

II. REGIONAL CONSTITUTIONS AND BYLAWS

A. BACKGROUND

In 1979, the Midwest, Northeast, Southeast, Southwest, and Western Regions adopted Constitutions and Bylaws that were in conformance with the Institute's Constitutional requirements, as did the Asia-Pacific Region in 1994, and the Mexico Region in 2003. These documents were reviewed and approved by the Institute's Board of Directors, and are contained in this section of the Manual.

B. THE CONSTITUTION OF THE ASIA-PACIFIC REGION
OF THE DECISION SCIENCES INSTITUTE

ARTICLE I – NAME

The name of this organization shall be “Asia-Pacific Region of the Decision Sciences Institute”, hereinafter referred to as the “Asia-Pacific Decision Sciences Institute”. The Asia-Pacific Decision Sciences Institute has been incorporated as a region of the Decision Sciences Institute. Its mission statement is as follows:

“The Asia-Pacific Decision Sciences Institute is an interdisciplinary international organization dedicated to the advancement of the science and practice of education and research about business decisions. The Institute promotes excellence in teaching and scholarship, and seeks to serve current and future developmental needs of graduate students, faculty, and industry practitioners. To pursue this mission the Institute will facilitate the development and dissemination of knowledge in the diverse disciplines of the decision sciences through publication, conferences, and other services.”

ARTICLE II -- GOALS AND PROCEDURES

The goal of the Asia-Pacific Decision Sciences Institute is to support the goals and objectives of the Decision Sciences Institute. The operations and procedures of the Asia-Pacific Decision Sciences Institute shall be in accordance with the Constitution and Bylaws of the Decision Sciences Institute.

ARTICLE III -- MEMBERSHIP

1. **Eligibility.** Any person or institution which is a member of the Decision Sciences Institute is eligible for Membership.

2. **Classes of Membership.** There shall be three classes of Membership as defined below:

(a) **Regular Member.** Any person interested in furthering the goals of the Asia-Pacific Decision Sciences Institute whose current dues are not in arrears, as specified in the Bylaws.

(b) **Student Member.** Any person interested in furthering the goals of the Asia-Pacific Decision Sciences Institute who is also enrolled as a full time student at an educational institution located in the Asia-Pacific region and whose dues are not in arrears, as specified in the Bylaws.

Approved by the Region: March 1994

Approved by the Institute’s Board of Directors: April 23, 1994

Approved by the Region: July 26, 2002

(c) **Institutional Member.** Any organizational entity interested in furthering the goals of the Asia-Pacific Decision Sciences Institute whose current dues are not in arrears, as specified in the Bylaws.

3. **Voting Privileges.** The rights to vote sign referendums, initiate petitions, hold offices, and sign nominating petitions are reserved to Members in good standing.

ARTICLE IV -- DUES AND MEMBERSHIP YEAR

Dues, if any, will be established in accordance with the Constitution and Bylaws of the Decision Sciences Institute. Such procedures are established by the Asia-Pacific Executive Committee, subject to the approval of the Membership, and specified in the Bylaws.

ARTICLE V -- SEVERANCE AND REINSTATEMENT OF MEMBERSHIP

Severance and reinstatement procedures shall be consistent with the Constitution and Bylaws of the Decision Sciences Institute. Such procedures are established by the Asia-Pacific Executive Committee, subject to the approval of the Membership, and specified in the Bylaws.

ARTICLE VI -- OFFICERS

1. **Officers.** The officers of the region are specified in the Bylaws. Only Members of the Asia-Pacific Decision Sciences Institute may be nominated for office or hold office.

2. **Terms of Office.** The terms of office are specified in the Bylaws.

ARTICLE VII -- EXECUTIVE COMMITTEE

1. **Composition.** The composition of the Regional Executive Committee is specified in the Bylaws.

2. **Duties.** The Regional Executive Committee shall be the chief policy-making and legislative body of the Asia-Pacific Decision Sciences Institute subject to referendum of the Asia-Pacific Decision Sciences Institute's Membership. It shall establish objectives, subdivisions and other bodies, budgets, and take other actions necessary for the implementation of the Asia-Pacific Decision Sciences Institute's objectives.

