

F. CONSTITUTION OF THE SOUTHEAST REGION  
OF THE DECISION SCIENCES INSTITUTE

ARTICLE I - NAME

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

ARTICLE II - GOALS AND PROCEDURES

The goal of Southeast Decision Sciences Institute is to support the goals and objectives of the Decision Sciences Institute. The operations and procedures of Southeast 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 who is a member of the Decision Sciences Institute is eligible for membership.
2. Classes of Membership. There shall be two classes of membership, each with voting rights, privileges, and qualifications established by the Constitution and Bylaws.
  - a. Member - Any person interested in furthering the goals of Southeast Decision Sciences Institute.
  - b. Institutional Member - Any organizational entity interested in furthering the goals of Southeast Decision Sciences Institute.
3. Admission to Membership. Individuals and organizations paying the appropriate dues as specified in the Bylaws will be admitted to membership.
4. Voting Privileges. The rights to vote, to sign referendums, to initiate petitions, to hold office, and to sign nominating petitions are reserved to Members in good standing.

ARTICLE IV - DUES AND MEMBERSHIP YEARS

1. Dues. Dues, if any, will be established in accordance with the Constitution and Bylaws of the Decision Sciences Institute. Subject to approval of the membership, the Executive Board shall establish a schedule of membership dues and establish a membership year to be specified in the Bylaws.

Approved by Southeast Decision Sciences Institute - February 22, 1979

Approved by the Decision Sciences Institute’s Board of Directors - May 24, 1979

Revised and approved in 1982, 1983, 1986, 1987, 1989, 1998, and 2006

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 Executive Board, subject to the approval of the membership, and specified in the Bylaws.

#### ARTICLE VI - OFFICERS

1. Officers. Officers of the region are specified in the Bylaws. Only Members of Southeast Decision Sciences Institute may be nominated for office or hold office.
2. Term of Office. The terms of office are specified in the Bylaws.

#### ARTICLE VII - EXECUTIVE BOARD

1. Composition. The Regional Executive Board composition is specified in the Bylaws.
2. Duties. The Regional Executive Board shall be the chief policy-making and legislative body of Southeast Decision Sciences Institute, subject to referendum of the Southeast Decision Sciences Institute's membership. It shall establish objectives, subdivisions and other bodies, establish budgets and take other actions necessary for implementation of Southeast Decision Sciences Institute's objectives.
3. All actions of the Regional Executive Board must be consistent with the Decision Sciences Institute's Constitution and Bylaws. Minutes of the Regional Executive Board meetings shall be submitted to the Decision Sciences Institute's Board of Directors.

#### ARTICLE VIII - ELECTIONS AND NOMINATIONS

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

#### ARTICLE IX - MEETINGS

1. Annual General Meeting. There shall be at least one general business meeting of Southeast Decision Sciences Institute each year open to all Members, held in connection with a professional meeting of Southeast Decision Sciences 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 Southeast Decision Sciences Institute may be called by the Executive Board 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 annual or special meeting of Southeast Decision Sciences 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 by formal proposal, discussion, and written ballot approval by at least two-thirds of the Members present at a business meeting of Southeast Decision Sciences Institute.

2. Proposals of change may be made by the Executive Board or by a petition to the President that is signed by at least five percent of the Members of Southeast Decision Sciences Institute.

3. A proposed change in the Constitution shall be submitted to the membership of the organization at least 30 days before the business meeting. Amendments to a proposed Constitution change 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. Any change in the Constitution must be approved by the Decision Sciences Institute's Board of Directors before taking effect.

5. Copies of amendments shall be distributed to the membership as soon as practical after adoption.

6. A complete history of amendments shall be kept in the files of the Southeast Decision Sciences Institute by the Secretary.

#### ARTICLE XI - BYLAWS

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

2. 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 Southeast Decision Sciences Institute in good standing, the Executive Board shall submit a question to the Southeast Decision Sciences Institute's Members 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 Southeast 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 Southeast Decision Sciences Institute in accordance with the Constitution and Bylaws of the organization. Reimbursement of this imprest account will occur only through checks issued through 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 Southeast Decision Sciences Institute. 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.

