

Bylaws for the Carnegie Mellon University Student Chapter
of the
Institute for Operations Research and the Management Sciences

ARTICLE I – NAME

The name of this organization shall be the Carnegie Mellon University Student Chapter, hereinafter the Chapter, of the Institute for Operations Research and the Management Sciences (INFORMS). The Chapter can be alternatively referred to as the CMU INFORMS Student Chapter.

ARTICLE II – PURPOSE

1. Encourage interest in the field of operations research (OR) and the management sciences (MS).
2. Provide a means of communication among people having interest in OR/MS.
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.
6. To connect students in OR/MS with industry and academia.
7. To foster a sense of community among students in OR/MS.
8. To provide mentoring for students with interests in OR/MS.

All activities and functions of the organization must be legal under University, local, state, and federal laws.

ARTICLE III – MEMBERSHIP

1. Any person interested in operations research and the management sciences may become a chapter member by completing a membership application. Membership in the national INFORMS organization (the Institute) is not required.
2. The regular membership shall be open to undergraduate and graduate students at Carnegie Mellon University, and members can join at any time during the year.
3. Honorary memberships shall be decided by a two-thirds approval vote of the regular members in attendance at any meeting.
4. With the exception that elected officers must be members of INFORMS, all members have equal rights, duties and privileges.
5. Only student members who are active and in good standing are eligible to vote. Honorary members may not vote. Members in good standing are hereby defined as those who are:
 - a. Registered as a member of the organization using the current method of membership tracking as set forth by the Board
 - b. Have attended at least one (1) chapter event in the preceding 12 months
 - c. Are current on any dues required by or commitments made to the chapter

- d. Have not otherwise violated the bylaws or other rules pertaining to good standing as set forth by the Board.
6. Membership and participation shall be free from discrimination on any basis.
7. At all times, the membership of the Chapter must include at least ten members.
8. Hazing will not be used as a condition of membership in this organization.

ARTICLE IV – OFFICERS

1. The following Chapter officers comprise the Executive Board of the Chapter and their duties are:
 - **President:** presides at meetings, shapes and communicates the vision of the chapter, can authorize expenditures, represents chapter in external affairs, and provides direction to the activities of the chapter and its officers.
 - **Vice President:** assumes duties of the absent president, leads critical strategic initiatives as appointed by the President, and administers cultural and social activities.
 - **Secretary-Treasurer:** administers correspondence and amendments to bylaws (Article VIII), announces meetings, and maintains contact with the Institute; files annual report to the Institute that describes chapter activities; is responsible for financial matters, to include receipt of all financial reports from the Institute and conveyance of financial information to the chapter membership; approves and authorizes all expenditures and monitors receipts or conveys receipts to the Institute in a fiscally sound manner.

The elected officers collectively decide appointments to special or temporary positions, e.g., Marketing Director, Newsletter Editor, Webmaster, Business Outreach Coordinator, and Historian. All elected officers must be INFORMS members.

2. **Terms of Office.** Officers serve annual terms, and the term begins May 1.
3. **Position Requirements.** Each officer can only hold one position concurrently.
4. **Nominations and Elections.** Nominations and elections occur during the April general meeting. Nominations will be made from the floor, and only members of the Institute in “good standing” can nominate or be nominated. Members may nominate themselves. Only chapter members in good standing may vote in officer elections. There are no limits on the number of terms any chapter member can serve as an officer.
5. **Vacancies.** A special election will be held whenever an elected position becomes vacant prematurely. Such elections will be conducted as normal.
6. **Voting.** Elections shall be held by secret ballot and are determined by majority vote. Ties shall be resolved by means of a fair random process. Votes can only be cast in person.
7. **Removal from Office.** An officer may be removed when it is in the Chapter’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 – ADVISORY BOARD & OFFICERS EMERITUS

Chapter officers whose terms have expired and who remain Chapter members and Carnegie Mellon University students may be appointed the role of Officer Emeritus on an Advisory Board by Chapter elected officers. Officers Emeritus shall be governed as follows:

