

F. CONSTITUTION OF THE SOUTHEAST REGION
OF THE DECISION SCIENCES INSTITUTE¹

ARTICLE I – NAME

The name of this organization shall be “Southeast Region of the Decision Sciences Institute,” hereinafter referred to as the “Southeast Decision Sciences Institute” or the “SE DSI.” The Southeast Decision Sciences Institute is a regional sub-division of the Decision Sciences Institute (hereinafter referred to as the “Institute” or “DSI”), and as such is a not-for-profit, professional, educational organization operating under the Decision Sciences Institute’s IRS section 501(c)(3) organizational charter.

ARTICLE II – GOALS AND PROCEDURES

The goal of the Southeast Decision Sciences Institute is to support the goals and objectives of the Decision Sciences Institute by providing a regional forum and venue for the stimulation and exchange of theories, concepts, and applications related to all facets of the decision sciences. The operations and procedures of the 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 who supports the goals and objectives of the Southeast Decision Sciences Institute and who has registered for and/or attended at least one annual meeting of the SE DSI within the last three years shall be considered eligible for membership in the SE DSI.

2. Classes of Membership. There shall be two classes of membership in the Southeast Decision Sciences Institute.

- a. General Members. General Members shall be those individuals who, at a minimum, support the goals and objectives of the Southeast Decision Sciences Institute and have registered for and/or attended at least one annual meeting of the SE DSI within the last three years or has paid the annual SE DSI membership dues as specified in the organization’s Bylaws. General Members shall not be able to vote on the business of the organization, to initiate and sign referenda, to initiate and sign petitions (including nomination petitions), to hold office, and/or to represent the Southeast Decision Sciences Institute in any official capacity on the Committees and/or Board of the Institute. General Members may run for an Officer or Council position on the

¹ Original Approved by Southeast Decision Sciences Institute - February 22, 1979
Original Approved by the Decision Sciences Institute’s Board of Directors - May 24, 1979
Revised and approved by SE DSI and DSI in 1982, 1983, 1986, 1987, 1989, 1998, 2006, 2008, and 2009

SE DSI ballot but may not take office unless they become “Members in Good Standing” as defined below.

- b. Members in Good Standing. Only “Members in Good Standing” of SE DSI shall be able to vote on the business of the organization, to initiate and sign referenda, to initiate and sign petitions (including nomination petitions), to hold office, and/or to represent the Southeast Decision Sciences Institute in any official capacity on the Committees and/or Board of the Institute. A “Member in Good Standing” shall be interpreted to mean that the individual:
 - i. is a current dues paying member of the Decision Sciences Institute,
 - ii. has identified the Southeast Decision Sciences Institute as his or her primary regional sub-division affiliation, **and**
 - iii. has registered for and/or attended at least one annual meeting of the SE DSI within the last three years.

3. Official Membership Records. The Vice President for Member Services shall maintain the official membership records of the SE DSI as well as the official record of those individuals who are qualified as Members in Good Standing for the rights and privileges identified in Article III, §2.b. above.

ARTICLE IV – DUES AND MEMBERSHIP YEARS

Dues, if any, will be established in accordance with the Constitution and Bylaws of the Decision Sciences Institute. Subject to approval of the Members in Good Standing, the SE DSI Board of Directors shall establish a schedule of membership dues and establish a membership year to be specified in the SE DSI Bylaws.

ARTICLE V – SEVERANCE AND REINSTATEMENT OF MEMBERSHIP

Procedures for the severance and reinstatement of membership shall be consistent with the Constitution and Bylaws of the Decision Sciences Institute. Such procedures shall be established by the SE DSI Board of Directors, as specified in the SE DSI Bylaws, and shall be subject to the approval of the Members in Good Standing.

ARTICLE VI – SE DSI OFFICERS

1. Officers. The Officers of the Southeast Decision Sciences Institute are specified in the SE DSI Bylaws. Only Members in Good Standing of the Southeast Decision Sciences Institute may hold office.
2. Term of Office. The terms of office shall be as specified in the SE DSI Bylaws.

ARTICLE VII – SE DSI BOARD OF DIRECTORS

1. Duties. The SE DSI Board of Directors shall be the chief policy-making and legislative body of the Southeast Decision Sciences Institute, subject to referendum of the Southeast Decision Sciences Institute's Members in Good Standing. It shall establish objectives, budgets, subdivisions and other bodies, and take such other actions as may be necessary for the implementation of the Southeast Decision Sciences Institute's objectives.
2. Composition. The SE DSI Board of Directors composition shall be as specified in the SE DSI Bylaws. The President shall Chair the Board of Directors.
3. All actions of the SE DSI Board of Directors must be consistent with the Decision Sciences Institute's Constitution and Bylaws. Minutes of the SE DSI Board of Directors meetings shall be taken and submitted by the Secretary to the Decision Sciences Institute's Board of Directors, as well as maintained in the official records of the organization by the Secretary and Archivist.