### ARTICLE XIV - DATE OF ADOPTION

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

## BYLAWS OF THE SOUTHEAST REGION OF THE DECISION SCIENCES INSTITUTE

### BYLAW 1 - CHARTER AND OFFICE

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

### BYLAW 2 - 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. Tax Year. The tax year of Southeast Decision Sciences Institute runs from July 1 to June 30.
2. Membership. The membership term is one year beginning on May 1 and ending April 30.
3. Terms of Office. All officials except the Vice President for Finance, the Vice-President for Member Services, the Vice-President for Web Services, the Archivist, and the Advisory Council shall assume office each year at the end of the annual meeting. The President-Elect will automatically assume the Presidency at the expiration of his/her term. The Program Chairperson-Elect will automatically assume the office of Program Chairperson at the end of his/her term. The Vice-President for Member Services, the Vice-president for Web Services, and the Vice-President for Finance shall be elected for two year terms. The Advisory Council members shall be elected for two year terms with one half of the Council assuming office each year at the beginning of the business meeting. In the first year of implementation one half of the Council shall be elected for a one year term with the balance being elected for a two year term. The nominating committee in the first year of implementation shall designate those nominated for one and two terms.

### BYLAW 4 - EXECUTIVE BOARD

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 Board shall consist of the President, the Past President, the President-Elect, the Program Chairperson, the Secretary, the Regionally-Elected Vice President, and all Vice Presidents of the organization. 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 Board shall meet at least once a year. Additional meetings may be called by the President or by petition of two members of the Board. A quorum requires the presence of at least a majority of the members of the Executive Board. Except as otherwise provided in the Constitution and Bylaws, the Board shall act by a majority of those voting.

4. The Board may empower the President to act for the Board in routine matters between meetings of the Board. Actions taken by the President acting on the Board's behalf are subject to review by the Board at its next meeting. In circumstances requiring a vote of the Board between meetings, the President shall distribute ballots to the Board 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 Board members returning their ballot within 15 days of their posting, provided a majority of the Board members vote.

#### BYLAW 5 - OFFICERS AND OFFICIALS

1. Officers and Officials. The elected officials of the organization shall be President, Past President, President-Elect, Program Chairperson, Program Chairperson-Elect, Secretary, Vice President for Finance, Vice President for Planning and Development, Vice President for Publication, Vice President for Member Services, Vice President for Student Liaison, Vice President for Web Services, and Regionally-Elected Vice President. The appointed officials of the organization shall be Archivist, and Local Arrangements Chairperson.

#### 2. Duties of the Elected Officers.

- a. President. The President shall be the Chief Executive Officer of Southeast Decision Sciences Institute and Chairperson of the Executive Board. He/She shall also serve as a member of the Finance 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 Southeast Decision Sciences Institute. He/She shall, subject to approval of the Executive Board, make appointments specified in the Bylaws and other appointments deemed necessary for the conduct of the affairs of the organization.
- b. Past President. The Past President shall serve as a member of the Executive Board and as a member of the Finance Committee, and as Chairperson of the Nominating Committee.
- 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 serve as a member of the Executive Board, and as a member of the Finance Committee. The President-Elect shall act as President in event of the latter'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.

