

## **THE CONSTITUTION OF THE INDIAN SUBCONTINENTAL REGION OF THE DECISION SCIENCES INSTITUTE**

### **ARTICLE I – NAME**

The name of this organization shall be "Indian Subcontinent Region of the Decision Sciences Institute," hereinafter referred to as the "Indian Decision Sciences Institute." The Indian Decision Sciences Institute has been incorporated as a region of the Decision Sciences Institute. Its mission statement is as follows:

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

### **ARTICLE II -- GOALS AND PROCEDURES**

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

### **ARTICLE III -- MEMBERSHIP**

- 1. Eligibility.** Any person or institution which is a member of the Decision Sciences Institute is eligible for Membership.
  
- 2. Classes of Membership.** There shall be three classes of Membership as defined below:
  - (a) Regular Member.** Any person interested in furthering the goals of the Indian Decision Sciences Institute whose current dues are not in arrears, as specified in the Bylaws.

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

**Approved by Region:** September 9, 2006

**Approved by the Institute's Board of Directors:** October 5, 2006

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

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

#### **ARTICLE IV -- DUES AND MEMBERSHIP YEAR**

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

#### **ARTICLE V -- SEVERANCE AND REINSTATEMENT OF MEMBERSHIP**

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

#### **ARTICLE VI -- OFFICERS**

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

## ARTICLE VII -- EXECUTIVE COMMITTEE

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

## ARTICLE VIII -- ELECTIONS AND NOMINATIONS

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

## ARTICLE IX -- MEETINGS

- 1. General Meeting.** There shall be at least one general business meeting of the Indian Decisions Sciences Institute every year which will be open to participation by all Members and held at the annual conference of the Indian Decision Sciences Institute. All Members shall be notified as to the time and place of the general meeting at least 30 days in advance of any such meeting.
- 2. Special Meetings.** Special Meetings of the Indian Decision Sciences Institute may called by the Executive Committee as required. Each Member of the region will be notified in writing of the purposes, place, and time of any special meeting at least 30 days in advance of any such meeting.
- 3. Board Meetings.** There shall be at least one board meeting per year of the Indian Decision Sciences Institute, composed of all officers.
- 4. Quorum.** At any regular or special meeting of the Indian Decision Sciences Institute, the Members in good standing and present shall constitute a quorum.
- 5. Procedure.** All questions of parliamentary procedure shall first be settled by referring to the Constitution and Bylaws and then to the most current published edition of Robert's Rules of Order.

## ARTICLE X -- CHANGES IN CONSTITUTION

1. **Initiating Changes.** No article shall be added to this Constitution and no part shall be amended or annulled except by formal proposal, discussion, and written ballot approval by at least two-thirds of the Members present at a general business meeting of the Indian Decision Sciences Institute.
2. **Petitioning of Changes.** Proposals of changes may be made by the Board Meeting or by petition to the President that is signed by at least five percent of the Members of Indian Decision Sciences Institute.
3. **Process.** Any proposed changes in the Constitution shall be submitted to the Membership of the Indian Decision Institute at least 30 days before the business meeting. Amendments to a proposed change in the Constitution may be made during a discussion of the proposed change at the business meeting provided that the amendments do not deviate from the subject matter of the amendments originally proposed
4. **Approval.** Any change in the Constitution must be approved by the Decision Sciences Institute's Board of Directors before taking effect.
5. **Announcement of Changes.** Copies of amendments shall be distributed to the Membership as soon as practiced after their adoption.
6. **Keeping of Records.** A complete history of amendments shall be kept in the files of the Indian Decision Sciences Institute by the Secretary General.

## ARTICLE XI -- BYLAWS

1. **Bylaws Changes.** Bylaws may be adopted, annulled or amended by a majority vote at the Annual General Meeting.
2. **Change Procedure.** All changes in the Bylaws must be approved by the Decision Sciences Institute's Board of Directors before taking effect.

## ARTICLE XII -- REFERENDA

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

## **ARTICLE XIII -- FINANCES**

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

## **ARTICLE XIV -- DATE OF ADOPTION**

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

## **THE BYLAWS OF THE INDIAN SUBCONTINENT REGION OF THE DECISION SCIENCES INSTITUTE**

### **BYLAW 1 -- OFFICE**

The Indian Decision Sciences Institute's Principal office shall be at the home institution of the Secretary-General.

### **BYLAW 2 -- MEETING NOTICES**

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

### **BYLAW 3 -- TERMS**

- 1. Fiscal Year.** The fiscal year of the Indian Decision Sciences Institute shall be from July 1 to June 30.

2. **Membership Year.** The Membership year shall be from July 1 through June 30.
3. **Terms of Office.** All officers shall assume office on July 1, the beginning of the fiscal year. The President-Elect will automatically assume the Presidency at the expiration of the President's term.