ARTICLE VIII – SE DSI EXECUTIVE COMMITTEE

1. Duties. The SE DSI Executive Committee shall be a subset of the SE DSI Board of Directors and shall be used to expedite the business of the organization between annual meetings. All actions of the Executive Committee shall be reviewable by the full Board of Directors at the next scheduled Board meeting.
2. Composition. The SE DSI Executive Committee composition shall be as specified in the SE DSI Bylaws. The President shall Chair the Executive Committee.

ARTICLE IX– SE DSI COUNCIL

1. Duties. The SE DSI Council shall provide general advice and guidance to the President and Board of Directors as well as a historical memory for the organization. The Council shall also serve as the interviewing team for site selection along with the President, President Elect, Program Chairperson, Past-President, Vice President for Planning and Development, and Vice President for Meetings and make recommendations to the Board of Directors for future meeting venues. The Council shall perform such other duties as requested by the President and/or the Board of Directors.

2. Composition. The SE DSI Council composition shall be as specified in the SE DSI Bylaws. The Council shall elect a Chair from its membership on an annual basis.

ARTICLE X – SE DSI STANDING COMMITTEES

The Standing Committees of the Southeast Decision Sciences Institute shall be as specified in the SE DSI Bylaws.

ARTICLE XI – SE DSI ELECTIONS AND NOMINATIONS

The procedures for nominations and elections shall be as specified in the SE DSI Bylaws.

ARTICLE XII – SE DSI MEETINGS

1. Annual General Meeting. There shall be at least one general business meeting of the Southeast Decision Sciences Institute each year open to all Members, held in connection with a professional meeting of the 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 annual meeting. Only Members in Good Standing may vote on the business of the organization at the annual general business meeting.

2. Special Meetings. Special meetings of the Southeast Decision Sciences Institute may be called by the SE DSI Board of Directors as required. Each Member of the Southeast Decision Sciences Institute shall be notified in writing of the purpose, place, and time of any special meeting at least 30 days in advance of any such special meeting. Only Members in Good Standing may vote on the business of the organization at any called meeting of the Southeast Decision Sciences Institute. At the option of the President and with the approval of the Executive Committee, special meetings may be held electronically and/or issues needing a vote of the Members in Good Standing may be submitted to them by electronic or postal means.

3. Quorum. At any annual or special meeting of the Southeast Decision Sciences Institute, those Members in Good Standing who are present shall constitute a quorum and shall be eligible to vote on the business of the organization. Except for the approval of changes to the SE DSI Constitution and/or Bylaws (as described below in Articles XI and XII), all business actions shall be approved by a simple majority vote of those Members in Good Standing who are present at the meetings. Except for the approval of changes to the SE DSI Constitution and/or Bylaws (as described below in Articles XI and XII), if the meeting is held electronically or by postal means, and/or if a vote is to be taken electronically or by postal means, actions shall be approved by a simple majority vote of those Members in Good Standing who are in attendance and/or who submit ballots either electronically or by postal means within the time limit established by the President.

4. Procedural Matters. All questions of parliamentary procedure shall first be settled by referring to the SE DSI Constitution and Bylaws and then to the most current published edition of *Robert's Rules of Order*, which shall be maintained by the Secretary. The President shall be the final arbiter of all procedural questions.

ARTICLE XIII – CHANGES IN THE SE DSI 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 in Good Standing who are present and voting at a scheduled annual or special business meeting of the Southeast Decision Sciences Institute.

2. Proposals of change in the SE DSI Constitution may be made by the SE DSI Board of Directors or by a petition to the SE DSI President that is signed by at least five percent (5%) of the Members in Good Standing of the Southeast Decision Sciences Institute at least 60 days in advance of a scheduled annual or special business meeting.

3. A proposed change to the SE DSI Constitution shall be submitted to the membership of the organization by the Secretary at least 30 days before a scheduled or special business meeting. Amendments to a proposed SE DSI Constitution change may be made by Members in Good Standing during a discussion of the proposed change at the annual or special business meeting provided that the amendments do not deviate from the subject matter and intent of the amendment originally proposed.