3. **Proceedings.** All actions of the Regional Executive Committee must be consistent with the Decision Sciences Institute's Constitution and the Bylaws. Minutes of the Regional Executive Committee meetings shall be submitted to the Decision Sciences Institute's Board of Directors.

ARTICLE VIII -- ELECTIONS AND NOMINATIONS

The procedures for nomination and elections are specified in the Bylaws.

ARTICLE IX -- MEETINGS

1. **General Meeting.** There shall be at least one general business meeting of the Asia-Pacific Decision Sciences Institute every year which will be open to participation by all Members and at the annual conference of the Asia-Pacific Decision Sciences Institute. All Members shall be notified as to the time and place of the general meeting at least 30 days in advance of any such meeting.

2. **Special Meetings.** Special meetings of Asia-Pacific Decision Sciences Institute may be called by the Executive Committee as required. Each Member of the region will be notified in writing of the purpose, place, and time of any special meeting at least 30 days in advance of any such meeting.

3. **Quorum.** At any regular or special meeting of the Asia-Pacific Decision Sciences Institute, the Members in good standing and present shall constitute a quorum.

4. **Procedure.** All questions of parliamentary procedure shall first be settled by referring to the Constitution and Bylaws and then to the most current published edition of Robert's Rules of Order.

ARTICLE X -- CHANGES IN CONSTITUTION

1. **Initiating Change.** No article shall be added to this Constitution and no part shall be amended or annulled except by formal proposal, discussion, and written ballot approval by at least two-thirds of the Members present at a general business meeting of the Asia-Pacific Decision Sciences Institute.

2. **Petitioning of Change.** Proposals of change may be made by the Executive Committee or by a petition to the President that is signed by at least five percent of the Members of Asia-Pacific Decision Sciences Institute.

3. **Process.** Any proposed change in the Constitution shall be submitted to the Membership of the Asia-Pacific Decision Sciences Institute at least 30 days before the business meeting. Amendments to a proposed change in the Constitution may be made during a discussion of the proposed change at the business meeting provided that the amendments do not deviate from the subject matter of the amendment originally proposed.

4. **Approval.** Any change in the Constitution must be approved by the Decision Sciences Institute's Board of Directors before taking effect.

5. **Announcement of Changes.** Copies of amendments shall be distributed to the Membership as soon as practical after their adoption.

6. **Keeping of Records.** A complete history of amendments shall be kept in the files of the Asia-Pacific Decision Sciences Institute by the Secretary General.

ARTICLE XI -- BYLAWS

1. **Bylaws Changes.** Bylaws may be adopted, annulled or amended by a majority vote at a business meeting.

2. **Change Procedure.** All changes in the Bylaws must be approved by the Decision Sciences Institute's Board of Directors before taking effect.

ARTICLE XII -- REFERENDA

Upon its initiative, or upon the request in writing of five percent of the Members of the Asia-Pacific Decision Sciences Institute in good standing, the Executive Committee shall submit a question to the Members of the Asia-Pacific Decision Sciences Institute for a mail referendum vote. The ballot for such a vote shall be accompanied by briefs stating both sides of the question.

ARTICLE XIII -- FINANCES

Records for the Asia-Pacific Decision Sciences Institute will be kept both by the region and the Home Office of the Decision Sciences Institute. Deposits of funds received will be made to an account designated by the Home Office of the Decision Sciences Institute. An imprest account will be used for the payment of bills incurred by the Asia-Pacific Decision Sciences Institute in accordance with the Constitution and Bylaws of the Decision Sciences Institute. Reimbursement of this imprest account will occur only through the checks issued by the Home Office of the Decision Sciences Institute upon receipt of documents supporting the expenditures made prior to the request for reimbursement. The Decision Sciences Institute's Home Office will maintain records of the revenue and expenditures of the region, along with balances held in the Home Office account for use by Asia-Pacific Decision Sciences Institute. Budgetary actions are subject to review for consistency with overall goals, policies, and legal requirements of the Decision Sciences Institute by the Decision Sciences Institute's Board of Directors.

