

G. CONSTITUTION OF THE SOUTHWEST REGION OF THE  
DECISION SCIENCES INSTITUTE

ARTICLE I — NAME

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

ARTICLE II — GOALS

This organization is a subdivision of the Decision Sciences Institute, Inc., a non-profit professional organization. The goal of the Southwest Region is to support the goals and objectives of the Decision Sciences Institute. The operations and procedures of the Southwest Region shall be in accordance with the Constitution and Bylaws of the Institute. The overall goal of the Southwest Region is to promote the development and application of quantitative methodology to functional and behavioral problems in administration. To achieve this goal, the organization shall provide a forum for the exchange of ideas, experience and information among those who teach in collegiate schools of business and among those who have a special interest in the development and use of quantitative methodologies and promote the active use of quantitative methods in courses in functional and behavioral areas of administration.

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 three 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 the Southwest Region.
  - (b) Associate Member — Any student enrolled full time in an accredited educational institution.
  - (c) Institutional Member — Any organizational entity interested in furthering the goals of the Southwest Region.
3. Admission to Membership. Individuals and organizations paying the appropriate dues as specified in the Bylaws will be admitted to membership.

4. Voting and other Privileges.
  - (a) Members and Associate Members shall have the right to vote, to sign referenda, to initiate petitions, to hold office, and to sign nominating petitions. Individuals who pay dues to SWDSI but who are not members of DSI have regional voting privileges.
  - (b) Institutional Members shall designate one representative to act on behalf of the Institutional member. That representative shall have the right to vote, to sign referenda, to initiate petitions, to hold office and to sign nominating petitions.

#### 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 qualified voters, the Executive Council shall establish a schedule of membership dues and establish a membership year to be 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 Executive Council, subject to the approval of the qualified voters, and specified in the Bylaws.

#### ARTICLE VI — OFFICERS

1. Officers. Officers of the region are specified in the Bylaws. Only Members of the Southwest Region may be nominated for office or hold office.
2. Term of Office. The terms of office are specified in the Bylaws.
3. Duties. The duties of officers are specified in the Bylaws.

#### ARTICLE VII — EXECUTIVE COUNCIL

1. Composition. The Regional Executive Council composition is specified in the Bylaws.
2. Duties. The Regional Executive Council shall be the chief policy-making and legislative body of the Southwest Region, subject to referendum of the Southwest Region's membership. It shall establish objectives, subdivisions and other bodies, establish budgets and take other actions necessary for implementation of the Southwest Region's objectives.

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

#### 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 the Southwest Region each year open to all Members, held in conjunction with a professional meeting of the Southwest Region. 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 Southwest Region may be called by the Executive Council 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 the Southwest Region, the Members 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 will be amended or annulled except by formal proposal, discussion, and written ballot approval by at least two-thirds of the qualified voters at a business meeting of the Southwest Region.

2. Proposal for change may be made by the Executive Council or by a petition to the President that is signed by at least five (5) percent of the qualified voters of the Southwest Region.

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 Board of Directors of the Decision Sciences Institute 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 Southwest Region by the Secretary.

#### ARTICLE XI — BYLAWS

1. Bylaws may be adopted, annulled or amended by a majority vote at the annual business meeting or by other methods as 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 initiative, or upon the request in writing of five percent of the qualified voters of the Southwest Region, the Executive Council shall submit a question to the Southwest Region's qualified voters 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 records for the Southwest Region will be kept by both the region and the Home Office of the Decision Sciences Institute. Any revenues or expenses will be handled as directed by the Home Office of the Decision Sciences Institute and appropriate records kept. Budgetary actions of the Southwest Region 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 SOUTHWEST REGION OF THE DECISION SCIENCES INSTITUTE

### BYLAW 1 — CHARTER AND OFFICE

The Southwest Region operates in accordance with a charter issued by the State of Georgia. The Southwest Region'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

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 Southwest Region two or more weeks before the scheduled meeting date.

### BYLAW 3 — TERMS

1. Fiscal and Tax Year. The fiscal and tax year of the Southwest Region shall coincide with that of the Decision Sciences Institute (July 1 to June 30).
2. Membership. The membership term is one year beginning July 1 through June 30.

