



Southeastern Chapter of the Institute for
Operations Research and the Management
Sciences

Procedures Manual

(Latest Revisions: February 2018)

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NOTES:

- 1. This Manual is an internal working document of SE INFORMS and does not require approval of the membership or INFORMS. If position duties, other than those specifically defined in the SE INFORMS By-laws, require change, such changes can be reflected in revisions to this document with approval of the SE INFORMS Council.**
- 2. The information contained in the following pages is intended to provide guidance to those holding office in the SE INFORMS and/or to those who seek to hold office. As such it is not intended to be an exhaustive or all-encompassing list of all duties that might be required during the individual's term of office.**
- 3. Any member of the Southeastern Chapter may run for an office. All officers must be members of INFORMS, paying the current dues to the Institute.**

Duties of the President of SE INFORMS

The President shall preside at all meetings of the Chapter and Council, and shall represent the chapter at all meetings of the Institute. The President shall appoint all Chapter committees and chairpersons, except for the Council which is constituted as described elsewhere in [the] Bylaws. (from the Bylaws, approved 2000 by INFORMS)

- Attend the Annual Meeting of SE INFORMS and reside over Council and Business Meetings.
- Contact all Officers and Council members and request Agenda items for the SE INFORMS Officers' Meeting.
- Prepare and send an Agenda for the SE INFORMS Council Meeting to all Officers and Council members at least 30 days in advance. For those who cannot attend the meeting, request a written report be sent to the President at least two weeks prior to the meeting.

Work with the Vice President to

- Establish a committee for nominating and selecting service award winners including Outstanding Service.
- Arrange for officer reception.
- Attend to affairs relating to national INFORMS.

Work with the Secretary/Treasurer to

- Send a roster of all Officers and Council members for the upcoming year to the Institute that includes appropriate contact information;
- Send a roster of Officers and Council members with contact information to the SE INFORMS Webmaster
- Send any changes in the SE INFORMS Bylaws approved during official meeting to the Institute for approval by its Board of Directors.
- Make sure a ballot of Officers is made available to all current members of the Chapter and ensure the election is held.

Work with the Program Chair to

- Complete the program for the upcoming SE INFORMS conference;
- Schedule the Officers Reception, President's Reception, and President's Luncheon to be held at the SE INFORMS conference; and
- Schedule the Council and Business Meetings to be held at the SE INFORMS conference.
- Work with Secretary/Treasurer and the Program Chair to prepare the annual budget for submission to the Institute.
- Coordinate hotel and local arrangements.
- Solicit sponsorships, generate invoice and receipt.

Note: The President may delegate duties to the President Elect or other Officers as deemed necessary.

Duties of the Vice-President of SE INFORMS

The Vice-President shall assume the duties of the President in the event of the President's absence. The Vice-President shall also assume those duties of the President that are delegated to the position by the President. Further, the Vice-President shall be responsible for ascertaining the need and eligibility of Chapter members for special awards which includes, but is not limited to, The Outstanding Service Award. At a minimum, the Council and current officers shall be polled to determine whether or not there are eligible candidates for the award under consideration. Nominees for such awards shall be submitted to the President for approval. (from the Bylaws, approved 2000 by INFORMS)

- Attend the Annual Meeting of SE INFORMS.
- Assist the President of SE INFORMS as and when required or requested.
- Suggest items for discussion at the SE INFORMS meetings including those for new business and/or ideas to improve old business.
- Ascertain the need and eligibility of Chapter members for special awards which includes, but is not limited to, The Outstanding Service Award.
- Be responsible for maintaining the current copy of this Officers' Manual and for making sure that a current copy is posted on the SE INFORMS web site.
- Be responsible for reviewing and updating this Officers' Manual. Contact all individuals who left positions at the end of the recent annual meeting and ask for their evaluations of their positions and for any changes that should be made in the duties of their positions. Review the feedback and make recommendations to the President about possible changes.
- Send a current copy of this Manual to all newly elected/appointed Officers and Council members. If this Manual has been revised, send a current copy to all current Officers and Council members.
- Assume responsibility for hospitality at the Annual meeting.

