

CHAPTER TWO

CONSTITUTIONS AND BYLAWS

I. THE INSTITUTE'S CONSTITUTION AND BYLAWS

A. BACKGROUND

The Institute's Constitution and Bylaws were first adopted in 1971. Revisions were made in 1975, 1977, 1978, 1980, 1984, 1986, 1992, 1995, 1998, 2001, 2004, and 2005. Major revisions to these documents were adopted by the Institute's membership in June 1981.

B. CONSTITUTION OF THE DECISION SCIENCES INSTITUTE, INC.

ARTICLE I--NAME

The name of this Organization shall be the Decision Sciences Institute, Inc.

ARTICLE II--GOALS

The goals of the Institute are: (1) To enrich the diverse disciplines of the decision sciences; (2) To integrate these disciplines into bodies of knowledge that are effectively utilized for decision making; (3) To develop theoretical bases for such fundamental processes as implementation, planning and design of decision systems; and (4) To improve educational programs in the decision sciences.

To facilitate the attainment of these goals by its Members, the Institute shall, through its publications, meetings, and other services, provide for the exchange of information among those who extend, apply, and teach the decision sciences. To further promote the Institute's goals, the Institute may enter into cooperative arrangements with other professional and scientific organizations interested in the same goals as those of the Institute. The Institute shall, in addition, act to stimulate advances in theory, practice, and education of the decision sciences.

ARTICLE III--STRUCTURE OF THE INSTITUTE

1. **Board of Directors.** The Board of Directors shall be the chief policy-making and legislative body of the Institute, subject only to a referendum of the membership.
2. **Committees.** Constitutionally mandated committees, standing committees and ad hoc committees, established in accordance with the Constitution and Bylaws, shall assist in planning and carrying out the activities of the Institute.
3. **Regional Subdivisions.** Regional subdivisions, established in accordance with the Institute's Constitution and Bylaws, shall promote and engage in those activities and services for Members that can best be conducted from a regional base, and shall assist in providing communications between Members and the Board of Directors and other entities of the Institute.
4. **Home Office.** The Home Office, with direction provided by the Executive Director, shall fulfill the operating responsibilities of the Institute and shall facilitate administration of services to the Institute's Members and other activities of the Institute.

ARTICLE IV--MEMBERSHIP

1. **Eligibility.** Any person or institution interested in the goals of the Institute and who meets its minimum standards of professional conduct shall be admitted to membership upon filing a properly executed application and paying appropriate dues.
2. **Classes of Membership.** There shall be four classes of membership as defined below:
 - (a) **Regular Member.** Any person interested in furthering the goals of the Institute whose current dues are not in arrears, as specified in the Bylaws.
 - (b) **Student Member.** Any student interested in furthering the goals of the Institute who is enrolled full time in an accredited educational institution and whose current dues are not in arrears, as specified in the Bylaws.
 - (c) **Institutional Member.** Any organizational entity interested in furthering the goals of the Institute whose current dues are not in arrears, as specified in the Bylaws.
 - (d) **Emeritus Member.** Any person, retired from full time employment, and interested in furthering the goals of the Institute whose current dues are not in arrears, as specified in the Bylaws.
3. **Voting and Other Privileges.** The privileges of membership are defined below:
 - (a) **Regular Members** shall have the right to hold office, to vote, to sign referenda, to initiate petitions, and to sign nominating petitions.
 - (b) **Student Members** shall have the right to vote, to sign referenda, to initiate petitions, and to sign nominating petitions.
 - (c) **Institutional Members** shall designate one representative to act on behalf of the Institute. That representative shall have the right to vote, to sign referenda, to initiate petitions, and to sign nominating petitions.
 - (d) **Emeritus Members** shall have the right to vote, to sign referenda, to initiate petitions, and to sign nominating petitions.

ARTICLE V--DUES AND MEMBERSHIP TERMS

The Board of Directors shall draw up a schedule of membership dues for the different classes of Members, and subscription rates for its publications. Membership terms shall be specified in the Bylaws.