4. Any and all changes in the SE DSI Constitution must be submitted to and approved by the Decision Sciences Institute's Board of Directors before taking effect.

5. Copies of any and all amendments and/or changes to the SE DSI Constitution shall be distributed to the SE DSI membership by the Secretary as soon as practical after approval by the Decision Sciences Institute's Board of Directors.

6. The current SE DSI Constitution, as well as a complete history of any and all amendments and/or changes to the SE DSI Constitution, shall be kept in the files of the Southeast Decision Sciences Institute by the Secretary and the Archivist. The Vice President for Web Services shall post and maintain a current copy of the SE DSI Constitution on the organization's web site.

ARTICLE XIV – SE DSI BYLAWS

1. The SE DSI Bylaws may be adopted, annulled or amended by formal proposal, discussion, and written ballot approval by a simple majority vote of those Members in Good Standing who are present at a scheduled annual or special business meeting of the Southeast Decision Sciences Institute.

2. Proposals of change in the Bylaws may be made by the SE DSI Board of Directors or by a petition to the SE DSI President that is signed by at least five percent (5%) of the Members in Good Standing of the Southeast Decision Sciences Institute at least 60 days in advance of a scheduled annual or special business meeting.

3. A proposed change to the SE DSI Bylaws shall be submitted to the membership of the organization by the Secretary at least 30 days before a scheduled annual or special business meeting. Amendments to a proposed SE DSI Bylaw change may be made by Members in Good Standing during a discussion of the proposed change at the business meeting provided that the amendments do not deviate from the subject matter and intent of the amendment originally proposed.

4. Any and all changes in the SE DSI Bylaws must be submitted to and approved by the Decision Sciences Institute's Board of Directors before taking effect.

5. Copies of any and all amendments and/or changes to the SE DSI Bylaws shall be distributed to the SE DSI membership by the Secretary as soon as practical after approval by the Decision Sciences Institute's Board of Directors.

6. The current SE DSI Bylaws as well as a complete history of any and all amendments and/or changes to the SE DSI Bylaws shall be kept in the files of the Southeast Decision Sciences Institute by the Secretary and the Archivist. The Vice President for Web Services shall post and maintain a current copy of the SE DSI Bylaws on the organization's web site.

ARTICLE XV – REFERENDA

Upon its initiative, or upon the request in writing of five percent (5%) of the Members in Good Standing of the Southeast Decision Sciences Institute, the SE DSI Board of Directors shall submit the question to the Southeast Decision Sciences Institute's Members in Good Standing for a referendum vote by either electronic means or postal service mail; the ballot for such a vote shall be accompanied by briefs stating both sides of the question. Completed referenda ballots must be received by the President within 30 days of the posting of the ballots in order for the votes to be counted. A simple majority of those Members in Good Standing who return valid ballots shall be required on each referendum issue in order for the item to be adopted.

ARTICLE XVI – SE DSI FINANCES

Financial records for the Southeast Decision Sciences Institute will be kept both by the SE DSI Vice President for Finance and the Home Office of the Decision Sciences Institute. The Southeast Decision Science Institute shall operate financially in a manner consistent with the financial standards established by the Institute for its regional sub-divisions. SE DSI 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.

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 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 issued prior to the request for reimbursement.

The Decision Sciences Institute's Home Office will maintain records of the revenue and expenditures of the SE DSI, along with balances held in the Home Office account for use by the Institute and SE DSI.

ARTICLE XVII – DATE OF ADOPTION

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

BYLAWS OF THE SOUTHEAST REGION OF THE DECISION SCIENCES INSTITUTE²

BYLAW 1 – CHARTER AND OFFICE

The Southeast Region of the Decision Sciences Institute (hereinafter referred to as the “Southeast Decision Sciences Institute” or the “SE DSI”) is a regional sub-division of the Decision Sciences Institute (hereinafter referred to as the “Institute” or “DSI”) and operates as an IRS section 501(c)(3) not-for-profit, professional, educational organization under the charter of the Decision Sciences Institute as issued by the State of Georgia. The 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 to all SE DSI Members and/or Members in Good Standing using either the postal service or an electronic means at least 30 days before a scheduled meeting date.

BYLAW 3 – TERMS

1. Tax Year. The tax year of the Southeast Decision Sciences Institute shall be in concert with that of the Institute and run from July 1 to June 30.