Duties of the Secretary/Treasurer of SE INFORMS

The Secretary/Treasurer shall keep minutes of all Chapter and Council meetings. The Secretary/Treasurer also prepares the Annual Chapter Report for presentation to the Chapter at a general meeting. The Secretary/Treasurer shall conduct an election of Chapter officers in accordance with the procedures described in Article VII - Election of Officers. The Secretary/Treasurer shall send official notification to the Institute's Business Offices of changes in the elected officers of the Chapter and shall send official notification to the Institute's Business Offices of proposed changes to the Chapter's Bylaws. The Secretary/Treasurer shall provide an annual activity report covering the period January 1 through December 31 to the Business Offices of the Institute in the formats provided by the Institute.

The Secretary/Treasurer shall collect dues, maintain financial and membership records, supervise disbursement of funds, and deposit dues and other Chapter funds in bank accounts approved by the Council. The Secretary/Treasurer shall provide an annual financial report covering the period January 1 through December 31 to the Business Offices of the Institute on the forms provided by the Institute. (from the Bylaws, approved 2000 by INFORMS)

- Attend the Annual Meeting of SE INFORMS.
- Bring copies of all minutes for the past annual cycle to the SE INFORMS annual meeting.
- Take minutes of all official meetings (i.e., Council Meeting and Business Meeting).
- Prepare and distribute copies of minutes to all officers and Council members within 30 days of the meeting.
- Perform other duties as assigned by the President.
- Send a roster of all Officers and Council members for the upcoming year to the Institute that includes appropriate contact information;
- Send a roster of Officers and Council members with contact information to the SE INFORMS Webmaster
- Send any changes in the SE INFORMS Bylaws approved during official meeting to the Institute for approval by its Board of Directors.
- Ensure compliance with regional internal control policies and procedures
- Prepare the region's proposed budget for the upcoming fiscal year, including estimates of all anticipated revenues and disbursements associated with the region's planned professional activities.
- Open and maintain a checking account for payment of costs and expenses associated with the Chapter. Approvals for such payments must be made by the President (and in some instances with co-approval of the Program Chair).
- Review and approve all invoices related to the professional activities of the region.
- Provide periodic financial reports to regional officers.
- Prepare and submit to the Institute financial activities in a form and according to the timetable set by the Institute.

Regarding Elections of Officers

- Facilitate the nomination of officers process for the Council to include, but not limited to mailing [and/or distributing] a list of all nominees to the Chapter membership on or before June 15.
- Not less than five weeks after June 15 but on or before August 15, the Secretary/Treasurer will mail [and/or distribute] to all members an official election ballot plus a brief biographical sketch of each nominee. To be counted, official ballots must be received on or before September 15.
- The Secretary/Treasurer will arrange to have the ballots counted after the close of the election and prior to October 1. The Secretary/Treasurer shall immediately report the results to Council, the Institute, and shall subsequently see that they are reported in a publication to all members of the Chapter.

Duties of the Program Chair of SE INFORMS

The Program Chair has the responsibility of planning and implementing the details of the Annual Meeting. These responsibilities include, but are not limited to preparing a Call for Papers; securing track chairs, paper reviewers, session chairs, and discussants; organizing the schedule for the Annual Meeting; arranging food, lodging, and meeting services from the hotel staff; securing sponsorships; and maintain consistent communications with the Officers, Council Members, Chapter Members, meeting participants, and guests.

Works with the previous program chair to

- Obtain files from previous meeting including all pertinent documents from Dropbox
- Obtain a current email list.
- Make sure the e-mail list is updated at INFORMS national office.

Overview of Program Chair's activities

1. Have CMS (Ex Ordo) up and running and have program chair familiar with CMS so that they are ready to go with submissions. (early January)
2. Open submission and final paper submission date. (May 1 and June 15 respectively with an extension to July 1).
3. Reviews due from reviewers. (July 15)
4. Acceptance/rejection email sent. (first week of August)
5. Track chairs organize papers into sessions and name sessions. (Aug 15)
6. Conference program on the web site. (Sept 15)

Chronological order of Program Chair's activities:

October:

- After coming back from the previous conference, take time to organize your thoughts and read this document!
- Select your Track Chairs and proceedings coordinator. Pick people who will work for you and with you. Do not be prejudiced. Get a varied representation of universities. Get some university members who have not been employed in this capacity.
- Let your Dean & Department Chair know that activities for the conference will begin and that you require their support and have resources in place such as secretary and student assistants to help in some basic tasks such as mailing.
- Get the latest information from the CMS program, which you will need to generate the next conference program.
- Prepare the call for papers for your conference. Make necessary changes on the previous call. You may want to check with current officers to make sure you have not missed any

crucial information or changes that were made as discussed in the last council meeting (during the conference).