ARTICLE VI--STANDARDS OF PROFESSIONAL CONDUCT AND TERMINATION OF MEMBERSHIP

As a minimum, the Institute requires that its Members meet the standards of honesty, ethics and professional conduct which apply in the Member's home community. Before termination of membership for failing to meet this minimum standard of professional conduct, a Member will be given due notice and a hearing in accordance with procedures set forth in the Institute's Policies and Procedures Manual. The only other grounds for termination of membership are the nonpayment of dues when they become in arrears, as specified in the Bylaws, and resignation by the Member.

ARTICLE VII--BOARD OF DIRECTORS

1. **Composition.** The Institute's Board of Directors shall consist of the President (who serves as Chairperson), the immediate Past President, the President-Elect, the Secretary, the Treasurer, and Vice Presidents, one elected by each of the Regional subdivisions and an equal number of Vice Presidents elected at-large, and the Executive Director as an ex-officio member.

2. Duties.

- (a) The Board of Directors shall establish objectives, policies and plans; issue directives; staff the Publications Committee and the Nominating Committee, and establish and staff standing committees; monitor the work of officials and activities underway or planned; determine operating financial policies; and take other actions necessary for the implementation of the Institute's goals. Each year, at the beginning of its term of office, the Board of Directors shall prepare written objectives and plans to be published in the Institute's official News Publication. At the end of each year, the Board of Directors shall publish a statement of accomplishments in the official News Publication.
- (b) The Board of Directors shall meet early in the fourth quarter of the fiscal year to review and approve the programs and budget for the following fiscal year.
- (c) The Board of Directors, upon recommendation by the Publications Committee, shall appoint an Editor of each journal and of the official News Publication of the Institute.
- (d) Each year the Board of Directors, upon recommendation by the Executive Director, shall appoint a certified public accountant to audit the Institute's books and accounts.

3. Meetings.

- (a) **Quorum.** A majority of the members of the Board of Directors shall constitute a quorum at any duly called meeting.
- (b) **Procedures.** The rules contained in the Institute's Constitution and Bylaws and in the most current published edition of *Robert's Rules of Order* shall govern the parliamentary procedure of all meetings.
- (c) Meetings of the Board of Directors may be called by the President or by petition of five members of the Board of Directors. There shall be at least two meetings of the Board of Directors each year.
- (d) The Board of Directors shall govern by majority rule except when otherwise provided by the Constitution and/or Bylaws.

4. Executive Committee.

- (a) The Executive Committee of the Board of Directors shall consist of the President (who shall chair the committee), the immediate Past President, a Vice President elected annually by the Vice Presidents, the President-Elect, the Treasurer, and the Executive Director as an ex-officio member.
- (b) The Executive Committee shall act as a steering committee to the Board of Directors by establishing agenda, proposing members for staffing committees and for filling vacancies on committees, submitting a proposed annual budget and plans for the Institute's activities for the coming year, and performing such other duties as to facilitate the policy deliberations of the Board of Directors.