2. Membership. The membership year shall start at the beginning of the organization’s annual meeting.

3. Terms of Office. The term of each office shall begin at the conclusion of the SE DSI’s annual meeting immediately following the election for that office. Assuming the successful performance of duties while in the respective office, all terms will end at the conclusion of the next scheduled annual meeting of the SE DSI, based on the stated term of the particular office as shown below.

² Revised and approved by SE DSI and DSI in 1986, 1987, 1989, 1992, 1998, 2000, 2001, 2002, 2006, 2008, and 2009.

- 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 SE DSI Board of Directors.
- 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 SE DSI Board of Directors.
- d. The Program Chairperson shall serve for one year and automatically become President Elect upon the successful completion of his/her term as Program Chairperson, as evaluated by the SE DSI Board of Directors.
- e. The Program Chairperson Elect shall be appointed by the Board of Directors, with the advice of the Council, to serve for one year and automatically become Program Chair upon the successful completion of his/her term as Program Chairperson Elect, as evaluated by the SE DSI Board of Directors.
- f. The Secretary, Vice President for Planning and Development, Vice President for Publications, and Vice President for Student Services shall be elected to serve one year terms and the individuals holding these positions may be re-elected without limit.
- g. The Vice President for Finance and Vice President for Member Services shall be elected to serve two year terms and the individuals holding these positions may be re-elected without limit.
- h. Members of the Council shall be elected to serve two years terms with half of the Council being elected each year so as to stagger the terms. Council members may be re-elected without limit.
- i. The Chair of the Council shall be a member of the Council and shall be elected by the Council at each annual meeting for a one year term. The Council Chair may be re-elected without limit as long as he/she remains a member of the Council.
- j. The Vice President for Meetings, the Vice President for Web Services, and the Archivist shall be appointed by the Board of Directors for three year terms and may be reappointed without limit.
- k. The Regionally Elected Vice President shall be elected on the Decision Sciences Institute ballot to serve a two year term as per the Constitution and Bylaws of the Institute.

BYLAW 4 – SE DSI BOARD OF DIRECTORS

1. Duties. The SE DSI Board Directors shall be the chief policy-making and legislative body of the Southeast Decision Sciences Institute, subject to referendum of the Southeast Decision Sciences Institute's membership. It shall establish objectives, budgets, subdivisions and other bodies, and take such other actions as may be necessary for the implementation of the Southeast Decision Sciences Institute's objectives.

2. Composition. The Board of Directors shall consist of the President, the Past President, the President Elect, the Program Chairperson, the Secretary, the Regionally-Elected Vice President, all Vice Presidents of the organization, and the Chair of the Council. The President may invite other officers and/or officials of SE DSI to attend and/or participate in Board meetings in a non-voting, *ex-officio* capacity, as appropriate, in order for them to be able to present relevant information concerning topics under discussion. Vacancies occurring within the year will be filled as specified in these Bylaws. The President shall Chair the Board of Directors.

3. Meetings. The Board of Directors shall meet in person at least once per year, either on its own or in conjunction with other organizational meetings. Additional meetings (which may be held at a physical venue, electronically, or by conference call) may be called by the President or by petition of at least two members of the Board of Directors. A quorum requires the presence (either physically or electronically) of at least a majority of the members of the Board of Directors. Board members who are unable to attend a scheduled meeting in person may offer their proxy in writing to another Board member to present at the meeting. Except as otherwise provided in the Constitution or Bylaws, the Board of Directors shall act by a simple majority of those voting.

4. The Board of Directors may empower the President and/or the Executive Committee to act for the Board in routine matters between scheduled meetings of the Board of Directors. Actions taken by the President and/or the Executive Committee acting on the Board's behalf are subject to review by the full Board of Directors at its next scheduled meeting. In circumstances requiring a vote of the entire Board of Directors between scheduled meetings, the President shall distribute ballots to the Board of Directors members through the mail (either postal service or electronic). 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 of Directors members returning their ballot within 30 days of its posting, provided a majority of the Board of Directors members vote.

BYLAW 5 – SE DSI EXECUTIVE COMMITTEE

1. Duties. The SE DSI Executive Committee shall be a subset of the SE DSI Board of Directors and shall be used to expedite the business of the organization between annual meetings and/or when situations arise that, in the opinion of the President, cannot wait until the next formally scheduled meeting of the Board of Directors. All actions of the Executive Committee shall be reviewable by the full Board of Directors at the next scheduled Board meeting.

