

H. CONSTITUTION OF THE WESTERN REGION OF THE DECISION SCIENCES INSTITUTE

ARTICLE I – NAME

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

ARTICLE II -- GOALS AND PROCEDURES

The goal of the Western Region is to support the goals and objectives of the Decision Sciences Institute. The operations and procedures of the Western Region 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 and who has paid membership dues to the Western Region is defined to be a member of the Western Region of the Decision Sciences Institute.

2. Voting Privileges. The right to vote, to sign referendums, to initiate petitions, to hold office and to sign nominating petitions is reserved for members in good standing.

ARTICLE IV -- DUES AND MEMBERSHIP FEES

Dues are established in accordance with the Constitution and Bylaws of the Decision Sciences Institute. The membership dues per year are specified in the Bylaws of the Western Region.

ARTICLE V -- SEVERANCE AND REINSTATEMENT OF MEMBERSHIP

Severance and reinstatement procedures shall be consistent with those contained in the Constitution and Bylaws of the Decision Sciences Institute. The severance and reinstatement procedures are specified in the Bylaws of the Western Region.

ARTICLE VI -- OFFICERS

1. Officers. Officers of the Western Region are specified in the Bylaws. Only members in good standing of the Western Region may be nominated for office or hold office.

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

Approved by region: March 23, 1979

Approved by the Board of Directors of the Decision Sciences Institute: November 18, 1979

Revised and approved in 1982, 1984, 1986, 1989, 1996, and 2002

ARTICLE VII -- REGIONAL EXECUTIVE BOARD

1. Composition. The composition of the Executive Board of the Western Region (Regional Executive Board) is specified in the Bylaws.
2. Duties. The Regional Executive Board shall be the chief policy making and legislative body of the Western Region, subject to referendum of the Western Region membership. The Regional Executive Board shall establish objectives, policies and plans, authorize the formation of committees, subdivisions and other bodies, establish budgets, and take other actions necessary for implementation of the objectives of the Western Region.
3. All actions of the Regional Executive Board must be consistent with the Constitution and Bylaws of the Decision Sciences Institute. Minutes of the meetings of the Regional Executive Board shall be submitted to the Board of Directors of the Decision Sciences Institute.

ARTICLE VIII -- NOMINATIONS AND ELECTIONS

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 the Western Region each year. The meeting will be open to all members and will be held in connection with a professional meeting of the Western Region of the Decision Sciences Institute. All members shall be notified in writing at least 30 days in advance as to the time and place of the annual general meeting.
2. Special Meetings. Special meetings of the Western Region may be called, as required, by the Regional Executive Board. 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. The members in good standing present at any annual or special meeting of the Western Region shall constitute a quorum.
4. Procedure. All questions of parliamentary procedure shall be settled by referring first to the Constitution and Bylaws, and then by referring 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 approved by at least two-thirds of the members present at a business meeting of the Western Region. All changes in the Constitution must be approved by the Board of Directors of the Decision Sciences Institute before taking effect.

2. Proposals for change may be made either by the Regional Executive Board or by a petition to the President that is signed by at least five percent of the individuals affiliated with and designated as members of the Western Region.

ARTICLE XI -- BYLAWS

1. Bylaws may be adopted, annulled or amended by a majority vote of the members present at the annual business meeting.

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 initiative, or upon the request in writing of five percent of the members in good standing of the Western Region, the Executive Board of the Western Region shall submit a question to the Western Region 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 of the Western Region will be kept by both the Western 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 Western Region in accordance with the Constitution and Bylaws of the organization. Reimbursement of this imprest account will occur only through checks issued through the Decision Sciences Institute's Home Office upon receipt of documents supporting the expenditures or projections of expenditures made prior to or coordinated with the request for reimbursement. The Decision Sciences Institute's Home Office will maintain records of the revenue and expenditures of the Western Region, along with balances held in the Home Office account for use by the Western Region. Budgetary actions are subject to review by 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 approval by the Board of Directors of the Decision Sciences Institute.

BYLAWS OF THE WESTERN REGION OF THE DECISION SCIENCES INSTITUTE

BYLAW 1 -- CHARTER AND OFFICE

The Western Region operates in accordance with a charter issued by the State of Georgia. The principal office of the Western Region of the Decision Sciences Institute 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

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 the Western Region is the same as the tax year designated by the Decision Sciences Institute and corresponds directly with the fiscal year.

2. Membership Term. The membership term is one year beginning on May 1 and ending the following April 30.

3. Officer Terms. The officers shall assume office each year at the end of the annual business meeting. The President-Elect will automatically assume the Presidency at the expiration of his/her term as President-Elect. The Secretary/Treasurer shall serve a term of three years. The Director of Information Systems shall serve a term of three years.

BYLAW 4 -- REGIONAL 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 Regional Executive Board shall consist of the President, the Past President, the President-Elect, the Secretary/Treasurer, all the Vice Presidents, Director of Information Systems, and the Regional Vice President of the organization. Past Western Region Presidents shall be included as Ex-Officio, Non-Voting members of the Regional Executive Board. 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 Regional 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 voting members of the Regional Executive Board. Except as otherwise provided in the Constitution and Bylaws, the Board shall act by a majority of those voting.