ARTICLE VIII--OFFICERS

1. **Officers.** The Institute's officers shall be President, President-Elect, Past President, Secretary, Treasurer, and Vice Presidents as specified in Article VII. No person may hold two of these offices concurrently. Officers may not be elected to the same office within four years. Only Regular Members of the Institute may be nominated for office or hold office.
2. **Terms of Office.** The terms of office shall be specified in the Bylaws.
3. **Duties.** All officers shall serve on the Board of Directors. Additional duties of officers other than the Vice Presidents and the Past President are as follows:
 - (a) **President.** The President shall be the Institute's chief officer, performing all duties required by the Constitution and Bylaws. The President shall be the Institute's chief representative before the public and in its relationships with other persons and organizations. The President may create and staff ad hoc committees for a period not to exceed his or her term of office.
 - (b) **President-Elect.** The President-Elect shall, in the temporary absence or incapacity of the President, preside at Board of Directors and Executive Committee meetings and represent the Institute before the public and in its relationships with other persons and organizations. At the close of his or her term of office, the President-Elect shall automatically become President.
 - (c) **Secretary.** The Secretary, as the keeper of the Corporate Seal, shall perform duties normal to that office, including those specified elsewhere in the Constitution and those specified in the Bylaws.
 - (d) **Treasurer.** The Treasurer shall make policy recommendations concerning accounting procedures and controls, and shall recommend financial guidelines for developing the proposed annual budget to the Board of Directors. He or she shall, together with the Executive Director, make planning and budget presentations to the Board of Directors and shall provide liaison on financial matters between the Institute and its Regional subdivisions.
4. **Vacancies in Office.**
 - (a) **President.** In the event the office of President becomes vacant due to death, permanent incapacity or for other reason, the President-Elect shall immediately assume the office of President for the remainder of the current term, and shall also serve as President for the entirety of the succeeding term. If the office of President-Elect is vacant at the time the office of President becomes vacant, a special election shall be held for the office of President, as provided in the Bylaws. For the interim period, an interim President shall be elected by majority vote of the Board of Directors.
 - (b) **President-Elect.** In the event the office of President-Elect becomes vacant, this office shall be filled at the time of the next regular election, as provided in the Bylaws.
 - (c) **Past President.** If a vacancy occurs in the office of Past President, the office shall remain vacant for the remainder of that term.
 - (e) For any other offices which may fall vacant between elections, a vacancy shall be filled by temporary appointment by the Board of Directors. A member thus appointed shall serve for the remainder of the term of office, as specified in the Bylaws.

ARTICLE IX--NOMINATIONS AND ELECTIONS

1. A Nominating Committee shall be established in accordance with relevant provisions specified in the Constitution and Bylaws to prepare the nomination of officers.
2. The election of officers shall be in accordance with relevant provisions specified in the Constitution and Bylaws.
3. The results of an election shall be published in the Institute's official News Publication.

ARTICLE X-REGIONAL SUBDIVISIONS

1. Authorization.

The Regional subdivisions of the Institute shall be specified in the Bylaws. Each Regional subdivision shall have a Constitution and Bylaws that are consistent with the Constitution and Bylaws of the Institute. Prior to taking effect, each Constitution and Bylaws must first be approved by the Regional subdivision and then by the Institute's Board of Directors.

Changes in a Regional subdivision's Constitution and/or Bylaws must first be approved by the Regional subdivision, as provided in its Constitution and Bylaws, and then by the Institute's Board of Directors.

2. Membership.

Regional subdivisions shall only accept as Members individuals and institutions who are Members of the Institute. Membership requirements for any Regional subdivision shall be specified in the Constitution and/or Bylaws of that subdivision.

3. Organization.

Each Regional subdivision shall have at least three officers. Officers of each Regional subdivision must be Members of that subdivision. The terms of office shall be specified in the Constitution and/or Bylaws of the Regional subdivision.

Regional subdivisions may establish such committees of their membership as they find necessary or desirable for the conduct of their affairs.

4. Meetings and Activities.

Each Regional subdivision shall hold at least one business meeting each year which is to be open to the entire membership of that subdivision.

Regional subdivisions may engage in other activities to advance their purposes, as specified in Article III, so long as these activities are consistent with the provisions of the Institute's Constitution and Bylaws and with its nonprofit status.

5. Conformity of Policies and Procedures to the Institute's Constitution and Bylaws.

All policies and procedures of Regional subdivisions shall be in conformity to the Constitution and Bylaws of the Institute.

6. Reports.

Regional subdivisions shall submit such reports as are specified in the Institute's Bylaws.

7. Finances.

Financial affairs of each Regional subdivision shall be handled in accordance with the procedures specified in the Institute's Bylaws. All budgetary actions shall be reviewed by the Institute's Board of Directors for consistency with overall goals, policies, and legal requirements of the Institute.

8. Regional Activities Committee.

There shall be a Regional Activities Committee consisting of all Regional Presidents and Presidents-Elect and Vice-Presidents, one elected by each of the Regional subdivisions, and the Institute's President-Elect, who shall chair the committee.