ARTICLE XIV -- DATE OF ADOPTION

This Constitution will take effect upon approval by the Board of Directors of the Decision Sciences Institute.

THE BYLAWS OF THE ASIA-PACIFIC REGION
OF THE DECISION SCIENCES INSTITUTE

BYLAW 1 -- OFFICE

The Asia-Pacific Decision Sciences Institute's principal office shall be at the President's Office.

BYLAW 2 – MEETING NOTICES

Unless otherwise indicated in these Bylaws, a requirement for notice shall be deemed to be satisfied by a direct mailing made to all Members 30 days before a scheduled meeting date.

BYLAW 3 -- TERMS

1. **Fiscal Year.** The fiscal year of the Asia-Pacific Decision Sciences Institute runs from July 1 to June 30.

2. **Membership.** The Membership term is one-year beginning on July 1 and ending on June 30.

3. **Terms of Office.** All officers shall assume office on July 1, the beginning of the fiscal year. The President-Elect will automatically assume the Presidency at the expiration of the President's term.

BYLAW 4 -- EXECUTIVE COMMITTEE

1. **Authority.** Budgetary actions are subject to review by the Decision Sciences Institute's Board of Directors for consistency with overall goals, policies, and legal requirements of the Decision Sciences Institute.

2. **Composition.** The Executive Committee shall consist of the President, the Immediate Past President, the President-Elect, the current Conference Chair, the Secretary General, and the Treasurer. Vacancies occurring within the year will be filled by presidential appointment. Those appointed to fill vacancies shall serve for the unexpired term of the office. Filling an unexpired term will in no way prejudice an individual's opportunity to be nominated and elected to office in his/her own right.

3. **Meetings.** The Executive Committee shall meet at least once a year. Additional meetings may be called by the President or by petition of two Members of the Executive Committee. A quorum generally requires the presence of at least three Members of the Executive Committee, and thus, except as otherwise provided in the Constitution and Bylaws, the Executive Committee shall act by majority of those voting.

4. **Between Meetings of the Executive Committee.** The Executive Committee may empower the President to act for the Executive Committee on routine matters between meetings of the Executive Committee. Actions taken by the President acting on the Executive Committee's behalf are subject to review by the Executive Committee at its next meeting. In circumstances requiring a vote between meetings, the President shall distribute ballots to the Executive Committee Members through the mail. The ballots shall be accompanied by briefs stating both sides of the question. The question will be decided by a majority vote of the Executive Committee Members returning their ballot within 15 days of their posting, provided a majority of the Executive Committee Members vote.

BYLAW 5 -- OFFICERS

1. **Officers.** The elected officers of the Asia-Pacific Decision Sciences Institute shall be the President, Immediate Past President, President-Elect, Conference Chair, Conference Chair-Elect, Secretary General, Treasurer, and Vice Presidents. No one person may hold two of these offices concurrently, except that the President-Elect may serve as the Vice President for a region. Only regular Members of the Asia-Pacific Decision Sciences Institute will be nominated for office or hold office.

2. Duties of the Elected Officers.

(a) **President.** The President shall be the Chief Executive Officer of the Asia-Pacific Decision Sciences Institute and Chairperson of the Executive Committee. He/She shall be responsible for planning and conducting the affairs of the organization in such a manner as to further the objectives of the Asia-Pacific Decision Sciences Institute. He/She shall create agenda and serve as the chair of the Executive Committee Meeting and the General Meeting. He/She shall, subject to the approval of the Executive Committee, make appointments specified in the Bylaws as well as other appointments deemed necessary for the conduct of the affairs of the Asia-Pacific Decision Sciences Institute. The term of the President is one year.

(b) **Immediate Past President.** The Immediate Past President shall serve as a member of the Executive Committee and as Chairperson of the Nominating Committee. The term of the Immediate Past President is one year.

