

E. CONSTITUTION OF THE NORTHEAST REGION
OF THE DECISION SCIENCES INSTITUTE

ARTICLE I -- NAME

The name of this organization shall be “Northeast Decision Sciences Institute”, hereinafter referred to as “the Northeast Institute”. The Northeast Institute is a region of the Decision Sciences Institute.

ARTICLE II -- GOALS

1. The Northeast Institute is a subdivision of the Decision Sciences Institute, Inc., a not-for-profit professional organization. The goals of the Northeast Institute are to develop, apply, and extend knowledge in the administrative and decision sciences as well as to support the goals and objectives of the Decision Sciences Institute. The operations and procedures of the Northeast Institute shall be in accordance with the Constitution and Bylaws of the Decision Sciences Institute.

2. The Northeast Institute will seek to fulfill these objectives in the following ways:

- (a) provide a regional forum for the exchange of ideas and experience among those who teach, research and practice in universities, government and business throughout the region and the country.
- (b) provide a vehicle for the stimulation and exchange of new knowledge through appropriate means available to the Northeast Institute.
- (c) encourage a broad spectrum of membership drawn from academia, government and business to provide the best opportunity for the cross-pollination of ideas and practices and further to encourage the translation of research into practice.

ARTICLE III -- MEMBERSHIP

1. Eligibility. Any person or institution who supports the goals and objectives of the Northeast Institute and is a member of the Decision Sciences Institute is eligible for membership.

2. Voting Privileges. The right to vote, to sign referenda, to initiate petitions and hold office, and to sign nominating petitions are reserved to members in good standing of the Northeast Institute. This shall be interpreted to mean current members of the Decision Sciences Institute who have registered for and attended at least one Northeast annual meeting within the past three years and/or who have designated membership in the Northeast Institute when paying their membership dues for the Decision Sciences Institute.

Approved by region: May 11, 1979

Approved by the Institute’s Board of Directors: November 18, 1979

Revised and approved in 1982, 1983, 1986, 1987, 1989, 1995, 2002 and 2005

ARTICLE IV -- DUES AND MEMBERSHIP YEAR

Dues, if any, will be established in accordance with the Constitution and Bylaws of the Decision Sciences Institute. The Bylaws of the Northeast Institute specify a schedule of membership dues and the membership year.

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 shall be established by the Board of Directors of the Northeast Institute, subject to the approval of members, and specified in the Bylaws.

ARTICLE VI -- OFFICERS

1. Officers. Officers of the Northeast Institute and their duties are specified in the Bylaws. Only members in good standing of the Northeast Institute may be nominated for or hold office.
2. Terms of Office. The terms of office for all officers are specified in the Bylaws.

ARTICLE VII -- BOARD OF DIRECTORS

1. Composition. The composition of the Board of Directors of the Northeast Institute is specified in the Bylaws.
2. Duties. The Board of Directors is the executive committee, the chief policy making and legislative body of the Northeast Institute, subject to referendum of the membership of the Northeast Institute. The Board shall establish budgets and oversee the financial operations of the Northeast Institute; and take other actions necessary for the accomplishment of the goals and objectives of the Northeast Institute.
3. Consistency with Decision Sciences Institute. All actions of the Board of Directors shall be consistent with the Constitution and Bylaws of the Decision Sciences Institute. Minutes of the Board of Directors' meetings shall be submitted to the Board of Directors of the Decision Sciences Institute.

ARTICLE VIII -- ELECTIONS AND NOMINATIONS

The nomination and election procedures are specified in the Bylaws.

ARTICLE IX -- MEETINGS

1. Annual General Meeting. There shall be at least one general business meeting of the Northeast Institute each year open to all members, held in connection with a professional meeting of the Northeast Institute. All members shall be notified in writing as to the time and place of the annual general meeting at least 30 days before said meeting.