1. **Terms of Office.** An Officer Emeritus may serve in that capacity until such time as the Officer is no longer a Chapter member, is no longer a Carnegie Mellon University student or is removed by Chapter elected officers.
2. **Removal from Office.** An Officer Emeritus may be removed when it is in the Chapter'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.
3. **Position Requirements.** An Officer Emeritus must have previously held an Executive Board position within the Chapter, be a Chapter member in good standing, and be a student at Carnegie Mellon University. An Officer Emeritus may not hold a position on the Executive Board concurrently.
4. **Nominations and Elections.** Appointments to the Advisory Board shall occur during any general membership meeting in which a quorum necessary for conducting Chapter business is present. Nominations will be made by Chapter officers and confirmed by majority vote of Chapter officers.
5. **Voting.** Elections shall be held by secret ballot and are determined by majority vote. Ties shall be resolved by means of a fair random process. Votes can only be cast in person.
6. **Advisory Board Size.** There is no minimum or maximum number of Officers Emeritus required for the Chapter to conduct business. If there are no appointed members of the Advisory Board, the Advisory Board shall be dissolved until such time as an appointment is made.
7. **Vacancies.** No accommodations shall be made for filling vacancies created by the exit of an Officer Emeritus.
8. **Responsibilities.** The Advisory Board shall provide guidance to the Executive Board regarding the business of the Chapter. The Advisory Board shall have no official authority and Officers Emeritus will not participate in Executive Board votes.

ARTICLE VI – MEETINGS

1. All meetings and other relevant chapter notifications will be announced through the Chapter mailing list.
2. General meetings are meetings where all Chapter members are invited. General meetings shall be held as planned by the Executive Board. Meeting time, place and agenda shall be set by the officers and are announced at least three days in advance.
3. The election meeting shall be a general meeting held in April of every year.
4. 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.
5. A minimum of two (2) meetings of the Chapter shall be held in each calendar year, including a general meeting.
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 VII – FACULTY ADVISOR

The Faculty Advisor must be an INFORMS member in good standing who is affiliated as a faculty member with Carnegie Mellon University. By its nature, membership in student chapters is subject to rapid and continual turnover. Therefore consistent, caring leadership from the Faculty Advisor is essential to maintaining the chapter. The Faculty Advisor has no term limits. In the event that a Faculty Advisor is negligent of his/her duties, or a vacancy in the position is created for other reasons, a special election will be held to elect a new Faculty Advisor. The same election procedures will hold as for officer elections.

Responsibilities of the Faculty Advisor:

1. To review the student chapter bylaws and to become familiar with the structure of the local organization.
2. To attend as many meetings as possible, while letting the students be in charge.
3. To review all documents created by the student chapter, including the website and agendas, to ensure that they uphold the ideals of INFORMS.
4. To meet periodically with the officers to offer support and guidance.
5. To be on the lookout for opportunities to advance the interests of the student chapter.
6. To arbitrate any issues related to the legitimacy of the board or chapter adherence to bylaws.

ARTICLE VIII – RESPONSIBILITIES TO INFORMS

1. The Chapter 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 Chapter's charter for inappropriate operations or procedures. In the event of dissolution, the Institute shall decide how to dispose of the Chapter's assets.
2. The Chapter shall file an activity report annually with the INFORMS Business Office describing Chapter activities during the past January 1 through December 31. This report is necessary for re-certification of the Chapter. It shall be filed no later than January 31.

ARTICLE IX – AMENDMENTS AND PROCEDURE

1. The Secretary in an official Chapter meeting will present amendments to these bylaws. The Secretary, no later than seven calendar days before the next meeting, shall submit in writing the proposed amendment to all Chapter 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. The amendment will then be sent to the INFORMS Subdivisions Council. The amendment becomes effective when approved by this Council.
 - a. An amendment is defined as any change that materially affects the understanding of the bylaws. It may include intended changes in policy or clarifications of existing text.
 - b. Existing text in the proposed amendments may be edited for clarification during the amendment review meeting and such edits shall not require presentation seven calendar days in advance.
2. A quorum necessary for conducting Chapter business at a general meeting is defined as 5 members or 5% of the Chapter membership, whichever is larger.
3. The President shall make rulings on any point of procedure not included in these bylaws.

4. The history of versions of bylaws shall be stored and made available to all members by a method to be determined by the Board in accordance with current standards and technology.

ARTICLE X – STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

ARTICLE XI – HISTORY

These Bylaws were initially created in June 2014. They were amended in February 2015. They were further amended in April 2016.