President/President-Elect and (2) Secretary or Treasurer, only. Secretary and Treasurer shall be elected in alternating years. (There is no election for President, because this is an automatically promoted position, derived from Vice President/President-Elect.)

4. **Voting.** Elections shall be held by mail or electronic ballot and are determined by majority vote. Ties shall be resolved by means of a fair random process.

5. **Removal from Office.** An officer may be removed when it is in the forum’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 forum 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 [time period] in advance.

2. The election meeting shall be a general meeting scheduled for some event such as the national meeting of INFORMS.

3. 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.

4. A minimum of [number] meetings of the forum shall be held in each calendar year, including a general meeting.

5. 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 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 forum’s charter for inappropriate operations or procedures. In the event of dissolution, the Institute shall decide how to dispose of the forum’s assets.

2. The forum shall not maintain any bank account separate from accounts owned by INFORMS.
3. The forum shall file an activity report annually with the INFORMS Business Office
describing forum activities during the past January 1 through December 31. This report
is necessary for recertification of the forum. It shall be filed no later than January 31.

ARTICLE VII – DUES. Forum dues will be assessed on all members at the time they join or
renew. The forum officers collectively set the dues schedule.

ARTICLE VIII – AMENDMENTS AND PROCEDURE

1. The Secretary in an official forum meeting will present amendments to these bylaws. The
Secretary, no later than [number] calendar days before the next meeting, shall submit in
writing the proposed amendment to all forum 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. 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. A quorum necessary for conducting forum business at a general meeting is defined as 5
members or 5% of the forum membership, whichever is larger.

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

(Model Bylaws last updated August 2010)