- d. Program Chairperson. The Program Chairperson shall be responsible for planning and supervising the program at the annual professional meeting of the organization. The Program Chairperson may at his/her discretion appoint an Associate Program Chairperson. The Program Chairperson shall serve as a member of the Executive Board and as a member of the Finance Committee.
- e. Program Chairperson-Elect. The Program Chairperson-Elect shall work with the Program Chairperson to understand the duties and responsibilities of planning and supervising the annual meeting. The Program Chairperson-Elect will attend the annual meeting and assist in the management of the meeting as requested by the Program Chairperson.
- f. Secretary. The Secretary shall serve as Recording Secretary for the region and shall keep and publish the Constitution and Bylaws of the organization, keep the minutes of all meetings, maintain the membership roll, keep other records as specified in the Constitution and Bylaws, and perform other duties usual to the office of the Secretary. The Secretary shall serve as a member of the Executive Board.
- g. Vice-President for Finance. The Vice-President for Finance shall act as Treasurer, Chair the Finance Committee, and serve as a member of the Executive Board. He/She shall receive and disburse funds, publish an annual budget, prepare financial statements, and shall be responsible to the Executive Board for an accurate and complete reporting of the financial affairs of the organization. He/She shall be responsible for conducting the financial affairs of the Southeast Region in accordance with the Constitution and Bylaws of both the Southeast Region, the Decision Sciences Institute, and the Guidelines for Regional Financial Management.
- h. Regionally-Elected Vice President. The Regionally-Elected Vice President shall serve as a liaison between the Southeast Region and the Institute. He/She shall be responsible for ensuring that relevant information about regional activities is communicated to the Institute's Secretary, and activities/actions of the Institute that affect the Southeast Region are reported to the membership at the annual business meeting. The Regionally-Elected Vice President shall also serve as a member of the Southeast Region's Executive Board.
- i. Vice-President for Planning and Development. The Vice-President for Planning and Development shall be responsible for site selection activities and recommendations to the Executive Board for locations for future professional meetings of the organization. He/She shall also be responsible for long-range planning in the Southeast region including the generation of innovative new approaches to insure that Southeast Decision Sciences Institute is a vibrant organization closely in tune with the long-range objectives of the Decision Sciences Institute. The Vice-President for Planning and Development shall be responsible for examining the Constitution of Southeast Decision Sciences Institute periodically to insure it properly reflects the current objectives and actions of the organization and the Decision Sciences Institute. The

Vice-President for Planning and Development shall coordinate his/her activities with the President. The Vice-President for Planning and Development shall serve on the Executive Board.

- j. The Vice-President for Web Services shall maintain the website of the Southeast Decision Sciences Institute. The Vice-President for Web Services shall work with the Program Chairperson to ensure timely provision of information for the annual meeting, shall be responsive to requests for website changes and uses from the Executive Board and the Decision Sciences Institute, and shall generally be responsible for improving the use of the website for purposes that further the objectives of the Southeast Decision Sciences Institute.
- k. Vice-President for Publications. The Vice-President for Publications shall be responsible for acquisition and dissemination of relevant information of interest to the general membership of Southeast Decision Sciences Institute. Information shall be disseminated in the form of a special news memoranda, and/or items appearing in Decision Line. The Vice-President for Publications shall serve as liaison between the region and the Editor of Decision Line. The Vice-President for Publications shall serve as a member of the Executive Board.
- l. Vice-President for Member Services. The Vice-President for Member Services shall assume a leadership role in generating and retaining members for the Southeast Region and the National organization. He/She will actively seek ways of enhancing regional and national benefits of membership. He/She shall coordinate activities with the Chair of the Institute's Member Services Committee and the Institute's Member Services Coordinator to operationalize the Campus Representative Program and other Institute's member solicitation/retention activities. He/She shall keep and maintain a membership roll for the Southeast Region, in conjunction with the Southeast Region's Secretary, and shall be responsible for the procedures associated with membership renewal each year. This officer shall serve as a member of the Institute's Member Services Committee and the Southeast Region's Executive Committee.
- m. Vice-President for Student Liaison. The Vice-President for Student Liaison shall be responsible for generating student participation in Southeast Decision Sciences Institute. He/She shall, in conjunction with the Vice-President for Membership, supervise the solicitation of students for membership in Southeast Decision Sciences Institute, and, in conjunction with the Program Chairperson, encourage student participation in the Southeast Decision Sciences Institute's meetings. The Vice-President for Student Liaison shall serve on the Executive Board.

3. Duties of the Appointed Officials.
  - a. Archivist. The Archivist shall be responsible for maintaining a history of the organization and a collection of documents prepared and distributed by the organization. To this end, the Archivist will maintain files of meeting announcements; programs; Proceedings; minutes of officers' meetings and business meetings; rosters of past presidents and distinguished service award winners; annual listings of officers and council members; a list of prior meeting sites and dates; and other materials as needed to document the history of the organization. The Archivist shall be appointed to a three year term.
  - b. Local Arrangements Chairperson. The Local Arrangements Chairperson, in conjunction with the Program Chairperson, shall be responsible for making the necessary local arrangements for the annual meeting. He/She shall work with the hotel and other local facilities to prepare for the activities planned for the annual meeting.