#### **BYLAW 4 -- EXECUTIVE COMMITTEE**

1. **Authority.** Budgetary actions are subject to review by the Decision Sciences Institute's Board of Directors for consistency with overall goals, policies, and legal requirements of the Decision Sciences Institute.
2. **Composition.** The Executive Committee shall consist of the President who chairs the Executive Committee, the Immediate-Past President, the President-Elect, the current Conference Chair, the Conference Chair-Elect, the Secretary General, the Treasurer and the Regionally-Elected Vice President to the Decision Sciences Institute. Vacancies occurring within the year, other than the Regionally-Elected VP to DSI, shall be filled by presidential appointment. Those appointed to fill vacancies shall serve for the unexpired term of the office. Filling an unexpired term will in no way prejudice an individual's opportunity to be nominated and elected to office in his/her own right.
3. **Meetings.** The Executive Committee shall meet at least twice in a year term. Additional meetings may be called by the President or by petition of two Members of the Executive Committee. A quorum shall generally require the presence of at least three Members of the Executive Committee. Except as otherwise provided in the Constitution and Bylaws, the Executive Committee shall act by majority of those voting.
4. **Other Meetings of the Executive Committee.** The Executive Committee may empower the President to act for the Executive Committee on routine matters between meetings of the Executive Committee. Actions taken by the President acting on the Executive Committee's behalf are subject to review by the Executive Committee at its next meeting. In circumstances requiring a vote between meetings, the President shall distribute ballots to the Executive Committee Members through the mail or by e-mail. The ballots shall be accompanied by briefs stating both sides of the question. The question will be decided by a majority vote of the Executive Committee Members returning their ballots within 15 days of their posting, provided that a majority of the Executive Committee Members vote.

## BYLAW 5 -- OFFICERS

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

**2. Duties of the Elected Officers.**

**(a) President.** The President shall be Chief Executive Officer of the Indian Decision Sciences Institute and Chair of the Executive Committee. The President shall be responsible for planning and conducting the affairs of the organization in such a manner as to further the objectives of the Indian Decision Sciences Institute. The President shall create agendas and serve as Chair of Executive Committee Meetings and the General Meeting. The President shall, subject to the approval of the Executive Committee, make appointments as specified in the Bylaws as well as other appointments deemed necessary for the conduct of the affairs of the Indian Decision Sciences Institute. The term of the President shall be one year.

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

**(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 also serve as a member of the Executive Committee. The President-Elect shall act as President in the event of the President's absence or inability to serve. In the event of the incapacity of the President to serve, the President-Elect shall assume the presidency and perform the duties of the President. The President-Elect's succession to the office of the President shall not be affected by having assumed and performed the duties of President during any portion of his/her term as President-Elect. The term of the President-Elect shall be one year.

**(d) Secretary General.** The Secretary General shall serve as recording secretary for the Region and shall keep and publish the Constitution and Bylaws of the Indian Decision Sciences Institute, keep minutes of all meetings, maintain the

Membership roll, keep other records as specified in the Constitution and Bylaws, publish information on the Indian Region's Home website, and perform other duties usual to the office of the Secretary General. The Secretary General shall be responsible for coordinating international activities of the Vice Presidents and encouraging communications between academia and industry or government in Members' countries. The Secretary General shall hold office for two years at a time. The Secretary General shall be eligible for re-election. He shall serve as a member of the Executive Committee.

- (e) **Treasurer.** The Treasurer shall serve as a general assistant to the President. The Treasurer shall receive and disburse funds, publish an annual budget, prepare financial statements and shall be responsible for accurate and complete reporting of the financial affairs of the Indian Decision Sciences Institute. The Treasurer shall be responsible for conducting the financial affairs of the region in accordance with the Constitution and Bylaws of both the Indian Decision Sciences Institute and the Decision Sciences Institute. The Treasurer shall hold office for two years and serve as a member of the Executive Committee.
- (f) **Conference Chairs.** There shall be a Conference Chair and a Conference Chair-Elect. The Conference Chair shall be responsible for planning and supervising the program and meetings at the Annual Meeting of the organization. Within 90 days of the completion of the Conference Chair's Conference, the Chair shall provide the Treasurer of the Indian Region of the Decision Sciences Institute with a report summarizing the financial results of that meeting. The Conference Chair-Elect shall support and help the Conference Chair as necessary. The Conference Chair-Elect shall normally succeed the Conference Chair in the year following election and shall present a program of tracks and track chairs for the following year's Annual Meeting at the meeting of the Regional Executive Committee at the end of the year as service as Conference Chair-Elect. Both Conference Chair and Conference Chair-Elect shall hold offices for one year and serve as members of the Executive Committee.
- (g) **Vice Presidents.** The Vice Presidents shall be elected according to their Membership locations and thus be responsible for supporting the Institute's activities in each region. Vice Presidents shall be responsible for long-range planning for the Indian region including the generation of innovative new approaches to ensure that the Indian Decision Sciences Institute is a vibrant organization closely in tune with the long-range objectives of the Decision

Sciences Institute. The Vice Presidents in their own regions shall assume a leadership role in generating and retaining Members for the Indian Decision Sciences Institute and the Decision Sciences Institute. Vice Presidents shall coordinate activities with Members of the Executive Committee. The Executive Committee may appoint up to 4 Vice Presidents at Large. Vice Presidents shall hold office for two year terms.