(c) **President-Elect.** The President-Elect shall serve as the general assistant to the President, carrying out such duties as he/she may be assigned by the President. He/She shall also serve as a member of the Executive Committee. The President-Elect shall act as President in the event of the President's absence or inability to serve. In the event of the incapacity of the President to serve, the President-Elect shall assume the presidency and perform the duties of the President. The President-Elect's succession to the office of the President shall not be affected by his/her having assumed and performed the duties of President during any portion of his/her term as President-Elect. The term of the President-Elect is one year.

(d) **Secretary General.** The Secretary General shall serve as Recording Secretary for the region and shall keep and publish the Constitution and Bylaws of the Asia-Pacific Decision Sciences Institute, keep minutes of all meetings, maintain the Membership roll, keep other records as specified in the Constitution and Bylaws, publish information on the APDSI Home website, and

perform other duties usual to the office of the Secretary General. The Secretary General is responsible for coordinating international activities of the Vice Presidents and encouraging communications between academia and industry or government in the Member's country. The Secretary General shall hold office for two years and serve as a member of the Executive Committee.

(e) **Treasurer.** The Treasurer shall serve as a general assistant to the President. He/She shall receive and disburse funds, publish an annual budget, prepare financial statements, and shall be responsible for an accurate and complete reporting of the financial affairs of the Asia-Pacific Decision Sciences Institute. He/She shall be responsible for conducting the financial affairs of the region in accordance with the Constitution and Bylaws of both the Asia-Pacific Decision Sciences Institute and the Decision Sciences Institute. The Treasurer shall hold office for two years and serve as a member of the Executive Committee.

(f) **Conference Chairs.** There shall be a Conference Chair and a Conference Chair-Elect. The Conference Chair shall be responsible for planning and supervising the program and meetings at the Annual Meeting of the organization. The Conference Chair-Elect shall support and help the Conference Chair as necessary. The Conference Chair-Elect shall normally succeed the Conference Chair in the year following election and shall present a program of tracks and track chairs for the following year's Annual Meeting at the meeting of the Regional Executive Committee at the end of the year in which he/she serves as Conference Chair-Elect. Both Conference Chair and Conference Chair-Elect shall hold offices for one year and serve as members of the Executive Committee.

(g) **Vice Presidents.** The Vice Presidents will be elected according to his/her Membership location and thus be responsible for supporting the Institute's activities in his/her region. He/She shall be responsible for long-range planning in the Asia-Pacific region including the generation of innovative new approaches to ensure that the Asia-Pacific Decision Sciences Institute is a vibrant organization closely in tune with the long-range objectives of the Decision Sciences Institute. Also, the Vice Presidents in his/her own region shall assume a leadership role in generating and retaining Members for the Asia-Pacific Decision Sciences Institute and the Decision Sciences Institute. He/She shall also coordinate activities with the Executive Committee Members. The Executive Committee may appoint up to 4 Vice Presidents at Large. The Vice Presidents shall hold offices for two years.

(h) **Honorary President.** The Honorary President is the highest honor the Executive Committee bestows to Founder of the APDSI. The term of the Honorary President is for lifetime. The Honorary President shall serve as a member of the Executive Committee.

BYLAW 6 -- NOMINATION AND ELECTION

1. **Method of Nomination.** At the general meeting, the Nominating Committee shall be instructed by the President of the officers to be elected for the ensuing year. Not less than three months before the planned date of the next general meeting the Nominating Committee shall nominate at least one candidate for each office to be filled. The Secretary General shall notify the Membership immediately of these nominations. Additional nominations may be made within one month of the publication of the slate of candidates submitted by the Nominating Committee. Each additional nomination must be made by petition signed by at least five percent of the Members in good standing and submitted to the Secretary General. Not less than two months before the next general meeting, the Secretary General shall mail to each Member a brief biographical sketch of each nominee along with a ballot form.

2. **Nominations of Regionally-Elected Vice-President.** The Executive Committee shall nominate at least two candidates for the office of regionally-elected Vice-President of the Asia-Pacific Decision Sciences Institute. The slate of candidates will be published and distributed at the Annual Meeting of the organization. Additional nominations from the floor may be made at the business meeting by any member in good standing. From these nominations, two individuals will be elected as the nominees and their names forwarded to the Decision Sciences Institute for inclusion in the general election. In the event that the regionally-elected Vice-President cannot serve out his/her term, the other regionally-elected Vice-President nominee shall be asked to serve out the term. In the event neither candidate is able to serve, the President shall appoint a representative to serve out the term.

