

# **Bylaws for the CORS/INFORMS Montreal Operations Research Student Chapter at Concordia**

## **ARTICLE I – NAME.**

The name of this organization shall be the Canadian Operational Research Society (CORS)/Institute for Operations Research and the Management Sciences (INFORMS) Montreal Operations Research Student Chapter at Concordia, hereinafter the Chapter. Hereinafter we shall refer to INFORMS as the Institute.

## **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. Provide a platform for students to receive constructive positive feedback from their peers as well as to practice their presentation and teaching skills.

## **ARTICLE III – MEMBERSHIP**

1. Any persons interested in operations research and the management sciences may become a chapter member by completing a membership application and submitting it with the proper chapter dues, if any. Membership in the national INFORMS organization (the Institute) is not obligatory.
2. The regular membership shall be open to undergraduate, graduate students, alumni and faculty interested in topics of Operations Research from all universities in Montreal.
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. Annual chapter dues are normally payable at the beginning of each calendar year.
5. Membership and participation shall be free from discrimination on any basis.
6. At all times, the membership of the Chapter must include at least ten members of the Institute.

7. No member shall use the name of the Chapter for any purpose of business without prior written consent from the Chapter executive board.

## ARTICLE IV – OFFICERS

### 1. Executive Board Composition/Duties/Requirements.

The Executive Board of the Chapter shall be comprised of the following officer positions: President, Vice President, Secretary, Treasurer and Faculty Advisor.

Office positions, with the exception of Faculty Advisor, are open to the members of the Chapter who comply with the following two conditions at the time of the elections: 1) are students of Concordia University; 2) are registered as an active INFORMS member in good standing.

The position of faculty advisor is open to members of the Chapter who are faculty members of Concordia University and are registered as an active INFORMS member in good standing.

The following officers comprise the Executive Board of the Chapter and their duties are:

- **Faculty Advisor:** is present at the general meetings and a monthly briefing of current events. The student chapter shall maintain a student chapter advisor at all times, unless seeking a replacement student chapter advisor. In the event that the student chapter advisor is no longer willing or able to fulfill the required responsibilities of the position, he or she should communicate this formally in writing to the student chapter executive board at least [1 month] before resigning. The student chapter executive board will then determine the appropriate course of action for replacing the advisor.
- **President:** presides at meetings, represents chapter in official external affairs, and provides direction to the activities of the Chapter and its officers.
- **Vice President:** supports the president in his/her duties and assumes duties of the absent 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 chapter activities.
- **Treasurer:** 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 all expenditures and monitors receipts or conveys receipts to the Institute in a fiscally sound manner.

The elected officers must transfer all official documents to the newly elected officers at the end of their administrative year. They must also provide help and guidance to the new officers during the first month of their administrative year.

The elected officers collectively decide the appointments of Chapter “Chairs” . These positions include but are not limited to Logistics, Public Relations, Social Media, Website Development, Academic Events, Editing and Outreach Recruitment. These offices may be held by any member of the Chapter regardless of the university at which they are registered in or their program of study.

### 2. Terms of Office.

All members of the executive are to serve terms of one year. An officer, with the exception of the faculty advisor, may be elected to office in the executive board for up to three terms without being elected for the same position more than twice.

The faculty advisor may be re-elected for an indefinite number of times so long as he/she is elected through the stipulated process detailed below (Article IV.3 and Article IV.4).

### **3. Nominations.**

1. Nominations occur during the November general meeting. Nominations will be made from the floor, and only members of the Institute in “good standing” can nominate or be nominated. Only chapter members in good standing may vote in officer elections.
2. The current term’s Vice President is automatically nominated for the post of Presidency in the upcoming year given that he/she chooses to run for office.

### **4. Elections and Voting.**

Elections shall be held in December by secret ballot and are determined by number of votes, i.e. the nominee with the highest number of votes for a given office wins. Ties shall be resolved by means of a fair random process. A special election will be held whenever an elected position becomes prematurely vacant. Such elections will be conducted as normal.

The Faculty advisor is elected in [January] of each year by the newly elected executive board. The faculty advisor candidate with the most votes wins. Ties shall be resolved by means of a fair random process.

### **5. Removal from Office.**

An officer or faculty advisor 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 – COMMITTEES**

1. Faculty Council of Advisors: The student chapter may choose and maintain a council of Faculty members from different universities in Montreal to support the student chapter growth and continuity. Faculty Advisors are not required to be members of the Institute but do need to be members of the Chapter.
2. Industrial Council of Advisors: The student chapter may choose and maintain a committee of operations research professionals who work in the industry to support the student chapter growth and continuity. Industrial Advisors are not required to be members of the Institute.

## **ARTICLE VI – MEETINGS.**

1. General meetings are meetings where all Chapter members and Faculty Council 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 [4 weeks] in advance.
2. The nomination meeting shall be a general meeting held in [November] of every year.

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 [3] meetings of the Chapter shall be held in each calendar or academic 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 VII – 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 year, January 1st through December 31st. This report is necessary for re-certification of the Chapter. It shall be filed no later than January 31.

#### **ARTICLE VIII – DUES**

Chapter dues, if any, will be assessed on all members at the time they join or renew. The Chapter officers collectively set the dues schedule.

#### **ARTICLE IX – AMENDMENTS AND PROCEDURE**

1. The Secretary in an official Chapter meeting will present amendments to these bylaws. The Secretary, no later than 14 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 this 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 Chapter business at a general meeting is defined as 10 members or 15% of the Chapter membership, whichever is larger and must include at least two members from the executive board.
3. The Executive Board shall make rulings on any point of procedure not included in these bylaws with a majority vote being necessary to proceed.

#### **Article X: Code of Conduct**

1. Harassment is unwelcome or hostile behavior, including speech that intimidates, creates discomfort, or interferes with a person's participation or opportunity for participation, in any event or meeting. Harassment in any form, including but not limited to harassment based on alienage or citizenship, age, color, creed, disability, marital status, military status, national origin, pregnancy, childbirth- and pregnancy-related medical conditions, race, religion, sex, gender,

veteran status, sexual orientation or any other status protected by laws in which the chapter meeting or chapter event is being held, will not be tolerated. Harassment includes the use of abusive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual attention. A response that the participant was “just joking,” or “teasing,” or being “playful,” will not be accepted.

2. Anyone witnessing or subject to unacceptable behavior should provide a written notification to a chapter officer.
3. Individuals violating these standards may be sanctioned or excluded from further participation at the discretion of the chapter officers or responsible committee members.

### **Article XI: Official Publications**

The student chapter website and social media profiles shall be the official means for publication of all materials and resources by the student chapter; with all copyrights reserved to the corresponding material's author or Chapter.

### **Article XII: Dissolution of the Chapter**

1. Dissolution of this Chapter by consent of the members shall consist of unanimous agreement of all its officers together with a vote at a meeting which has been publicized in advance to all members of the Chapter for the purpose of taking this vote.