December

- Get access to CMS software make sure that the CMS is online.
 - Consider how you want to organize the CMS for the conference. The current CMS, Ex Ordo, allows either a centralized management of the conference by the program chair or a more decentralized process requiring more work by the Track Chairs.
 - Decide what options will be used for conference registrations. The paper registration form can be posted on the southeastinforms.org website and printed with checks mailed in. I would recommend having checks come to the program chair so all the information is available to use in generating a receipt and badge. For the electronic registration – I recommend using the CMS for registrations, which links directly to PayPal, for those wanting to pay with a credit card.
- E-mail call for papers to other officers and some council members to make sure that the information provided is accurate.
- Once you have obtained clearance from the other officers on the content and format of the “Call”, prepare to email it to be sent to master list of conference contacts and place on Southeastinforms.org webpage and potentially the national SEINFORMS webpage
- Since most colleges and Universities run into thanksgiving and end of semester activities, you may want to have your “Calls” ready by the first week of December.
- PITFALLS: Do not wait until Christmas break to generate the Call...it is very difficult to contact each person because of vacation.

January/February/March/April

NOTE: CRITICAL EVENT – Call for papers must be sent by email and paper copies should be available by the end of January.

- Have CMS (Ex Ordo) up and running and make sure you are familiar with CMS so that they are ready to go with submissions
- Create and Send a separate call for the “undergrad student paper session to all schools (faculty, Deans, and program directors)
- Recruit people who can get students to submit papers
- Keep a good record of all expenses
- Have copies of CFP available for SE DSI conference in February.

May

NOTE: CRITICAL EVENT – Conference Software to complete the program MUST be up and running AND the program chair MUST be familiar with this software by May 15.

- Open submission and final paper submission date. (May 1 and June 15 respectively with an extension to July 1).
- Send your track chairs the volunteer forms received at the previous conference, online questionnaire or in the email.
- Begin receiving papers from authors on CMS.
- Explore the options related to assigning reviewer to papers with current CMS.
- Notify track chairs that he/she must assign reviewers using CMS.
- Take time to understand the CMS; play with it as much as possible
- Caution: The review process cannot be started until the submission deadline had closed. Keep this in mind when submission deadlines are extended. This is very tricky – because last minute papers are often needed however this is frustrating to authors who submitted in a timely fashion and are waiting feedback.

June/July

- If necessary extend submission deadline to July 1.
- Notify track chairs that final acceptance/rejection decisions must be made in a timely fashion.
 - Notify track chairs to complete session names and assign papers to sessions using CMS
 - Check with hotel about room details for the conference to key into CMS
 - Prepare the acceptance letter(s)/emails to be sent to authors (This is done automatically in the current CMS). At this same time send the final submission guidelines to authors. This will help make sure all the papers are in the same format for the proceedings.
 - Set up the RSVP option in the CMS. This allows you do know whether the accepted authors will actually attend the conference. Note: this is not registering the authors – only letting the program chair know whether to include the submission in the conference program. We want to avoid no shows if at all possible.
 - Email acceptance/rejection letters to authors NO LATER THAN July 15. (Currently this can be done using the CMS).
 - Send all updates and documents to Webmaster (Ali Nazemi: Nazemi@roanoke.edu)for inclusion on conferences webpage.

Items that should be available on the website:

1. All CFPs
2. Conference Registration link
3. Conference Registration form by mail
4. Conference Schedule
5. Hotel reservation link
6. Position/Placement form
7. Sponsorship form
8. Volunteer form
9. Proceedings submission guidelines
10. Presentation guidelines

Specify a deadline for registration and payment and for proceedings submission.

August

Order your supplies such as envelopes for registration materials, labels for ribbons, labels for name tags, badge holders, and certificates

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- .
- Start printing receipts as participants register.
- Make a decision concerning souvenirs (if any).
- Have plaques/certificates made/printed for officers, track chairs, student papers. Note the president orders the plaques for the program chair and president.
- Keep a good record of all expenses

Use CMS to generate the program.

Ask for session chair suggestions from track chairs.

- Use the program to create the schedule on the badge cards. See instructions from George Lowry. Ask the next SEDSI chair for copies of “call for papers”
- Have the placement coordinator send reminders to all concerned about the use of placement service.
- Send all updates and documents to Webmaster (Ali Nazemi: Nazemi@roanoke.edu)for inclusion on conferences webpage.
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September

Use CMS to get material ready for program and prepare registration packets.