### BYLAW 4 — EXECUTIVE COUNCIL

1. Authority. The Executive Council will have the authority to establish budgets, goals and policies, subject to review by the Institute's Board of Directors for consistency with overall goals, policies, and legal requirements of the Decision Sciences Institute.
2. Composition. The Executive Council shall consist of all elected officers, Vice-President for Programs and Meetings, the immediate Past President of the organization, and the Institute's Vice-President elected by the membership of the Southwest Region.
3. Meetings. The Executive Council shall meet at least once a year. Additional meetings may be called by the President or by petition of two members of the Executive Council. A quorum requires the presence of at least a majority of the Executive Council members. Unless otherwise provided in the Constitution and Bylaws, the Executive Council shall act by a majority of those voting.

4. The Executive Council may empower the President to act for the Executive Council in routine matters between meetings of the Executive Council. Actions taken by the President are subject to review by the Executive Council at its next meeting. If a vote of the Executive Council is required between meetings, the President shall distribute ballots to the Executive Council members through the mail. 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 Executive Council members returning their ballots within 15 days of their initial mailing, provided a majority of the Executive Council members vote.

#### BYLAW 5 — OFFICERS

1. Officers. The elected officers of the organization shall be President, President-Elect, Vice-President for Finance, Vice-President for Member Services, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, Secretary and Advisory Council Members (9 members). The Past President and Vice-President for Programs and Meetings are non-elected officers; the Regional Archivist is an appointed officer.

2. Duties of Officers. The specific duties of SWDSI elected officers, non-elected officers, and appointed officers are detailed in the *SWDSI Operating Manual*. In brief, the duties of the various positions are as follows:

- (a) President. The President shall be the chief executive officer of the Southwest Region and chairperson of the Executive Council. 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 Southwest Region and the policies and programs established by the Southwest Region. He/She shall have the authority to incur reasonable expenses and make normal financial commitments on behalf of the organization during his/her term of office. The President shall be responsible for, in cooperation with the Strategic Planning Committee, the strategic planning of the organization including the generation of innovative new approaches to support the SWDSI mission statement and vision statement.

The President shall preside over all meetings of the organization and shall be responsible for naming the members of the Committee on Nominations, Strategic Planning Committee, Distinguished Service Award Selection Committee, and Outstanding Educator Award Selection Committee within one month after the SWDSI annual meeting. He/She shall, subject to approval of the Executive Council, make appointments as specified in the Bylaws and such other appointments as deemed necessary for the efficient and effective execution of the affairs of the SWDSI.

The President shall serve as a member of Institute committees (such as the Regional Activities Committee) as specified in the DSI Bylaws.

- (b) Past President. The Past President shall serve as a member of the Executive Council and as chairperson of the Committee on Nominations. The Past President shall provide counsel, guidance, and assistance to the President in whatever ways requested and may have additional duties delegated to him/her by the President.
- (c) President-Elect. The President-Elect shall serve as the general assistant to the President, carrying out such duties as may be assigned by the President. 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 serve as a member of Institute committees (such as the Regional Activities Committee) as specified in the DSI Bylaws.

- (d) Vice-President for Finance. The Vice-President for Finance shall act as the Treasurer, shall receive and disburse funds, prepare the annual budget with input from other officers, publish an annual budget and financial statement, and shall be responsible to the Executive Council for an accurate and complete reporting of the financial affairs of the organization. The Vice-President for Finance is responsible for the safekeeping of 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 Southwest Region in accordance with the Constitution and Bylaws of both the SWDSI and the Decision Sciences Institute, as well as the *Guidelines for Regional Financial Management*.
- (e) Vice-President for Member Services. The Vice-President for Member Services shall assume a leadership role in generating and retaining members for the Southwest Region and the Institute. He/She shall actively seek ways of enhancing benefits of membership in SWDSI and DSI. 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, update, and maintain a membership roll for the Southwest Region, in coordination with the Southwest Region's Secretary, and shall

be responsible for the procedures associated with membership renewal each year. He/She also shall provide mailing and contact information for members as required.

The Vice-President for Member Services shall serve as a member of Institute committees (such as the Member Services Committee) as specified in the DSI Bylaws.

- (f) Vice-President for Programs and Meetings. The Vice-President for Programs and Meetings (a.k.a., Program Chair) shall be responsible for planning and supervising the program at the annual professional meeting of the organization. This officer, at his/her discretion, may appoint an Associate Program Chair and/or a Proceedings Editor or Co-editor. The Vice-President for Programs and Meetings shall be able to incur appropriate and reasonable program expenses and may make appropriate and reasonable financial commitments relative to the annual program up to the limits approved by the President, who seeks the advice of the Executive Council.
- (g) Vice-President for Programs and Meetings Elect. The Vice-President for Programs and Meetings Elect (a.k.a., Program Chair Elect) shall serve as general assistant to the Vice-President for Programs and Meetings, carrying out such duties as may be assigned. He/She will work with the Vice-President for Programs and Meetings to understand the duties and responsibilities of planning and supervising the annual meeting. The Vice-President for Programs and Meetings Elect will attend the annual meeting and assist in the management of the meeting as requested by the Vice-President for Programs and Meetings. The Vice-President for Programs and Meetings Elect, upon the successful completion of his/her duties, shall become the Vice-President for Programs and Meetings for the following annual meeting.
- (h) Vice-President for Student Liaison. The Vice-President for Student Liaison shall be responsible for generating student participation in the Southwest Region. He/She shall, in coordination with the Vice-President for Programs and Meetings, encourage student participation in the Southwest Region's meetings.