2. Special Meetings. Special meetings of the Northeast Institute may be called by the Board of Directors, as required. Each member of the region will be notified in writing of the purpose of any special meeting at least 30 days in advance of any special meeting.

3. Quorum. At any annual or special meeting of the Northeast Institute, the members in good standing 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. No article shall be added to this Constitution and no part shall be amended or annulled except either by a) formal proposal, discussion, and written ballot approval by at least two-thirds of the members of the Northeast Institute present at a business meeting; or b) formal proposal, an opportunity to prepare briefs stating arguments pro and con, and mail ballot sent to all members. Approval is required by at least two-thirds of the members returning said ballots within 35 days after their posting.

2. Proposal of change may be made by the Board of Directors or by a petition to the President that is signed by at least five percent of the members of the Northeast Institute.

3. A proposed change in the Constitution shall be submitted to the membership of the Northeast Institute at least 35 days before the meeting or at least 35 days before the mail ballots are due. Amendments to the proposed constitutional change may be made during the discussion of the proposed change at the business meeting provided that such amendments do not deviate from the subject matter of originally proposed constitutional change.

4. All changes in the Constitution must be approved by the Board of Directors of the Decision Sciences Institute before taking effect.

5. Copies of amendments shall be distributed to the members as soon as practicable after adoption.

6. A complete history of amendments shall be kept in the files of the Northeast Institute by the President-Elect.

ARTICLE XI -- BYLAWS

1. Bylaws may be adopted, annulled or amended by a majority vote of the members of the Northeast Institute at a business meeting or by other procedures described in the Bylaws.

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

ARTICLE XII -- REFERENDA

Upon its own initiative or upon the request in writing of five percent of the members in good standing of the Northeast Institute, the Board of Directors shall submit a question to the members of the Northeast 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

Organizational financial records for the Northeast Institute will be kept by both the region and the Home Office of the Decision Sciences Institute. Any revenues or expenses of the Northeast region will be handled as jointly determined by the Treasurer of the Northeast Institute and the Home Office of the Decision Sciences Institute. Appropriate records of all financial transactions will be kept by the Treasurer of the Northeast Institute. Budgetary actions of the Northeast Institute are subject to the joint review of the Board of Directors of the Northeast Institute and the Board of Directors of the Decision Sciences Institute for consistency with overall goals, policies, and legal requirements of the Decision Sciences Institute.

ARTICLE XIV -- DATE OF ADOPTION

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

BYLAWS OF THE NORTHEAST REGION
OF THE DECISION SCIENCES INSTITUTE

BYLAW 1 -- CHARTER AND OFFICE

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

BYLAW 2 -- NOTICES

A requirement for notice shall be deemed to be satisfied if said notice appears in a publication of the Decision Sciences Institute or if a direct mailing is made to all members of the Northeast Institute two or more weeks before the scheduled meeting date.

BYLAW 3 -- TERMS

1. Tax Year and Fiscal Year. The tax year and the fiscal year of the Northeast Institute shall coincide with those of the Decision Sciences Institute (currently July 1 to June 30).
2. Membership Year. The membership term is one year and shall coincide with the fiscal year.
3. Officer Terms. The officers shall assume office each year at the end of the annual general business meeting. The President-Elect will automatically assume the Presidency at the expiration of his/her term of office as President-Elect.

BYLAW 4 -- BOARD OF DIRECTORS

1. Authority. The Board of Directors will have the authority to carry out its duties specified in Article VII, Section 2 of the Constitution. As further specified in Article XIII of the Constitution, budgetary actions of the Northeast Institute are subject to the joint review of the Board of Directors and the Board of Directors of the Decision Sciences Institute for consistency with overall goals, policies, and legal requirements of the Decision Sciences Institute.
2. Composition. The Board of Directors shall consist of all officers and nine directors. Terms of directors are three years. Three new directors of the Board shall be elected each year by majority vote at the annual business meeting. Vacancies which arise in the middle of a year will be filled by appointment of the President for a term lasting until the next annual meeting. Vacancies which exist at the annual meeting will be filled by election for the remaining term of office.
3. Meetings. The Board of Directors shall meet at least once a year. Additional meetings may be held at the call of the President or upon petition of at least two members of the

Board. A quorum requires the presence of at least a majority of the Board members. Unless otherwise provided in the Constitution and Bylaws, the Board shall act by a majority of those voting.