3. **Method of Election.** No ballot shall be counted unless it is marked by a qualified voter to indicate his/her choices and is returned to the address designated on the ballot not more than one month after posting. The ballots shall be counted by tellers appointed by the President and the results of the tally shall be announced at the next professional meeting at which time the candidates receiving the largest number of votes for the offices to be filled shall be declared elected. In the event of a tie vote for any office, the Members present at the professional meeting shall choose between the tie candidates by written ballot.

BYLAW 7 -- FINANCES

1. **Audit.** Asia-Pacific Decision Sciences Institute is subject to audit as part of the Decision Sciences Institute. Upon request, all supporting records and information shall be made available to the firm or individual designated by the Executive Director of the Decision Sciences Institute who will prepare the audit.

2. **Authority to Commit Funds.** The annual budget for the Asia-Pacific Decision Sciences Institute will be approved by the Executive Committee, subject to approval by the Decision Sciences Institute's Board of Directors, by the beginning of each fiscal year. The Executive Committee may, through the vehicle of the budget, delegate to individual officers and Members of the Asia-Pacific Decision Sciences Institute authority to incur expenses and make financial commitments on behalf of the organization. Such authority will be granted in writing. No person is authorized, without written authority, to make purchases, incur expenses or commit funds in the name of the Asia-Pacific Decision Sciences Institute. Actual collection and disbursement of cash shall be supervised by the Treasurer.

BYLAW 8 -- COMMITTEES

1. **Types of Committees.** The committees of the Asia-Pacific Decision Sciences Institute shall consist of the standing committees provided in the Bylaws and of such special committees as may be established by the President or Executive Committee. The Chairpersons of the Committees will be appointed by the President and approved by the Executive Committee.

2. **Standing Committees.**

(a) **Nominating Committee.** The Nominating Committee shall consist of five Members: President, Immediate Past-President, President-Elect, and two members appointed by the President with the consent of the Executive Committee. The Nominating Committee shall serve until the next term's general meeting of the Asia-Pacific Decision Sciences Institute. The Nominating Committee is responsible for the nomination of a slate of officers in accordance with the Constitution and Bylaws of the Asia-Pacific Decision Sciences Institute.

(b) **Program Committee.** The Program Committee shall consist of the Conference Chair appointed by the President with the consent of the Executive Committee, and other Members appointed by the Conference Chair. The Conference Chair shall be responsible for planning and supervising the program at the professional meeting of the Asia-Pacific Decision Sciences Institute, and shall serve as a member of the Executive Committee. The Conference Chair appoints Associate Conference Chair, Program Secretaries, Treasurers, Proceedings Editors, and other Members of the Program Committee to prepare the professional meeting for the Asia-Pacific Decision Sciences Institute. Activities of the Program Committee include budget planning for the professional meeting, calling for research papers and editing proceedings, and scheduling meeting procedures. The Program Committee meeting will be called and chaired by the Conference Chair. At the general business meeting of the next term held within 60 days of the regular general meeting of the Asia-Pacific Decision Sciences Institute, the Program Committee must submit financial statements of the professional meeting to the Executive Committee of the Asia-Pacific Decision Sciences Institute.

BYLAW 9 -- DUES

The annual dues for the Regular Members, Student Members, and Institutional Members shall be determined by the Executive Committee of the Asia-Pacific Decision Sciences Institute, and be approved by the Board of Directors of the Decision Sciences Institute.

BYLAW 10 -- SEVERANCE AND REINSTATEMENT OF MEMBERSHIP

1. **Termination.** A Member or an Institutional Member may terminate Membership at any time by submitting a resignation to the Secretary General or by failing to pay dues for the current Membership year before June 30.

2. **Reinstatement.** Any eligible person or institution whose name has been removed from the rolls for nonpayment of dues may be reinstated at any time during the Membership year by payment of the current year's dues.

Revised and approved in 2005

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