The Vice-President for Student Liaison shall serve as Track Chair of the Student Paper Track for the annual meeting and shall be responsible for the procedures for the Student Paper Competition and any awards.

- (i) Secretary. The Secretary shall serve as Recording Secretary for the region and shall keep and publish the Constitution and Bylaws of the organization, record and publish the minutes of all meetings,

maintain a membership roll in coordination with the Vice-President for Member Services, keep other records as specified in the Constitution and Bylaws, and perform other duties usual to the duties of Secretary.

- (j) Regional Archivist. The Regional Archivist shall be responsible for maintaining a history of the organization and a collection of documents prepared and distributed by the organization using printed and/or electronic copies. The responsibilities of the Regional Archivist shall be to:
  - (a) Maintain appropriate records of the activities of the Decision Sciences Institute, Southwest Region, including (but not limited to)
    - 1. Minutes of Executive Council Meetings and Business Meetings
    - 2. Treasurer reports and financial statements
    - 3. Copies of meeting programs and Proceedings
    - 4. Procedures for planning and conducting annual programs and meetings
    - 5. Copies of annual meeting announcements
    - 6. Copies of Program Chair reports
  - (b) Provide to the Institute's Home Office materials concerning the Southwest Region that the Executive Director of the Institute may request and that are available.
  - (c) Provide advice, assistance, and counsel to the President and Secretary of the Southwest Region in maintaining the Constitution and Bylaws of the Southwest Region.
- (k) Advisory Council. Each of the nine (9) elected Advisory Council members shall serve a three-year term. They will serve as advisors to the President and other officers of the Southwest Region. Each shall have a vote in all Executive Council business.

The composition of the Advisory Council shall as practicably as possible reflect the demographic composition of the organization with the goal of having representation of both males and females; multiple ethnic/cultural groups; and geographic diversity. There will be at least five nominees for the three Advisory Council positions elected each year.

- (l) Regionally Elected Vice President. The Regionally Elected Vice President shall be the primary liaison between the Southwest Region and the Institute. He/She shall be responsible for ensuring

that relevant information about regional activities is communicated to the Institute's Executive Director and Board of Directors and that activities or actions of the Institute affecting the Southwest Region are reported to the membership at the SWDSI annual business meeting. The Regionally Elected Vice President serves as a member of the Institute's Regional Activities Committee.

3. Terms of Office. The incoming officers shall assume office at the end of each annual general business meeting. The terms of the outgoing officers will end at the conclusion of this same meeting, based on the terms of each office as specified below.

- (a) The President shall serve for one year and automatically become the Past President upon the successful completion of his/her term as President, as evaluated by the Executive Council.
- (b) The Past President shall serve for one year.
- (c) The President-Elect shall serve for one year and automatically become President upon the successful completion of his/her term as President-Elect, as evaluated by the Executive Council.
- (d) The Vice-President for Finance shall serve a three-year term and may be re-elected.
- (e) The Vice-President for Member Services shall serve a three-year term and may be re-elected.
- (f) The Vice-President for Programs and Meetings shall serve for one year and automatically become President-Elect upon the successful completion of his/her term as Program Chair, as evaluated by the Executive Council.
- (g) The Vice-President for Programs and Meetings Elect shall serve for one year and automatically become Vice-President for Programs and Meetings upon the successful completion of his/her term as Program Chair Elect, as evaluated by the Executive Council.
- (h) The Vice-President for Student Liaison shall serve a two-year term and may be re-elected.
- (i) The Secretary shall serve a three-year term and may be re-elected.
- (j) The appointed officer position of Regional Archivist is for an indefinite term. The Regional Archivist may be replaced only upon his/her resignation or upon a majority vote of the Executive Council.

- (k) The members of the Advisory Council shall serve three-year terms with one-third of the members being elected each year. Advisory Council members may be re-elected.
- (l) The Regionally Elected Vice President shall serve a two-year term according to the DSI Constitution and Bylaws.