#### BYLAW 6 - ADVISORY COUNCIL

1. Members. The Advisory Council shall consist of ten members each elected for two years, with the terms of one half of the members staggered.

2. Roles and Duties. The Advisory Council shall be advisory to the President, the Executive Board, and to the Program Chairperson. Their role shall be to advise on issues as designated by the Executive Board or President. In addition, it is expected that each year the Advisory Council will take the responsibility for putting on at least two sessions of the Program. They also will be asked to establish committees to review recommendations by the Program Chairperson for the Best Paper Award and to serve as an interviewing team for site selection along with the Vice-President for site selection, the President, President-Elect, Program Chairperson and immediate Past-President.

3. Organization. The Advisory Council shall meet at the annual meeting of the organization, elect a chairperson for the upcoming year, appoint committees and conduct any business as may be brought before it. The Chairperson shall take office at the conclusion of the annual meeting.

#### BYLAW 7 - NOMINATION AND ELECTION

1. Method for Nomination. At each annual meeting the Committee on Nominations shall be instructed by the President as to the officers to be elected for the ensuing year. Not less than six months before the planned date of the next annual meeting, the Committee on Nominations shall nominate at least one candidate for each office to be filled. The Secretary shall notify the membership immediately of these nominations. Additional nominations may be made within two months after publication of the slate of candidates submitted by the Committee on Nominations. 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. Not less than two months before the next annual meeting, the Secretary shall mail to each Member a brief biographical sketch of each nominee, along with a ballot form.

2. 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 annual 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 annual meeting shall choose between the tie candidates by written ballot.

3. Nomination of candidates for Vice-President of the Decision Sciences Institute representing Southeast Decision Sciences Institute. The Committee on Nominations shall nominate at least two (2) candidates for the office of Vice-President of the Decision Sciences Institute representing Southeast Decision Sciences Institute. This shall be done in conjunction with the nomination of candidates for the offices of Southeast Decision Sciences 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 Home Office of the Decision Sciences Institute of the nominees to be placed on the Decision Sciences Institute's election ballot.

#### BYLAW 8 - FINANCES

1. Audit. Southeast 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 to prepare the audit.

2. Authority to commit funds. The annual budget for Southeast Decision Sciences Institute will be approved by the Executive Board, subject to approval by the Decision Sciences Institute's Board of Directors, by the beginning of the tax year. The Executive Board may, through the vehicle of the budget, delegate to individual officers and Members of Southeast 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 Southeast Decision Sciences Institute. Actual collection and disbursement of cash shall be supervised by the Vice President for Finance.

#### BYLAW 9 - COMMITTEES

1. Types of Committees. The committees of Southeast Decision Sciences Institute shall consist of the standing committees provided by the Bylaws and of such special committees as may be established by the President or the Executive Board.

2. Standing Committees.

- a. Finance Committee. The Finance Committee shall consist of the Vice President for Finance as Chairperson, and the President, President-Elect, Program Chairperson, the immediate past Program Chairperson, and the immediate past Vice President for Finance as members. The Committee serves until the next

annual business meeting of Southeast Decision Sciences Institute. The Finance Committee will aid the Vice President for Finance in developing the annual budget, subject to the approval of the Executive Board. The Finance Committee will also aid in the publication of the budget adopted by the Executive Board and in the preparation and publication of financial statements as required.

- b. Nominating Committee. The Nominating Committee shall consist of five members appointed by the President with the consent of the Executive Board. The Nominating Committee shall serve until the next annual business meeting of Southeast Decision Sciences Institute. The Nominating Committee is responsible for the nomination of a slate of officers in accordance with the Constitution and Bylaws of Southeast Decision Sciences Institute.

#### BYLAW 10 - MEMBERSHIP

1. A Member or Institutional Member maintains membership by registering for the Southeast Decision Sciences Institute's annual meeting once within the last three years. The meeting registration fee is considered to be the membership dues.

Revised and approved in 1986, 1987, 1989, 1992, 1998, 2000, 2001, 2002, and 2006