2. Composition. The SE DSI's Executive Committee shall consist of the President, the Past President, the President Elect, the Program Chairperson, the Secretary, the Vice President for Finance, the Regionally-Elected Vice President, and the Chairperson of the Council. Vacancies occurring within the year will be filled as specified in these Bylaws. The President may invite other officers and/or officials of SE DSI to attend and/or participate in Executive Committee meetings in a non-voting, *ex-officio* capacity, as appropriate, in order for them to be able to present relevant information concerning topics under discussion. The President shall Chair the Executive Committee.

3. Meetings. Meetings of the Executive Committee shall be called by the President as he/she deems appropriate and may take place in a physical location, by mail, or by any appropriate electronic means. A report of these meetings and any actions taken shall be made by the President to the full Board of Directors at its next scheduled meeting.

BYLAW 6 – OFFICERS OF THE SOUTHEAST DECISION SCIENCES INSTITUTE

1. Officers. The elected officers of the Southeast Decision Institute shall be the Secretary, the Vice President for Finance, the Vice President for Planning and Development, the Vice President for Publications, the Vice President for Member Services, the Vice President for Student Services, and the Regionally-Elected Vice President. The appointed officers of the organization shall be the Program Chairperson-Elect, the Vice President for Meetings, the Vice President for Web Services, the Archivist, and the Local Arrangements Chairperson. Once selected as Program Chairperson Elect, and upon the successful performance of duties in that and all subsequent positions, the Program Chairperson Elect will automatically proceed through the positions of Program Chairperson, President Elect, President, and Past President in sequence and on an annual basis.

2. Duties of the Officers. The specific duties of the Officers of the SE DSI shall be enumerated in the SE DSI Officers' Handbook. All Officers of the Southeast Decision Sciences Institute shall serve in their respective positions without bond and shall maintain the files for their respective offices that will be turned over to their successors. In brief, the duties of the various positions are as follows:

- a. President. The President shall be the Chief Executive Officer of the Southeast Decision Sciences Institute and have the signature authority for all official contacts and documents of the organization as well as 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 the strategic planning of the organization including the generation of innovative new approaches to insure that the Southeast Decision Sciences Institute is a vibrant organization closely in tune with the long-range objectives of the Decision Sciences Institute. The President shall preside over all meetings of the organization, serve as Chairperson of the Board of Directors and of the Executive Committee, serve as a member of the Finance Committee, and be responsible for naming the members of the

Nominating Committee on an annual basis. He/She shall be responsible for conducting the affairs of the organization in such a manner as to further the objectives of the Southeast Decision Sciences Institute. He/She shall, subject to approval of the Board of Directors, 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 organization. The President shall be the primary liaison between SE DSI and the Institute and serve as a member of the Institute's Regional Activities Committee.

- b. Past President. The Past President shall serve as a member of the Executive Committee, as a member of the Finance Committee, and as the Chairperson of the Nominating Committee. 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. He/She shall serve as a member of the Executive Committee and as a member of the Finance Committee. The President Elect shall serve as a member of the Institute's Regional Activities Committee.
- 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 and/or a *Proceedings* Editor or Co-Editor. The Program Chairperson 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 Board of Directors in the current year's annual program budget. The Program Chairperson shall serve as a member of the Executive Committee and as a member of the Finance Committee.
- e. Program Chairperson Elect. The Program Chairperson Elect shall be appointed by the Board of Directors, with the advice of the Council, and upon the receipt of a letter of support from the individual's department, dean, and/or other university/college representative, as appropriate. He/She will 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. The Program Chairperson Elect shall be appointed for a one year term and upon the successful completion of his/her duties, shall become the Program Chairperson for the following annual meeting.
- f. Secretary. The Secretary shall serve as Recording Secretary for SE DSI, keep and publish the Constitution and Bylaws of the organization, record the

minutes of all meetings, 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 Committee and record the minutes of those meetings. The secretary shall be elected to serve a one year term and may be re-elected without limit.