- Print name tags – that are placed on the front of the badge cards. (These are just the regular size plain white or clear name tags with self-adhesive)
- Print ribbon stickers and create a list of who gets which stickers from conference registrants (These are printed on a large label – I used 8165 this past year. Once printed the individual ribbons must be manually cut out. See the drop-box for templates).
- Order badge cards (see instructions from George Lowry).
- Continue printing receipts as participants register.
- Contact the hotel and determine the menus for coffee breaks, president’s reception, and luncheon. Remember tax and the service charge do not count towards the required spending. This amount runs approximately \$5,000.
- Ask your placement coordinator to prepare the placement folders
- Confirm meeting room assignments and setup with hotel contact.
- Coordinate transport and setup of projectors and screens. (Last year Coastal Carolina provided the screens for the conference.)
- Locate and arrange transport of 4 laptops and a printer for the conference.

- Continue to work with the hotel contact on the number of rooms reserved using the SEI code. More rooms had to be added a couple of times during the registration period this past year.
- Make signs to recognize sponsors at appropriate breaks. Make sure an easel and board are available to display the signs.
- Remind Vice President to plan for Presidents suite party on Wednesday.

Set-aside time to double-check the following items:

- Confirm that all authors that have RSVPed they will attend are actually registered for the conference. (these 2 lists can be generated using the CMS and compared)
- Double-check registrations in CMS with PayPal (PayPal Login: Seinform2017 Password:Brooks01). There were a few people whose payment did not go through and showed as pending in the CMS. Reach out to these individuals and ask them to resubmit their payment.
- Create a master registration list of participants who registered using the CMS AND participants registering the paper route. **Use this list to generate your name tags and receipts.**

Items to be included in the Registration Packet

1. Badge
2. Receipt
3. Program (this is on the badge in summarized form. I printed about 40 copies of the detailed program - plus I had a computer with the program pulled up at the registration desk)
4. Meeting evaluation form
5. Next year's meeting announcement
6. Volunteer form for next year
7. SEDSI meeting call
8. Special session/workshop details sheet (if needed)
- 90)

October

- Send reminder email to all authors regarding the connectivity of the projectors to laptops. The projectors are older and connecting to the newer laptops can be a problem. Encourage authors to save their presentations to a USB as a backup.
- Prepare for onsite registration
- Make sure meeting rooms are ready and projectors/screens are in place. You will want to recruit some help in advance. This is a labor intensive process because the extension cords must be taped down. Projectors have to be stored in the storage room nightly and reconnected each morning.
- Bring a couple of laptops. I would recommend 4. You will need 1 to 2 for the front desk and then 2 as backups for meeting rooms if a problem arises.

- Test printing badges and receipts for onsite registrations. Note: It is best to print as much of this as possible beforehand. I would printing packets, badges and receipts right up until the day I left for the conference.
- Plan to arrive on Tuesday evening or Wednesday morning at the latest. Rooms can be set up usually by mid-day on Wednesday so you can be prepared for early registration pickup which begins at 3:00 in the afternoon.
- Go into PayPal and transfer the money to our banking account.

November

- Prepare all your files to be placed on Dropbox for the next program chair
- Prepare an email list to be used to generate emails for call for papers for the next program chair.

Duties of the Technology/Placement Coordinator of SE INFORMS

- Attend the meeting.
- Prepare binder with job placements submitted
- Make sure job placements are posted on the southeastinforms.org website
- Works with the program chair to
- Prepare A/V for conference rooms
- Contact individual in charge of screens to get screens. This person may vary from year to year.
- Be available during meeting to solve technical issues
- Make sure the projectors are passed on to the program chair for SEDSI

Duties of the Local Arrangements Chair of SE INFORMS (this position is not an official position and may vary from year to year)

- Attend the meeting.
- Act as a liaison for organization in dealing with the meeting hotel
- Works with the program chair to
 - coordinator delivery of screens
- Make sure the weather in Myrtle Beach is perfect during the meeting

Duties of the Council of SE INFORMS

The Council shall consist of the present officers and all active past-presidents. Active past-presidents are defined as those who have attended at least one Chapter meeting within the past three years. The Council shall act for the Chapter in all matters except election of President, Vice-President, and Secretary/Treasurer. Minutes of all Council meetings shall be filed with the Chapter records. (from the Bylaws, approved 2000 by INFORMS)

- The Council shall submit at least one nomination [to the Secretary/Treasurer] for every elected office no later than June 15 of each year (see Duties of the Secretary/Treasurer).
- The members of the Council shall meet at least once each year at the call of the Chapter President.
- During the fall meeting of Council (as defined in Article VI, Section I), a program chair shall be appointed for the general meeting (as defined in Article IX, Section I) two years into the future.

