

**Bylaws for the Lehigh INFORMS Student Chapter Club
of the
Institute for Operations Research and the Management Sciences (INFORMS)**

ARTICLE I – NAME

The name of this organization shall be the Lehigh INFORMS Student Chapter Club (LISC), hereinafter the Chapter, of the Institute for Operations Research and the Management Sciences (INFORMS) and Lehigh University.

ARTICLE II – PURPOSE

1. Encourage interest in the field of operations research (OR) and the management sciences (MS).
2. Create synergy and interaction between other disciplines and OR/MS.
3. Provide networking opportunities for OR/MS students.
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 means of communication among people having interest in OR/MS.
7. Provide an informal means of exchange about OR/MS educational programs and opportunities.

ARTICLE III – MEMBERSHIP

1. Any person 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. Membership in the national INFORMS organization (the Institute) is not required.
2. The regular membership shall be open to undergraduate and graduate students at \$5.
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 the 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 5 members.

ARTICLE IV – OFFICERS

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

- **Advisory Committee:** advises and watches current LISC Board activities passively. On observing major malfunction, acts upon Chapter's "best interest" and organizes a meeting with necessary authorities (including chapter board, faculty advisor and ISE department chair)
- **President:** presides at meetings, represents chapter in external affairs, and provides direction to the activities of the chapter and its officers. Chapter president makes sure that the club is represented GSS, GLO, Dean's office and Global Union. President is responsible for duty of requesting funds from aforementioned entities.
- **Vice President:** assumes duties of the absent president; administers cultural and social activities.
- **Secretary:** 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.
- **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 collectively decide appointments to special positions, e.g., Webmaster, Event Organizer, and Historian. All elected officers must be INFORMS members.

2. Terms of Office: Officers serve annual terms.
3. 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. Only chapter members in good standing may vote in officer elections. A special election will be held whenever an elected position becomes vacant prematurely. Such elections will be conducted as normal. When a new board is elected, previous board members automatically becomes members of advisory committee.

4. 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.

5. 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 – MEETINGS

1. General meetings are meetings where all Chapter 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 1 week in advance.

2. The election meeting shall be a general meeting held in April 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 two (2) meetings of the Chapter 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 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 recertification of the Chapter. It shall be filed no later than January 31.

ARTICLE VII – DUES

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

ARTICLE VIII – AMENDMENTS AND PROCEDURE

1. The Secretary in an official Chapter meeting will present amendments to these bylaws. The Secretary, no later than 1 week 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 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 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.

ARTICLE IX – RESPONSIBILITIES TO ISE Department and Best Practices

1. Chapter is responsible for organizing the Coral Seminar. A best practice for this case is organizing talks from the current graduate students in ISE Department and Math Department. For fall semester presentations, senior graduate student can be given the priority and for spring semester, junior students can be given the priority.

2. Chapter is responsible for raising volunteers and helping the ISE Department when a department event (including seminars, conferences, and workshops) is held.

3. Chapter is expected to organize at least two High Profile Talks (from academia or industry) every year.