4. Relationship with the President. The Board may empower the President to act on behalf of the Board between meetings of the Board. Actions taken by the President are subject to review by the Board at its next meeting. If a vote of the Board is required between meetings, the President shall distribute ballots by mail to all Board members. The ballot will be accompanied by a brief stating both sides of the question. The question will be decided by a majority vote of the Board members returning their ballots within 15 days of their initial mailing, provided a majority of the Board members vote.

BYLAW 5 -- OFFICERS

1. Officers. The elected officers of the organization shall be President, President-Elect, Secretary, Treasurer, Vice President–Proceedings and Publications, Vice President – Communication, Vice President–Promotional Activities, Vice President – Technology, Vice President – Member Services, Program Chair, Program Chair-Elect, and Archivist.
2. Duties of Officers.
 - (a) The President shall be the chief executive officer of the Northeast Institute and shall be responsible for planning and conducting the affairs of the organization in such a manner as to further its objectives consistent with the established policies.

The duties of the President shall include:

- At the Northeast Institute Annual Meeting:
 - Presiding over the Board meeting
 - Presiding over the annual Business Meeting
 - Presiding over the plenary meal (luncheon or breakfast) at the Annual Meeting.
 - Appointing three members to the Nominations Committee
 - At the Institute Annual Meeting.
 - Presiding over the Board meeting
 - Arranging the officer/board dinner
 - Serving on the Regional Activities Committee
- (b) The President-Elect shall act as an aid to the chief executive officer and will become the president of the Northeast Institute one year after election to this office, and will serve as non-voting chairperson of the Nominations Committee. The President Elect serves on the Regional Activities Committee of the Institute.
 - (c) The Secretary shall be responsible for taking the Minutes during the Northeast Institute Board Meetings and the general Business Meeting, and for distributing them to the appropriate body of members.

- (d) The Treasurer shall receive funds, publish an annual budget and financial statement, and shall be responsible for an accurate and complete reporting of the financial affairs of the organization, for the safe keeping of the funds, and for sound financial operation of the organization consistent with the plans and programs of the president. He/She shall be responsible for conducting the financial affairs of the Northeast Region in accordance with the Constitution and Bylaws the Northeast Region, the Decision Sciences Institute, and the Guidelines for Regional Financial Management.
- (e) The Vice-President - Proceedings and Publications shall be responsible for publication of the proceedings of the annual meeting. The duties of the Vice President – Proceedings and Publications shall include:
- Coordination of publication of Proceedings (hard copy or electronic) with vendors.
 - Accepting final papers in final formatted style from authors.
 - Collecting additional page fees, as applicable.
- (f) The Vice-President - Communications shall be responsible for the preparation and submission of news items on the Northeast Region’s activities to *Decision Line*. The duties of the Vice President – Communications shall include:
- Updating and managing the Northeast Institute website.
 - Posting information regarding Northeast Institute Annual Meeting on the website.
- (g) The Vice-President – Promotional Activities shall be responsible for arranging with publishers and other vendors to exhibit their products at the Annual Meeting and for arranging with regional schools to sponsor breaks and activities. The duties of the Vice President – Promotional Activities shall include:
- Coordinating room requirements and set-up at Northeast Institute Annual Meeting with Program Chair or Local Arrangements Chair.
 - Coordinating fee arrangements with Program Chair or Local Arrangements Chair.
 - Collecting fees from exhibitors and forwarding (with documentation) to the Treasurer.
- (h) The Vice-President - Technology shall provide technical support to the Program Chair and will coordinate with the Institute on technology issues.
- (i) The Vice-President – Member Services shall attend the Member Services Committee meeting at the Institute’s Annual Meeting and shall engage in activities throughout the year to increase the membership of the Northeast Institute.
- (j) The Program Chair shall be responsible for the planning and holding the Annual Meeting.
- (k) The Program Chair-Elect shall become the Program Chair one year after election to this office.