Standing Committees of the Chapter

Standing Committees shall be the Program, Publicity, Education and Membership Committees. (from the Bylaws, approved 2000 by INFORMS)

- The Program Committee shall plan and arrange meetings of the Chapter in accordance with apparent membership interests and the aims of the Chapter as set forth in Article II.
- The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity of the Chapter.
- The Education Committee shall plan and arrange educational programs which are tailored to the special needs and desires of the Chapter members and potential members.
- The Membership Committee shall plan and implement membership programs to recruit potential Chapter members.
- The President may create ad hoc committees and appoint their members and chairpersons.

Procedures for SE INFORMS Awards

Procedure for Nominating Candidates for the Outstanding Service Award

Rationale: The Chapter's Outstanding Service Award recognizes significant contributions made to the Chapter and, as such, requires a more formalized procedure for nomination and selection. This suggested procedure places the nominating responsibilities upon past recipients but continues to rest the final decision on the President.

Article V, 12, Duties of Officers, Vice-President includes directions regarding the nomination of potential Outstanding Service Award (OSA) recipients.

...Further, the Vice-President shall be responsible for ascertaining the need and eligibility of Chapter members for special awards which includes, but is not limited to, The Outstanding Service Award. At a minimum, the Council and current officers shall be polled to determine whether or not there are eligible candidates for the award under consideration. Nominees for such awards shall be submitted to the President for approval.

The following language formalizes the current procedure at SE INFORMS and could be included as part of the Chapter's Policies and Procedures, rather than a change in the Chapter's by-laws.

In consultation with the Vice-President, the President will annually create an ad hoc sub-committee to solicit and review nominations for the Outstanding Service Award. The most recent OSA recipient shall serve as chair of the sub-committee consisting of two past OSA recipients and the chair will report final recommendations to the Vice-President. Any nominees will be submitted to the President for approval.

Should there be a need for amending the Chapter's by-laws, the following language should proceed the last sentence of Article V, 12.

In consultation with the Vice-President, the President will annually create an ad hoc sub-committee to solicit and review nominations for the Outstanding Service Award. The most recent OSA recipient shall serve as chair of the sub-committee consisting of two past OSA recipients and the chair will report final recommendations to the Vice-President.

SE INFORMS Policy Statement

The purpose of this Investment Policy Statement (IPS) is to provide guidance to the SE INFORMS Officers and Council for investing Chapter funds, measuring investment performance, and reporting funds status.

This policy shall be reviewed annually by the Chapter Officers with such review led by the Secretary/Treasurer. Proposed amendments to the policy shall be reported to the Council for action at its annual meeting in October.

The investment philosophy of the Southeastern Chapter of INFORMS is driven by capital preservation, not wealth accumulation. To this end, no more than 30% of the Chapter's assets may be invested in equities, with the remainder invested in cash, time deposit, or near-cash, risk-free or insured instruments such as government securities or certificates of deposit. Equity investment shall be limited to mutual funds (e.g. Vanguard) with preference given to broad market index funds.

Should cash and time deposits exceed twice the three-year average of cash outflows, the Council may authorize an increase in the equity threshold. For purposes of cash management, no less than 75% of the previous year's total expenses should be available in the checking account or scheduled to from any time-deposited funds by the start of the Annual Meeting. While managing the diversification of investments, in no case shall the checking account balance fall below 50% of the previous year's total expenses. All cash and time deposits must be held in FDIC institutions. Changes in investments require approval of the officers. A change in investment policy requires Council approval.

The Secretary/Treasurer will prepare and deliver a formal report showing the status of all investments at the two regularly scheduled Council Meetings (i.e. February and October) as part of the Treasurer's Report.