The Regional Activities Committee shall be a vehicle of communication and coordination between and among the Regional subdivisions and between the Institute's Board of Directors and the Regional subdivisions, and shall provide a forum for considering regional issues.

ARTICLE XI--GENERAL MEETINGS

1. **Annual Professional Meeting.** There shall be at least one professional meeting of the Institute each year open to all Members.

2. Annual Business Meeting.

- (a) Each year a business meeting shall be held in conjunction with the annual professional meeting. At the annual business meeting, the President shall report on the financial, membership and programmatic status of the Institute, and the Members shall have the opportunity to exchange information and raise questions.
- (b) All Members shall be notified in writing as to the time and place of the annual business meeting at least two months before said meeting.

ARTICLE XII--PUBLICATIONS

- 1. There shall be one or more journals and an official News Publication of the Institute, as specified in the Bylaws. Other publications may also be established by the Institute's Board of Directors.
- 2. Each publication shall have an Editor, as provided in the Bylaws.
- 3. A Publications Committee shall be established to recommend to the Board of Directors publication policy for each journal and for the official News Publication, as specified in the Bylaws, and for any other publications, and shall monitor the approved publication policies on behalf of the Board of Directors, as specified in the Bylaws.

ARTICLE XIII--RESOLUTION

1. The Board of Directors, Regional subdivisions and committees of the Institute shall not adopt any resolutions that deal with matters other than the activities of the Institute.
2. Resolutions and recommendations of officials of the Institute, committees, and Regional subdivisions shall be so phrased as to commit only those individuals or entities which have formally approved them.

ARTICLE XIV--REFERENDA

Upon its initiative, or by petition to the Secretary that is signed by at least five percent of the Members of the Institute, the Board of Directors shall submit a question to the Members for a written referendum vote promptly, but in no case later than two months after action by the Board of Directors or receipt of the petition. The ballot for such a vote shall be accompanied by briefs prepared by the Board of Directors stating both sides of the question. The results of the referendum shall be determined by a majority vote of the written ballots received within 30 days after submission of the question to the Members. The Secretary shall publish the results of the referendum in the Institute's official News Publication.

ARTICLE XV--HONORS AND AWARDS

The Board of Directors may bestow honors and awards in keeping with the objectives of the Institute.

ARTICLE XVI--BYLAWS

1. Bylaws shall be prepared by the Institute's Board of Directors and submitted to the Members of the Institute for approval. Adoption of the Bylaws shall require a majority affirmative vote of those Members returning a ballot for voting on the Bylaws within 30 days after their mailing to the Members.

2. Changes to the Bylaws may be proposed by the Board of Directors or by the Members of the Institute.

- (a) Changes to the Bylaws proposed by the Board of Directors shall be published in the Institute's official News Publication, or sent by a special mailing to the Members. If, within 30 days after dissemination, at least five percent of the Members request a vote by the membership, a written ballot for voting on the proposed change will be submitted to the Members promptly, but in no case later than three months after the original dissemination of the proposed Bylaws change. Approval of the Bylaws change requires a majority affirmative vote of those Members returning the ballot within 30 days after their mailing to the Members. If less than five percent of the Members request a vote of the membership, the proposed Bylaws change will be submitted to the Board of Directors for a vote, approval requiring a two-thirds affirmative vote of the membership of the Board.

- (b) Changes to the Bylaws proposed by Members must be presented by a petition to the Secretary that is signed by at least five percent of the Members. A written ballot for voting on such a proposed change will be submitted to the Members promptly, but in no case later than two months after receipt of the petition, approval requiring a majority affirmative vote of those Members returning a ballot for voting on the Bylaws change within 30 days after their mailing to the Members.

ARTICLE XVII—CHANGES IN CONSTITUTION

1. No article shall be added to this Constitution and no part shall be amended or annulled except by written ballot sent to all Members. A change in the Constitution requires a two-thirds affirmative vote of the Members returning said written ballots within 30 days after their mailing to the Members.