**(h) Regionally-Elected Vice President to the Decision Sciences Institute.** The duties of this office shall be as detailed in Chapter Six of the *Policies and Procedures Manual of the Decision Sciences Institute*, Section 1. C.2.h.

## **BYLAW 6 -- NOMINATION AND ELECTION**

1. **Method of Nomination.** At the Annual General Meeting, the Nominating Committee shall be instructed by the President of the officers to be elected for the ensuing year. Not less than three months before the planned date of the next Annual General Meeting, the Nominating Committee shall nominate at least one candidate for each office to be filled. The Secretary General shall notify the Membership immediately of these nominations. Additional nominations may be made within one month of the publication of the slate of candidates submitted by the Nominating Committee. Each additional nomination must be made by petition signed by at least five percent of the Members in good standing and submitted to the Secretary General. Not less than two months before the next Annual General Meeting, the Secretary General shall mail or e-mail to each Member a brief biographical sketch of each nominee along with a ballot form.
2. **Nomination of Candidates for the Regionally-Elected Vice-President to the Decision Sciences Institute.** The Executive Committee shall nominate at least one candidate for the office of Regionally-elected Vice-President of the Indian Decision Sciences Institute. The slate of candidates shall be published and distributed at the Annual General 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 up to two individuals shall be elected as the nominees and their names shall be forwarded to the Decision Sciences Institute for inclusion on the general election ballot. In the event that the regionally-elected Vice-President cannot serve out his/her term, another regional Vice-President nominee shall be asked to serve out the term. In the event that neither candidate is able to serve, the President shall appoint a representative to serve out the term.
3. **Method of Election.** No ballot shall be counted unless it is marked by a qualified voter to indicate his/her choices and is returned to the address designated on the ballot not more than one month after posting. The ballots shall be counted by tellers appointed by the President and results of the tally shall be announced at the next professional meeting at which time the

candidates receiving the largest number of votes for the offices to be filled shall be declared elected. In the event of a tie vote for any office, the Members present at the professional meeting shall choose between the tied candidates by written ballot.

## **BYLAW 7 -- FINANCES**

1. **Audit.** The Indian Decision Sciences Institute is subject to audit as part of the Decision Sciences Institute. Upon request, all supporting records and information shall be made available to the firm or individual designated by the Executive Director of the Decision Sciences Institute who will prepare the audit.
2. **Authority to Commit Funds.** Before the beginning of each fiscal year, the annual budget of the Indian Decision Sciences Institute shall be approved by the Executive Committee and forwarded to the Decision Sciences Institute's Board of Directors for their approval. The Executive Committee may, through the vehicle of budget, delegate to individual officers and Members of the Indian Decision Sciences Institute authority to incur expenses and make financial commitments on behalf of the organization. Such authority will be granted in writing. No person is authorized, without written authority, to make purchases, incur expenses or commit funds in the name of the Indian Decision Sciences Institute. Collection and disbursement of cash shall be supervised by the Treasurer.

## **BYLAW 8 -- COMMITTEES**

1. **Types of Committees.** The Committees of the Indian Decision Sciences Institute shall consist of the standing committees provided in the Bylaws and of such special committees as may be established by the President or Executive Committee. The Chairs of the Committees shall be appointed by the President and approved by the Executive Committee.
2. **Standing Committees.**
  - (a) **Nominating Committee.** The Nominating Committees shall consist of five Members: President, Immediate Past President, President-Elect, and two members appointed by the President with the consent of the Executive Committee. The Nominating Committee shall serve until the next term's Annual General Meeting of the Indian Decision Sciences Institute. The Nominating Committee shall be responsible for the nomination of a slate of officers in accordance with the Constitution and Bylaws of the Indian Decision Sciences Institute.

- (b) **Program Committee.** The Program Committee shall consist of the Conference Chair appointed by the President with the consent of the Executive Committee, and other Members appointed by the Conference Chair. The Conference Chair shall be responsible for planning and supervising the program at the professional meeting of the Indian Decision Sciences Institute, and shall serve as a member of the Executive Committee. The Conference Chair shall appoint Associate Conference Chairs, Program Secretaries, a Conference Treasurer, Proceedings Editors, and other Members of the Program Committee to prepare the Annual General Meeting for the Indian Decision Sciences Institute. Activities of the Program Committee include budget planning for the professional meeting, calls for research papers and the editing of *Proceedings*, and scheduling meeting procedures. Program Committee meetings shall be called and chaired by the Conference Chair.

#### **BYLAW 9 -- DUES**

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

#### **BYLAW 10 -- SEVERANCE AND REINSTATEMENT OF MEMBERSHIP**

- 1. Termination.** A Member or Institutional Member may terminate Membership at any time by submitting a resignation to the Secretary **General** or by failing to pay dues for the current Membership year before June 30.
- 2. Reinstatement.** Any eligible person or institution whose name has been removed from the rolls for nonpayment of dues may be reinstated at any time during the Membership year by payment of the current year's dues.