- g. Vice President for Finance. The Vice President for Finance shall act as the Chief Financial Officer and Treasurer of the organization and shall serve as Chair of the Finance Committee and as a member of the Executive Committee. He/She shall receive and disburse funds on behalf of the organization, prepare the annual budget for the organization with input from all appropriate parties, publish the organization's annual budget, prepare all required financial statements, and shall be responsible to the Board of Directors for the accurate and complete reporting of the financial affairs of the organization. He/She shall be responsible for conducting the financial affairs of the Southeast Decision Sciences Institute in accordance with the Constitution and Bylaws of both the SE DSI and the Decision Sciences Institute, as well as the *Guidelines for Regional Financial Management*. The Vice President for Finance shall be elected to serve a two year term and may be re-elected without limit.
- h. Vice President for Member Services. The Vice President for Member Services shall be responsible for generating and retaining members for the Southeast Decision Sciences Institute and the Institute by actively seeking ways to enhance the benefits of regional and national membership. He/She shall coordinate activities with the Chairperson of the Institute's Member Services Committee and the Institute's Member Services Coordinator to operationalize the Campus Representative Program and other member solicitation/retention activities. He/She shall keep, update, and maintain the official general membership roll for the Southeast Decision Sciences Institute and the official roll of Members in Good Standing. He/She shall also provide mailing and contact information for members as required and be responsible for the procedures associated with annual membership renewals. The Vice President for Member Services shall serve as a member of the Institute's Member Services Committee. The Vice President for Member Services shall be elected to serve a two year term and may be re-elected without limit.
- i. Vice President for Planning and Development. The Vice President for Planning and Development shall be responsible for periodically examining the Constitution of the Southeast Decision Sciences Institute to insure it properly reflects the current objectives and actions of the organization and the Decision Sciences Institute and make appropriate recommendations to the Board of Directors for changes. The Vice President for Planning and Development shall examine the activities of the other regional sub-divisions of the Institute, as well as other professional academic organizations, in order to identify "best practices" and report on those to the Board. The Vice

President for Planning and Development shall, along with the President, the Vice President for Meetings, and the Council shall be involved in site selection activities and recommendations to the Board of Directors for the locations of future professional meetings of the organization. The Vice President for Planning and Development shall be elected to serve a one year term and may be re-elected without limit.

- j. Vice President for Publications. The Vice President for Publications shall be responsible for the acquisition and dissemination of relevant information concerning the activities, meetings, member accomplishments, and all other items of general interest to both the membership of SE DSI as well as to the Institute. The dissemination of this information shall be in whatever form is appropriate including print, mail, and/or electronic. The Vice President for Publications shall coordinate with the Vice President for Web Services to keep the information on the SE DSI's web site accurate and current. The Vice President for Publications shall serve as the primary liaison between the SE DSI and the Editor of *Decision Line* and specifically provide the Editor with information about upcoming SE DSI meetings as well as a post annual meeting report prepared in conjunction with the Program Chair. The Vice President for Publications shall be elected to serve a one year term and may be re-elected without limit.
- k. Vice President for Student Services. The Vice President for Student Services shall be responsible for generating student participation in the Southeast Decision Sciences Institute. He/She shall, in conjunction with the Vice President for Member Services, supervise the solicitation of students for membership in the Southeast Decision Sciences Institute, and, in conjunction with the Program Chairperson, encourage student participation in the Southeast Decision Sciences Institute's annual meeting. The Vice President for Student Services shall Chair the Student Paper Track of the annual program and establish procedures for the Student Paper Competition and any awards. The Vice President for Student Services shall be elected to serve a one year term and may be re-elected without limit.
- l. Vice President for Meetings. The Vice President for Meetings shall be appointed by the Board of Directors, with input from the Council. The Vice President for Meetings shall work with the President, Board of Directors, the Council, and the Vice President for Planning and Development to identify venues for future meetings and then conduct negotiations with appropriate meeting venue properties on behalf of the SE DSI in order to secure a viable contract. The Vice President for Meetings shall be appointed to a three year term and may be reappointed without limit.
- m. Vice President for Web Services. The Vice President for Web Services shall be appointed by the Board of Directors, with input from the Council. 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 the timely provision of information about the annual meeting, shall be responsive to requests for website changes from the Board of Directors 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. The Vice President for Web Services shall be appointed to a three year term and may be reappointed without limit.

- n. Archivist. The Archivist shall be appointed by the Board of Directors, with input from the Council. The Archivist shall be responsible for maintaining a history of the organization and a collection of documents prepared and distributed by the organization using physical and/or electronic copies. To this end, the Archivist will maintain files of meeting announcements; programs; *Proceedings*; minutes of all official 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 and may be reappointed without limit.
- o. Local Arrangements Chairperson. A Local Arrangements Chairperson may be appointed by the Board of Directors, upon request from the Program Chair and with input from the Council. The Local Arrangements Chairperson, in conjunction with the Program Chairperson and the Vice President for Meetings, shall be responsible for making the necessary local arrangements for the annual meeting. He/She shall work with the Program Chairperson, the Vice President for Meetings, the meeting hotel's staff, and other local entities to prepare for the annual meeting and to secure external funding and/or sponsorships for the meeting, if possible. The Local Arrangements Chairperson shall be appointed after the selection of an annual meeting venue and shall serve at the pleasure of the Board of Directors and the Program Chairperson until the meeting scheduled for that venue has been completed.
- p. Regionally Elected Vice President. The Regionally Elected Vice President shall serve as a liaison between the Southeast Decision Sciences Institute and the Institute. He/She shall be responsible for ensuring that relevant information about regional activities is communicated to the Institute's Secretary and Board, and that activities/actions of the Institute that affect the Southeast Decision Sciences Institute are reported to the membership at the SE DSI's annual business meeting. The Regionally Elected Vice President shall serve as a member of the Southeast Decision Sciences Institute's Executive Committee, as a member of the Institute's Board of Directors, and as member of the Institute's Regional Activities Committee. The Regionally Elected Vice President shall run for election on the Institute's ballot and be