SE INFORMS Privacy Policy Statement

The purpose of SE INFORMS is to provide a venue for the sharing of information and the development of research in the disciplines covered by the organization. Proper attribution and dissemination of information require our organization keep a comprehensive and accurate database of member information including contact information. We also keep a record of publications submitted and/or accepted for conference presentation. In general, this information is available to the viewers of the website, attendees at our conferences, and reviewers.

We gather information related to the submission, review, and acceptance of conference papers for the purposes of preparing our conferences programs and proceedings. This information is gathered and stored through the Conference Management System – CMS and its web based counterpart Web-CMS. Both versions allow the input and maintenance of information either by the program chair and/or designee in the case of CMS or by program participants through the Web-CMS. Web-CMS allows potential authors, reviewers, discussants, session chairs and other participants the opportunity to submit, maintain, and review their information as well as access information on other conference participants. Submitting authors may upload relevant information about co-authors to attribute credit.

Web-CMS has certain opt-out provisions which provide the user the option of not receiving marketing mail or e-mail from the organization (Call for Papers, conference announcements, etc.) Information submitted to the organization through CMS should be submitted with the understanding that it becomes public and can be shared with other conference participants. Because of the public nature of the information, security protections for the CMS are minimal. Users of the system should use a unique password for the CMS system as user passwords are not gathered using a secure protocol and may not be fully protected. Users of the CMS are encouraged to carefully read the policies and advice provided on the CMS system.

Neither SE INFORMS nor CMS accept any liability for the accuracy or security of the information provided to our sites. Users should be careful to provide only information that they are willing to have published on our websites, in our programs and/or proceedings.

SE INFORMS does not actively sell or provide information to third parties other than our national organization and our sister organization SEDSI (South Eastern Decision Sciences Institute). While SE INFORMS does not actively sell or provide information to third parties, much of the information is posted on our website and/or published in our conference programs and proceedings, and is therefore available to others, often without the express knowledge or consent of SE INFORMS.

Financial Information is not gathered or retained by SE INFORMS or CMS. Conference and other fees transmitted by electronic means are administered by PayPal and covered by the PayPal Privacy Policy. SE INFORMS does not retain any financial information such as copies of checks or credit card numbers beyond the time needed to complete the related transactions and provide receipts.

SE INFORMS Refund Policy Statement

Authors

For accepted manuscripts, at least one author is expected to attend the conference. Letters of acceptance include the deadline for authors to pay registration fees in order to have manuscripts included on the proceedings.

No refunds will be available after a final submitted manuscript is scheduled for presentation unless unusual circumstances warrant an exception (Emergency Illness or Death of Registrant or Immediate Family Member).

Attendees

15 Days or More before the Conference: For individuals that have not submitted a manuscript, but paid registration fees, we are happy to refund all of your conference registration fees minus a \$10 handling fee.

Within 15 days of the Conference: We are not able to offer any refunds on your conference registration or room and board within 15 days of the conference. However, you may request that we substitute your registration fee for another attendee.

Requests for refunds or substitutions received after the first day of the Conference will not be considered.

All requests for refunds MUST be submitted in writing to the Conference Chair. Telephone requests CANNOT be honored.

SE INFORMS Support for Officers Policy Statement

Financial Support of Officers and Elected Representatives of the Chapter

1. NEED FORMAL COMMITMENT TO THE CHAPTER'S REPRESENTATIVE TO THE INSTITUTE.

2. The SE INFORMS President will receive the first complimentary room from any meeting hotel for a maximum of three nights. Should there be a second complimentary room and/or additional complimentary nights, they will go to the meeting's Program Chair. Should there be additional complimentary rooms and/or nights, they will be allocated in the following manner: Assistants to the Program Chair, then as approved by the President.

3. If SE INFORMS does not receive enough complimentary room nights to cover the President for a maximum of three nights during the meeting, SE INFORMS will pay the hotel room bill for the President for a maximum of three nights during the SE INFORMS annual meeting.

4. If SE INFORMS does not receive enough complimentary room nights to cover the Program Chair for a maximum of three nights during the meeting, SE INFORMS will pay the hotel room bill for the Program Chair for a maximum of three nights during the SE INFORMS annual meeting.

5. The authors of each student paper submitted to the Student Paper Competition Track (regardless of the number of authors on any given paper) will be awarded a \$100 travel stipend per paper if they attend the meeting and present the paper at the annual meeting. The award will be made to the author(s) at the annual meeting after the paper has been presented.