2. Proposals for changes in the Constitution may be made by the Board of Directors or by a petition to the Secretary that is signed by at least five percent of the Members of the Institute.

BYLAWS OF THE DECISION SCIENCES INSTITUTE, INC.

BYLAW 1: PRINCIPAL OFFICE AND ORGANIZATION

Section 1. Principal Office

The Decision Sciences Institute operates in accordance with a charter issued by the State of Georgia. The Institute's principal office shall be located at University Plaza, Atlanta, Georgia 30303.

Section 2. Home Office Staff

- (a) **Executive Director.** There shall be an Executive Director, resident in the State of Georgia, appointed by and serving at the pleasure of the Board of Directors. The Executive Director shall be responsible to the President of the Institute. The Executive Director, after receiving authority from the Board of Directors, may enter into contracts to obtain services for the Institute and to provide services to other organizations.
- (b) **Employees.** The Executive Director, after receiving authority from the Board of Directors, may hire one or more employees to conduct the business affairs of the Institute or to carry out other activities. The Home Office staff shall be supervised by the Executive Director. The Home Office shall be responsible for the operation of the Institute and the implementation of the policies and procedures approved by the Board of Directors, and shall carry out those duties and responsibilities requested by the President and other officers of the Institute.

BYLAW 2: NOTICES

A requirement for providing notice shall be deemed to be satisfied if said notice appears in the Institute's official News Publication mailed to all Members or if a direct mailing is made to all Members in accordance with the notification time specified in the Constitution and/or Bylaws.

BYLAW 3: TERMS AND DUES

Section 1. Terms

- (a) The fiscal and tax year of the Institute is from July 1 through June 30.
- (b) The membership term is from July 1 through June 30.
- (c) The officer term is from April 1 through March 31.
- (d) The President shall serve for one year and automatically become Past President.
- (e) The President-Elect shall serve for one year and automatically become President.
- (f) The Secretary and Treasurer shall serve two-year staggered terms.
- (g) Vice Presidents shall serve two-year terms, with the terms of office of the Vice Presidents elected by the Regional subdivisions staggered, and the terms of office of the Vice President elected at-large staggered.

Section 2. Dues

- (a) The dues schedules and subscription rates shall be published in the Institute's Policies and Procedures Manual.
- (b) The dues schedules and subscription rates shall be reviewed annually by the Board of Directors.
- (c) A Member's dues are not in arrears if they are paid within six months after the date they fall due.

BYLAW 4: TERMINATION AND REINSTATEMENT OF MEMBERSHIP

Section 1. Termination

A Member may terminate his or her membership at any time by submitting his or her resignation to the Secretary or by failing to pay dues within six months after the date they fall due.

Section 2. Reinstatement

A Member who terminated his or her membership may be reinstated at any time during that same membership year by payment of his or her dues. He or she will then receive the appropriate back issues of publications. A request for reinstatement in a later membership year will be processed as a new application for membership.

BYLAW 5: BOARD OF DIRECTORS**Section 1. Authority**

- (a) The Board of Directors may transact business by mail provided that the President notifies all members of the Board of Directors of any proposed actions together with a brief statement of any known arguments for and against said actions.
- (b) Each Regional subdivision may appoint an alternate to attend the meetings of the Board of Directors with voting privileges. The alternate must be a member of the Institute.

BYLAW 6. PERMANENT COMMITTEE STRUCTURE**Section 1. Constitutionally Mandated Committees**

- (a) The Constitutionally mandated committees are: the Publications Committee, the Nominating Committee, the Executive Committee, and the Regional Activities Committee.
- (b) **Publications Committee.**
 - (i) The members of the Publications Committee shall be nominated by the Executive Committee and approved by the Board of Directors and shall serve two-year staggered terms.
 - (ii) The Board of Directors shall develop a charge for the Publications Committee, to be included in the Institute's Policies and Procedures Manual. The Board of Directors shall review this charge annually.
 - (iii) The Publications Committee shall make such progress reports as are specified in the Policies and Procedures Manual.
- (c) **Nominating Committee.**
 - (i) The members of the Nominating Committee shall be nominated by the Executive Committee and approved by a majority vote of the membership of the Board of Directors. Any member of the Board who is nominated as a member of the Nominating Committee is ineligible to vote on the approval of the membership of the Nominating Committee.
 - (ii) The duties of the Nominating Committee are specified in Bylaw 8.