elected to serve a two year term as per the Constitution and Bylaws of the Institute.

4. Vacancies in Office.

- a. President. In the event the office of President becomes vacant 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 then 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. President Elect. In the event the office of President Elect becomes vacant, the current President will continue to serve term as President until such time as the next person in sequence becomes President Elect.
- c. 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.
- d. For all other offices which may become vacant between elections, the Board of Directors or the Executive Committee in consultation with the Council shall determine if the position needs to be filled before the next election. Should it be deemed in the best interests of the SE DSI to fill the vacancy, it will be done through an interim appointment made by the Board of Directors or the Executive Committee in consultation with the Council. Those appointed to fill such vacancies shall serve for the unexpired term of the office or until the next scheduled election process can be completed and a newly elected individual can be installed in the position, whichever occurs first. Filling an unexpired term by an interim appointment shall in no way prejudice an individual's opportunity to be nominated for and elected to any office in his/her own right.

BYLAW 7 – SE DSI COUNCIL

1. Duties. The SE DSI Council shall provide general advice and guidance to the President and Board of Directors as well as a historical memory for the organization. The Council shall also serve as the interviewing team for site selection along with the President, President Elect, Program Chairperson, Past-President, Vice President for Planning and Development, and Vice President for Meetings and make recommendations to the Board of Directors for future meeting venues. The Council shall perform such other duties as requested by the President and/or the Board of Directors.

2. Composition. The SE DSI Council shall consist of ten members each elected for a two year term. Half of the members of the Council shall be elected each year such that the terms of the Council shall be staggered. Given the advisory nature of the Council, members shall be required to have a minimum of five (5) years of active and dedicated service to SE DSI as demonstrated by serving in a variety of elected and/or appointed positions, to include but not be limited to service as President.

3. Organization. The 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 Council Chair serves as the primary liaison between the Council and the President and the Board of Directors and is a member of the SE DSI Executive Committee. The Chairperson shall take office at the conclusion of the annual meeting and may be re-elected by the Council as long as he or she remains a member of the Council.

4. Vacancies. Should any seat on the Council become vacant for any reason, it shall remain unfilled until the next scheduled election for its cycle. Should the vacancy involve the Chair of the Council, the Council shall elect a new Chair for the remainder of the former Chair's term from the remaining members of the Council.

BYLAW 8 – NOMINATION AND ELECTION

1. In order to be nominated for an Officer or Council position on the SE DSI ballot or for any position on the DSI ballot, the individual must be at least a general member of the organization. Should a General Member be elected serve as an Officer or Council member of the organization, he or she must become a "Member in Good Standing" before being allowed to formally take office. Should the elected General Member not become a Member in Good Standing of the SE DSI prior to the time when he or she would take office at the conclusion of the organization's annual meeting following the election, the President shall appoint a Member in Good Standing to serve in the position until the next election.

2. Method for Nomination.

- a. At each annual meeting, the President shall appoint the members of the Nominating Committee for the coming year and identify the positions that will be up for election during that period. The Past President shall serve as the Chairperson of the Nominating Committee.
- b. Not less than four months before the planned date of the next annual meeting, the Nominating Committee shall nominate at least one candidate for each office to be filled, after contacting the individuals involved to determine their willingness to stand for the election and to obtain biographical information on each that will accompany the ballot. The Chairperson of the Nominating Committee shall present the slate to the President who will forward it to the Secretary who shall, in turn and without delay, notify the membership of these nominations.