4. Vacancies in Office. Anyone who is appointed to fill a vacant officer position shall serve for the remainder of the term of office, as specified in the Bylaws, or until the next scheduled election process can be completed (and a newly elected officer can be installed in the position), whichever occurs first. Filling an unexpired term by appointment shall in no way impact this person's nomination for and election to any office in his/her own right.

- (a) President. If a vacancy occurs in the office of President due to death, permanent incapacity, or for any 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, the Past President shall assume the office of President for the remainder of the current term and continue to serve as Past President.
- (b) Past President. If a vacancy occurs in the office of Past President, the office shall remain vacant for the remainder of that term and the sitting President shall handle the duties of the Past President.
- (c) President-Elect. If a vacancy occurs in the office of President-Elect, this office shall be filled at the time of the next regular election, as provided in the Bylaws.
- (d) For any other office which may become vacant between elections, the President, in consultation with the Executive Council, shall determine if the vacant position needs to be filled before the next election. Should it be deemed in the best interests of the SWDSI to fill the vacancy, it shall be filled by an appointment made by the President, after consultation with and the advice of the Executive Council.

#### BYLAW 6 — NOMINATION AND ELECTION

1. Method of Nomination. At each annual meeting the Committee on Nominations shall be constituted. Not less than six months before the next planned date of the general annual meeting, the Committee on Nominations shall nominate: (a) at least one candidate for each office, and (b) at least two candidates for Vice-President of the Decision Sciences Institute. The Chair of the Committee on Nominations 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 (5) qualified voters and submitted to the Chair of the Committee on Nominations. Not less than two months before the next annual meeting the Chair of the Committee on Nominations shall mail to each qualified voter a brief biographical sketch of each nominee, except those nominated for Vice-President of the Decision Sciences Institute, along with a ballot form.

2. Qualified Voter.

- (a) For voting via postal mail or e-mail, a qualified voter is a person who has met either of the following conditions:
1. a registrant at a SWDSI annual meeting in the last 16 months,  
or
  2. a person who did not attend this annual meeting but paid the SWDSI membership dues in the last 16 months.

The postal address and e-mail address to be used for the delivery of ballots are the last addresses shown in the records of the SWDSI membership database.

- (b) For voting at an annual business meeting, a qualified voter is a registrant at the current SWDSI annual meeting.

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 the ballot mailing. 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 qualified voters present at the annual business meeting shall choose between the tied candidates by written ballot.

## BYLAW 7 — 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 Executive Council.

2. Standing Committees.

- (a) Distinguished Service Award Selection Committee. The Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members

from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair.

- (b) Outstanding Educator Award Selection Committee. The Selection Committee will be composed of five members to be appointed by the incoming President. Of the five members, at least two members have to be selected from the Advisory Council and three members from the previous recipients of this Award. The President of the Southwest Region will appoint one of the previous recipients to serve as a chair.
- (c) Committee on Nominations. The Committee on Nominations shall consist of three members appointed by the President. One of these members shall be the outgoing President who will serve as Chairperson of the committee. The persons appointed by the President shall serve until the next annual business meeting of the organization. A person may not serve for more than three years consecutively on this committee.
- (d) Strategic Planning Committee. The Strategic Planning Committee is responsible for leadership and coordination of long-term and short-term planning for the Southwest Region. The Strategic Planning Committee is composed of a Chair and up to three additional members who are former Past Presidents. All members are appointed by the President to serve until the next annual business meeting of the organization; members may be reappointed.

#### BYLAW 8 — DUES

The annual dues for membership in the Southwest Region shall be \$10.00 for all classes of membership. Those Members registering at the annual meeting of the Southwest Region shall automatically have \$10.00 of their registration fee credited toward the annual dues for the following year.

#### BYLAW 9 — FINANCES

1. Audit. The Southwest 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 prepare the audit.

2. Financial Management. The Southwest Region, in compliance with the recommendations of the Board of Directors of the Decision Sciences Institute, will utilize the *Guidelines for Regional Financial Management*, approved by the Institute effective July 1, 2002.

## BYLAW 10 — CHANGES IN BYLAWS

1. 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 qualified voters present at a business meeting of the organization.

Approved by the Southwest Region - March 15, 1979

Approved by the Institute's Board of Directors - May 24, 1979

Revised and approved in 1982, 1983, 1985, 1986, 1989, 1993, 1997, 1998, 2002, 2004, 2005, 2007, 2009 and 2010