**Bylaws**

**Institution for the Northwestern University Student Chapter of the Institute for Operations Research and the Management Sciences**

***ARTICLE I – NAME***

* The name of this organization shall be the Northwestern University Student Chapter of the Institute for Operations Research and the Management Sciences (INFORMS).

***ARTICLE II – PURPOSE***

* To encourage interest in the field of operations research and the management sciences;
* To provide a means of communication between people having interest in the management sciences and operations research;
* To provide an informal means of exchanging information about operations research and the management sciences educational programs and opportunities;
* To provide an informal means of exchanging information about the methods and techniques of the management sciences and operations research;
* To present a forum of visiting or in-house speakers from both academic and non-academic environments.

***ARTICLE III – MEMBERSHIP***

* Any persons interested in operations research and/or management sciences may become a member of this chapter by completing a membership application and submitting it with the proper dues.
* The regular membership shall be open to undergraduate and graduate students at Northwestern University.
* Honorary memberships shall be decided by a two-thirds approval vote of the regular memberships in attendance at any meeting.
* All members shall have equal rights, duties and privileges. Dues shall be payable at the beginning of the Fall term each year.
* Membership and participation shall be free from discrimination based on race, religion, ethnic group, national origin, handicap, sex or sexual orientation.

***ARTICLE IV – OFFICERS***

* Officers of the organization and their duties shall be the following:
* **President:** Shall preside at meetings and represent the group in external affairs. He/She shall also organize the seminar series.
* **Vice President:** Shall take over the duties of the president in his/her absence. He/She shall also administer all cultural and social activities in coordination with social chair.
* **Secretary:** Shall take the minutes of the meetings and shall be responsible for such matters as correspondence and notification of meetings. The secretary shall maintain contact with INFORMS Liaison (as designated by the INFORMS Board) and shall file an annual report describing the Chapter's activities and financial state.
* **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.
* **Social Chair**: Shall be responsible for all social and cultural activities.
* **Webmaster:** Shall be responsible for website maintenance and information announcement.

***ARTICLE V – TERMS OF OFFICE***

* The terms of each office shall be one complete school year. Each officer will be elected at the June meetings of the Spring term. The elected officer must receive a majority of the votes cast by members present.

***ARTICLE VI – NOMINATIONS***

* At the penultimate meeting, the officers shall nominate at least one candidate for each of the four officer positions being filled, namely, President, Vice President, Secretary, and Treasurer. Additional nominations may be made by petition signed by at least five members or from the floor of an election meeting.

***ARTICLE VII – VOTING***

* Elections shall be held by secret ballot at the last general meeting of the Officer's term of office. A majority of ballots cast by members for each office shall be necessary for election. Ties shall be resolved by means of fair random process.

***ARTICLE VIII – MEETINGS***

* The Chapter will hold at least two meetings per term. The time, place and agenda of each meeting shall be set by the Officers and announced one week in advance by the Secretary.

***ARTICLE IX - RESPONSIBILITIES TO INFORMS***

* 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 Charter of the Chapter for inappropriate operations and/or procedures.

***ARTICLE X – DUES***

* Dues to defer annual operating expenses may be assessed on all members by a majority vote of those present at a meeting. Dues might be decided to be event basis.

***ARTICLE XI – AMENDMENTS***

* Amendments to the Bylaws may be made in any meeting following announcements in a previous meeting or by the Secretary. The Secretary, no later than seven days before the next meeting, shall submit in writing the proposed Amendment to all members of the Chapter 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 Chapter, the Amendment must be sent to the INFORMS liaison who will present the Amendment to the INFORMS Board. The Amendment becomes effective when approved by the INFORMS Board.