6. NEED LANGUAGE ON ANY CASH OR CERTIFICATE AWARDS FOR BEST STUDENT PAPER AWARD.

7. SE INFORMS offers an award for "Best Paper for the Conference". If a deserving best paper is identified, the authors will receive a cash award and (with the permission of the authors) be fast-tracked for consideration for publication in the International Journal of Electronic Marketing & Retailing, the Palmetto Business Review, the Virginia Economic Journal, or the Coastal Business Journal as deemed appropriate. To qualify for the award a paper must be presented at the conference and included in the Proceedings.

SE INFORMS Constitution and Bylaws

BYLAWS OF THE SOUTHEASTERN CHAPTER OF THE INSTITUTE FOR OPERATIONS RESEARCH AND THE MANAGEMENT SCIENCES

Status: Approved by INFORMS February 2000

ARTICLE I - NAME

1. This organization shall be called the "Southeastern Chapter of the Institute for Operations Research and the Management Sciences" hereinafter referred to as "SE INFORMS" or "the Chapter." The Chapter exists as a sub division of the Institute for Operations Research and the Management Sciences, hereinafter referred to as "INFORMS" or "the Institute."

ARTICLE II - PURPOSE

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes and in furtherance thereof.
 - a. To promote an increased knowledge of and greater interest in theory and applications of operations research and management science.
 - b. To provide a means of communication between persons having interest in operations research and the management sciences.

ARTICLE III - MEMBERSHIP

1. Any persons interested in operations research and management science may become a member of the Chapter by completing a membership application and submitting it with the proper dues.
2. At all times, the membership of the Chapter must include at least ten members of the Institute.
3. All members shall have equal rights, duties and privileges. Dues shall be payable on or before January 1 of each year.

ARTICLE IV - OFFICERS

1. The officers of the Chapter shall be President, Vice-President, Secretary/Treasurer, and Program Chair.
2. The President, Vice-President and Secretary/Treasurer shall be selected through the procedures specified in Article VII, Election of Officers.
3. During the fall meeting of Council (as defined in Article VI, Section I), a program chair shall be appointed for the general meeting (as defined in Article IX, Section I) two years into the future. All council members present at this meeting may submit nominations for this office and vote. A plurality of votes cast for the office shall be necessary for appointment. Ties shall be resolved by the President.
4. Any one member may not serve in the same office for more than two consecutive years.
5. Each officer of the Chapter must be a member of the Institute.

ARTICLE V - DUTIES OF OFFICERS

1. The President shall preside at all meetings of the Chapter and Council, and shall represent the Chapter at all meetings of the Institute. The President shall appoint all Chapter committees and chairpersons, except for the Council which is constituted as described elsewhere in these Bylaws.
2. The Vice-President shall assume the duties of the President in the event of the President's absence. The Vice-President shall also assume those duties of the President that are delegated to the position by the President. Further, the Vice-President shall be responsible for ascertaining the need and eligibility of Chapter members for special awards which includes, but is not limited to,

The Outstanding Service Award. At a minimum, the Council and current officers shall be polled to determine whether or not there are eligible candidates for the award under consideration. Nominees for such awards shall be submitted to the President for approval.

3. The Secretary/Treasurer shall keep minutes of all Chapter and Council meetings. The Secretary/Treasurer also prepares the Annual Chapter Report for presentation to the Chapter at a general meeting. The Secretary/Treasurer shall conduct an election of Chapter officers in accordance with the procedures described in Article VII - Election of Officers.
4. The Secretary/Treasurer shall send official notification to the Institute's Business Offices of changes in the elected officers of the Chapter and shall send official notification to the Institute's Business Offices of proposed changes to the Chapter's Bylaws. The Secretary/Treasurer shall provide an annual activity report covering the period January 1 through December 31 to the Business Offices of the Institute in the formats provided by the Institute.
5. The Secretary/Treasurer shall collect dues, maintain financial and membership records, supervise disbursement of funds, and deposit dues and other Chapter funds in bank accounts approved by the Council. The secretary/Treasurer shall provide an annual financial report covering the period January 1 through December 31 to the Business Offices of the Institute on the forms provided by the Institute.

ARTICLE VI - COUNCIL

1. The Council shall consist of the present officers and all active past-presidents. Active past-presidents are defined as those who have attended at least one Chapter meeting within the past three years.
2. The Council shall act for the Chapter in all matters except election of P resident, Vice-President and Secretary/Treasurer. Minutes of all Council meetings shall be filed with the Chapter records.