- (l) The Archivist shall be responsible for keeping a running history of the organization in whatever way he/she deems appropriate. Keeping the history may include but not be restricted to collection of former Proceedings, Programs, and other historical documents, obtaining a written summary of each meeting from each Program Chair, and documenting noteworthy events that occur during a Meeting or innovations that are used in putting a meeting together.

3. Terms of Office.

- (a) President: One year.
 (b) President-Elect: One year.
 (c) Secretary: Three years.
 (d) Treasurer: Three years.
 (e) The Vice-President - Proceedings and Publications: Two years.
 (f) The Vice-President – Communications: One year.
 (g) The Vice-President – Promotional Activities: Two years.
 (h) The Vice-President - Technology: One year.
 (i) The Vice-President – Member Services: One year.
 (j) The Program Chair: One year.
 (k) The Program Chair-Elect: One year.
 (l) The Archivist: Five years.

BYLAW 6 -- ADVISORY COUNCIL

1. Duties. The Advisory Council will advise the President and the Board of Directors on overall goals, policies and procedures of the Northeast Region.
2. Composition. The Advisory Council shall be composed of past presidents that are still active in the Northeast Region, the President-Elect, and the current President, ex-officio.

BYLAW 7 -- NOMINATION AND ELECTION

1. Method of Nomination. The Nominations Committee will be constituted at each annual meeting. This committee will have the charge of providing at least one nominee for each available office to be voted upon by the membership at the following annual business meeting. The nominating committee may not nominate members of the committee. The Nominations Committee will be responsible for including a “Call for Nominations” in the Call for Papers and the Program of the following annual meeting. At the annual business meeting, the Nominations Committee will place its slate of nominees before the membership. Additional nominations may be made from the floor.
2. Method of Election. The candidate for each office that polls the most votes cast by members in good standing of the Northeast Institute voting at the annual business meeting will be declared elected to that office.
3. Nomination of Candidates for Vice-President of the Decision Sciences Institute Representing the Northeast Institute. The Committee on Nominations shall nominate at

least two (2) candidates for the office of Vice-President of the Decision Sciences Institute representing the Northeast Institute. This shall be done in conjunction with the nomination of candidates for the offices of the Northeast Institute during those years when such Vice Presidential nominees are required by the Decision Sciences Institute. The Chairperson of the Committee on Nominations shall subsequently notify the Institute's Home Office of the nominees to be placed on the election ballot of the Decision Sciences Institute. In the event that the regionally elected Vice-President cannot serve out his/her full term, the other regional 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.

BYLAW 8 – COMMITTEES

1. Types of Committees. The Committees of the organization shall consist of the standing committees provided by the Bylaws and of such special committees as may be established by the President or the Board of Directors.
2. The Standing Committees.
 - (a) Nominations Committee. The Committee on Nominations shall consist of three members appointed by the President with the consent of the Board of Directors to serve until the next annual business meeting. The President-Elect will serve as Chairperson.

BYLAW 9 – DUES

The annual membership dues in the Northeast Institute shall be \$2.00. Those members registering at the annual meeting of the Northeast Institute shall automatically have \$2.00 of their registration fee credited toward the annual dues for the following year.

BYLAW 10 – FINANCES

The Northeast 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 to prepare the audit.

BYLAW 11 -- CHANGES IN BYLAWS

Bylaws may be adopted, annulled, or amended by letter ballot in the manner set forth in Article X for changes in the Constitution, or by the affirmative votes of a majority of the members present at a business meeting of the organization.