Section 2. Standing Committees

- (a) The Board of Directors shall specify the standing committees in the Institute's Policies and Procedures Manual.
- (b) The members of the standing committees shall be nominated by the Executive Committee and approved by the Board of Directors, and shall serve two-year staggered terms, unless otherwise specified in the Policies and Procedures Manual.
- (c) The Board of Directors shall develop a charge for each standing committee, to be included in the Policies and Procedures Manual. The Board of Directors shall review these charges annually.
- (d) Each standing committee shall make such progress reports as are specified in the Policies and Procedures Manual.

BYLAW 7: REGIONAL SUBDIVISIONS**Section 1. Establishment**

There shall be Regional subdivisions of the Institute, the names of which shall be published in the Institute's Policies and Procedures Manual.

Section 2. Reports

Each Regional subdivision shall submit an annual report of its financial status and of the preceding year's activities to the Institute's Board of Directors within two months after completion of its fiscal year, and shall submit the names and addresses of its officers to the Home Office within 30 days following the election of regional officers.

Section 3. Finances

- (a) **Dues.** The Bylaws of a Regional subdivision may provide for dues. Funds so obtained may be used for any purpose consistent with the Institute's Constitution and Bylaws and with the Constitution and Bylaws of the Regional subdivision.
- (b) **Disbursements.** The Home Office shall make disbursements from accounts held for each Regional subdivision upon request from a duly authorized officer of the subdivision.
- (c) **Solicitations.** No funds shall be solicited or raised by any Regional subdivision without the written consent of the Institute's President.

Section 4. Audit

Each Regional subdivision is subject to audit as a part of the Institute's regular auditing procedures. Upon recommendation of the Institute's public accounting firm, each Regional subdivision shall make available the information required for the audit.

Section 5. Nominations

Each Regional subdivision shall establish a Nominating Committee for regional officers and for the Vice President elected by the Regional subdivision to serve on the Institute's Board of Directors, and shall solicit nominations from the regional membership for these offices.

BYLAW 8: NOMINATION AND ELECTION OF OFFICERS**Section 1. Method of Nomination**

Each year the Institute's Nominating Committee and the Nominating Committees for the Regional subdivisions shall be instructed by the Secretary as to the offices of the Institute to be filled for the ensuing year.

Not less than six months before the next officer year, the Nominating Committee shall nominate at least two candidates for each office of the Institute to be filled, except that the Nominating Committees of the Regional subdivisions shall nominate at least two candidates for the offices of Vice Presidents elected by the Regional subdivisions. The Secretary shall notify the membership of these nominations promptly, but in no case later than 30 days after receipt of the nominations. Additional nominations may be made within 30 days after publication of the slate of candidates submitted. Each additional nomination must be made by petition signed by at least five percent of the Members and submitted to the Secretary, except in the case of the Vice Presidents elected by the Regional subdivisions where additional nominations may be made upon petition signed by at least five percent of the Regional subdivision's Members.

Section 2. Method of Election

Not less than three months before the next officer year, the Secretary shall mail to each Member one or more ballot forms, together with a brief biographical sketch of each nominee. Ballots for a Vice President elected by a Regional subdivision shall be sent only to Members of that Regional subdivision.

The ballots shall be counted by tellers appointed by the Board of Directors, and the candidates receiving the largest numbers of votes for the offices to be filled shall be declared elected. No ballot shall be counted unless it is marked by a qualified voter to indicate his or her choices and is returned to the appointed tellers within 30 days after the date of mailing of the ballots to the membership. In the event of a tie vote for any office, another ballot shall be mailed to the Members to choose between the tied candidates.