ARTICLE VII - ELECTION OF OFFICERS

1. **Nominations** - The Council shall submit at least one nomination for every elected office. The Secretary/Treasurer shall mail a list of all nominees to the Chapter membership on or before June 15. Members may submit other nominations for these offices provided that: 1. each such nomination is accompanied by a petition signed by at least twenty-five percent of the Chapter members, 2. the nominee is a member of both the Chapter and the Institute, 3. written evidence is submitted to the effect that the nominee has agreed to stand for election, and 4. such nominations reach the Secretary/Treasurer within five weeks after publication of nominees received from Council.
2. **Voting** - Not less than five weeks after June 15 but on or before August 15, the Secretary/Treasurer will mail to all members an official election ballot plus a brief biographical sketch of each nominee. To be counted, official ballots must be received on or before September 15. The Secretary/Treasurer will arrange to have the ballots counted after the close of the election and prior to October 1. A plurality of qualified ballots cast for each office shall be necessary for election. Ties shall be resolved by the President.
3. **Publication of Results** - The Secretary/Treasurer shall immediately report the results to Council, the Institute, and shall subsequently see that they are reported in a publication to all members of the Chapter.

ARTICLE VIII - STANDING COMMITTEES

1. Standing Committees shall be the Program, Publicity, Education and Membership Committees.
 - a. The Program Committee shall plan and arrange meetings of the Chapter in accordance with apparent membership interests and the aims of the Chapter as set forth in Article II.

- b. The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity of the Chapter.
 - c. The Education Committee shall plan and arrange educational programs which are tailored to the special needs and desires of the Chapter members and potential members.
 - d. The Membership Committee shall plan and implement membership programs to recruit potential Chapter members.
2. The President may create ad hoc committees and appoint their members and chairpersons. The tenure of an ad hoc committee shall expire with the term of the President who appointed it.

ARTICLE IX - MEETINGS

- 1. General meetings are meetings where all Chapter members are invited. General meetings shall be held as planned by the Program Committee.
- 2. Written notices of the time and place of general meetings shall be distributed to all members at least one week prior to any general meeting.
- 3. Council meetings are meetings where only Council members are invited. Council meetings shall be held as planned by the President, but only upon notice to all members of the Council. A Council meeting may be held in conjunction with a general meeting.
- 4. A minimum of one general meeting and one Council meeting shall be held in each calendar year.
- 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 X - DISBURSEMENTS AND DUES

- 1. Disbursements from the Treasury for Chapter expenditures shall be made under authorization of the Council and shall be included in the minutes of that meeting.
- 2. Dues shall be fixed annually by the Council.

ARTICLE XI - AMENDMENTS AND PROCEDURE

- 1. Amendments to these Bylaws must be approved by
 - a. the Chapter membership,
 - b. the INFORM S Subdivision Committee, and
 - c. the INFORMS Board.
 An amendment shall be effective when and only when all these required approvals have been obtained.
- 2. Approval of an amendment by the membership must be obtained in the following manner:
 - d. A proposed amendment may be submitted for action by vote of the Council or by written petition of twenty members.
 - e. b) The amendment shall be read and discussed at a general meeting. Notice proposed amendments distributed to the members at least thirty days before the meeting.
 - f. c) Voting on the amendment may be conducted immediately after its discussion. A two-thirds majority of all qualified members voting shall be required for approval.
- 3. A quorum necessary for conducting Chapter business at a general meeting is defined as 10 members or 5% of the Chapter membership, whichever is larger.
- 4. Rulings on any point of procedure not included in these Bylaws shall be made by the President.

ARTICLE XII - RESPONSIBILITY TO THE INSTITUTE

- 1. The Chapter and its officers are accountable to the Institute for all their actions regarding Chapter operations.
- 2. The Chapter shall file a financial statement annually with the INFORMS Business Office covering the fiscal year January 1 through December 31. This report is necessary for re-certification of the Chapter. It shall be filed no later than January 31.

3. The Chapter shall file an activity report annually with the INFORM S Business Office describing chapter activities during the past January 1 through December 31. The report is necessary for re-certification of the charter of the Chapter. It shall be filed no later than January 31.
4. The Chapter may be dissolved by the Institute at any time. In the event of dissolution, the Institute shall decide how to dispose of the Chapter's assets