4. The Regional Executive 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

1. Officers. The officers of the organization shall be President, Past President, President-Elect, Vice-Presidents (2) for Programs and Meetings, Vice-President for Member Services, Vice-President for Special Arrangements, Vice-President for Local Arrangements, Director of Information Systems, and Secretary/Treasurer.

2. Duties of the Officers.

- (a) President. The President shall be the Chief Executive Officer of the Western Region and Chairperson of the Regional Executive Board. 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 Western Region. 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 Regional Executive Board. He/She shall be responsible for inviting Publishers' Representatives to the Annual Meeting and following through with all necessary arrangements for the meeting.
- (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 Regional Executive Board. The President-Elect shall act as President in the 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. The President-Elect shall be responsible for securing a specific site for the Annual Meeting the year after his/her election to that position.

- (d) Vice-Presidents for Programs and Meetings. There shall be a Vice-President for Programs and Meetings and a Vice-President Elect for Programs and Meetings. The Vice-President shall be responsible for planning and supervising the program at the Annual Meeting of the organization. The Vice-President Elect shall support and help the Vice-President as necessary. The Vice-President Elect shall normally succeed the Vice-President 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 Board at the end of the year in which he/she serves as Vice-President-Elect. Both the Vice-President and the Vice-President Elect shall serve as members of the Regional Executive Board.
- (e) Vice-President for Member Services. The Vice-President for Member Services shall assume a leadership role in generating and retaining members for the Western 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 Western Region, in conjunction with the Western Region's Secretary/Treasurer, 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 Western Region's Executive Committee.
- (f) Vice-President for Special Arrangements. The Vice-President for Special Arrangements shall serve as Special Assistant to the Vice-Presidents for Programs and Meetings, carrying out such duties he/she may be assigned by them. It shall be his/her explicit function to arrange for the luncheon and keynote speakers and exhibitors at the Annual Meeting. In conjunction with the Vice-Presidents for Programs and Meetings, he/she shall encourage industry and government practitioner participation in the Annual Meeting. This officer shall serve as a member of the Regional Executive Board.
- (g) Vice-President for Local Arrangements. The Vice-President for Local Arrangements shall be responsible for liaison with the necessary individuals and groups at the site selected for the Annual Meeting. These would include, but not necessarily be limited to, the city convention representatives, the appropriate hotel and travel industry representatives, and the local university representatives. The Vice-President for Local Arrangements shall work closely with the Vice-Presidents for Programs and Meetings and shall carry out such

duties as he/she may be assigned by them that are associated with local arrangements at the site selected for the Annual Meeting. This officer shall serve as a member of the Regional Executive Board.

- (h) Secretary/Treasurer. The Secretary/Treasurer shall serve as Recording Secretary for the Western Region and shall keep the Constitution and Bylaws of the organization, keep the minutes of the 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. He/She shall also act as Treasurer, receiving and disbursing funds, publishing an annual budget, and preparing financial statements. The Treasurer shall also be responsible to the Regional 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 Western Region in accordance with the Constitution and Bylaws of both the Western Region, the Decision Sciences Institute, and the Guidelines for Regional Financial Management. This officer shall serve as a member of the Regional Executive Board.
- (i) Director of Information Systems. The Director of Information Systems shall coordinate the development and management of the information resources of the Western Region Decision Sciences Institute. He/She shall work directly with the President and Vice-President for Programs to provide technology support for the processes of the Annual Meeting. It shall be his/her function to safeguard membership data and information systems developed by and for the region. He/She shall also serve as a liaison with third party technology providers. This officer shall serve as a member of the Regional Executive Board.

BYLAW 6 -- NOMINATIONS AND ELECTIONS

1. Nomination. The Western Region Nominating Committee will be comprised of the Past President, President, President-Elect, and one At-Large Past President, to be appointed annually by the previously mentioned officers, as the voting members. All remaining Past-Presidents will be *ex-officio* non-voting members. 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.

2. Nominations of Regional Vice-President. The Regional Executive Board shall nominate at least two candidates for the office of regionally-elected Vice-President of the 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 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 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.

3. Method of Election. The method of election shall be by simple voice vote or show of

hands at the annual business meeting unless a motion for secret ballot is approved. 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 business meeting shall choose between the tie candidates by written ballot.

BYLAW 7 -- FINANCES

1. Audit. The Western Region 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 conduct the audit.

2. Authority to commit funds. The annual budget for the Western Region will be approved by the Regional Executive Board, subject to approval by the Board of Directors of the Decision Sciences Institute, by the beginning of the tax year. The Executive Board may, through the vehicle of the budget, delegate to individual officers and members of the Western Region 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 Western Region. Actual collection and disbursement of cash shall be supervised by the Secretary/Treasurer.

BYLAW 8 -- COMMITTEES

1. Types of Committees. The committees of the Western Region shall consist of such special committees as may be established by the President or the Regional Executive Board.

BYLAW 9 -- MEMBERSHIP PROCEDURES

1. A person who is a member of the National Decision Sciences Institute and who has paid membership dues to the Western Region is defined to be a member of the Western Region.

2. Membership dues are either payment of the Western Region conference registration fee, or \$5 paid to the Secretary/Treasurer of the Western Region.

3. A member may terminate membership at any time by submitting his/her resignation to the Secretary/Treasurer, or by failing to pay dues for the current membership year before June 1.

4. Any eligible person whose name has been removed from the rolls for non-payment of dues may be reinstated at any time during the membership year by payment of the current year's dues.