Section 3. Special Election

When a special election for President is required, according to Article VIII in the Constitution, the Nominating Committee shall nominate two candidates for the office of President. The Secretary shall mail immediately to each Member a ballot form. The ballots shall be counted by tellers appointed by the Board of Directors, and the candidate receiving the largest number of votes shall be declared elected. No ballot shall be counted unless it is marked by a qualified voter to indicate his or her choices and is returned to the appointed tellers within 30 days after the date of mailing of the ballots to the membership. In the event of a tie vote, the Board of Directors shall select the President from among the tied candidates.

BYLAW 9: PUBLICATIONS**Section 1. Policy Determination**

The Board of Directors shall adopt publication policies, consistent with the Institute's goals, for the Institute and its Regional subdivisions. The Publications Committee shall monitor all publications of the Institute and those of its Regional subdivisions to ensure consistency with the Institute's Constitution and Bylaws and with the policies adopted by the Board of Directors.

Section 2. The Institute's Journals and Official News Publication

The journals of the Institute shall be *Decision Sciences*, and *Decision Sciences Journal of Innovative Education*. The Institute's official News Publication shall be *Decision Line*.

Section 3. Editors

- (a) The Publications Committee shall nominate and the Board of Directors shall appoint Editors for the journals and for the official News Publication of the Institute.
- (b) Each Editor shall be responsible for the editorial content of the publication, subject to monitoring by the Publications Committee.
- (c) Each Editor shall serve at the pleasure of the Board of Directors for a four-year term and may be renominated and reappointed by the Board of Directors for a second two-year term.

Section 4. Proceedings

Proceedings of the Institute's annual professional meeting shall be published. The format and contents of this Proceedings shall be specified in the Institute's Policies and Procedures Manual.

BYLAW 10: FINANCES**Section 1. Policy and Procedures Determination**

The operating and financial policies and procedures determined by the Board of Directors shall be published in the Institute's Policies and Procedures Manual.

Section 2. Bond

Employees of the Institute dealing with financial resources shall give bond, with sufficient surety or sureties, conditioned for the faithful performance of the duties, in such amount as the Board of Directors may determine. The cost of such bonds shall be borne by the Institute.

Section 3. Withdrawal of Funds on Deposit

The Home Office shall pay all just demands made upon the Institute as approved generally or specifically by the Board of Directors or by the President.

Section 4. Check Signing Authority

The Board of Directors shall specify who shall serve as signatories for signing checks on the Institute's master account, and shall record the policy in the Institute's Policies and Procedures Manual.

BYLAW 11: FELLOWS**Section 1. Purpose**

The designation of Fellow may be awarded to Members of the Institute in recognition of distinguished achievement in the field of decision sciences. This designation is for recognition only and does not constitute a class of membership or any other official status in the Institute.

Section 2. Criteria for Selection

The designation of Fellow is awarded to active supporters of the Institute for outstanding contributions to the fields of decision sciences in at least two of the following categories: (1) research and scholarship, (2) teaching and/or administration, (3) service to the Institute.

Section 3. Nomination and Election

Fellows are nominated by Members of the Institute, recommended by the Fellows Committee, and elected by the Institute's Board of Directors. A nominee for Fellow must not receive more than two negative votes to be recommended by the Fellows Committee and must be approved by two-thirds vote of the Board of Directors to be elected. No more than 0.4 percent of the Regular membership may be elected as Fellows in any one year.

Section 4. Fellows Committee

The Fellows Committee shall have seven members consisting of six Fellows who are not members of the Board of Directors, nominated by the Executive Committee and approved by the Board of Directors, and the Executive Director, as an ex-officio member. The term of appointment shall be two years, and terms shall be staggered to provide continuity.

BYLAW 12: RULES OF ORDER

The rules contained in the Institute's Constitution, Bylaws and in the current published edition of *Robert's Rules of Order* shall govern the parliamentary procedure of all meetings of the Institute.

C. OTHER POLICIES