- c. Not less than three months before the date of the next annual meeting, additional nominations may be made to the slate of candidates submitted by the Nominating Committee. Each additional nomination must be made by a petition signed by at least five percent (5%) of the Members in Good Standing and submitted to the Secretary who will verify the petition with the Vice President for Member Services. Upon validation of the petition and after obtaining the approval of the additional nominees, those additional nominees shall be added to the ballot.
- d. Not less than two months before the next annual meeting, the Secretary shall send (using either the postal service mail or electronic methods including the organization's web site) a brief biographical sketch of each nominee along with a ballot form to each Member in Good Standing.
- e. Completed ballots must be received by the Chairperson of the Nominating Committee not later than one month prior to the next annual meeting of the SE in order to be counted. Should the election be conducted through the organization's web site, the web site shall contain instructions for voting.
- f. For an annual meeting held during the third week of February, the general elections schedule would be as follows:

At the Annual Meeting.....President Appoints the
Nominating Committee and
Identifies the Offices to be Filled

By the Third week of OctoberNominating Committee
 Submits Its Slate to the President

By November 1President Informs All Members of the Slate
and Requests any Additional Nominations
from the Members in Good Standing
 as per the Bylaws

By the Third Week of November.....Deadline for Receipt of
 Additional Nominees

By the Third Week of DecemberSecretary Sends Ballots
 to All Members in Good Standing
 or the VP for Web Services has the Web Site
Set Up to Handle the Election

By the Third Week of JanuaryDeadline for the
 Return of Completed Ballots

At the Annual Meeting..... Election Results are Announced
.....and the Process Begins Again

3. Method of Election. No ballot shall be counted unless it is marked by a qualified voter (i.e., a Member in Good Standing) to indicate his/her choices and returned to the address designated on the ballot at least one month prior to the next annual meeting of the SE DSI. The ballots shall be counted by the teller(s) appointed by the President or by electronic means 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 in Good Standing present at the annual business meeting shall choose between the tie candidates by a written paper ballot.

4. Nomination of candidates for the position of Regionally Elected Vice President of the Decision Sciences Institute representing the Southeast Decision Sciences Institute. The Nominating Committee shall nominate at least two (2) candidates for the office of the Regionally Elected Vice President to represent the Southeast Decision Sciences Institute, after obtaining their consent. This shall be done in conjunction with the nomination of candidates for the available offices of the Southeast Decision Sciences Institute during those years when such Regionally Elected Vice President nominees are required by the Institute. Should the schedule of the Institute not align itself with the schedule for nominations for the SE DSI positions, the Nominating Committee shall abide by the Institute's schedule for identifying nominees for the position of Regionally Elected Vice President. Once identified, the Chairperson of the Nominating Committee shall notify the organization's President of its nominees for this position and the President shall then notify the Home Office of the Decision Sciences Institute as to the nominees to be placed on the Decision Sciences Institute's election ballot.

BYLAW 9 – FINANCES

1. Audit. All SE DSI 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. All financial activities of the Southeast Decision Sciences Institute are subject to audit as part of the Decision Sciences Institute and upon request from the Institute, the SE DSI shall provide all appropriate financial records and information to the firm or individual being used the Decision Sciences Institute to prepare the audit.

2. Authority to commit funds. The authority to commit the funds of the Southeast Decision Sciences Institute, to incur expenses in its name, and/or to make financial commitments on its behalf shall rest solely with the President, the Program Chairperson, and the Vice President for Finance as described in these Bylaws. Other Officers or Members of the organization may be authorized to commit funds only through an expressed written authority granted by the Board of Directors which must contain finite limits on the nature, term, and amounts involved. Receipts for all organizational expenditures must be presented to the Vice President for Finance. Any individual who makes purchases, incurs expenses, or in any other way commits funds in the name of the Southeast Decision Sciences Institute without such written permission shall be personally

and solely responsible for the debts incurred. The actual collection and disbursement of cash in the name of the SE DSI shall be supervised by the Vice President for Finance.

3. Budget. The annual budget for the Southeast Decision Sciences Institute shall be approved by the SE DSI's Board of Directors and subsequently by the Decision Sciences Institute's Board of Directors. The SE DSI's Board of Directors may, through the vehicle of the budget, delegate to individual Officers and/or other Members of the Southeast Decision Sciences Institute the authority to incur expenses and make financial commitments on behalf of the organization. Such authority will be granted in writing and have finite limits on the nature, term, and amount that can be encumbered. Receipts for all organizational expenditures must be presented to the Vice President for Finance. Disputes arising from expenses submitted for reimbursement shall be settled by the President and the Executive Committee whose decision shall be final.

4. Reporting. The Vice President for Finance shall prepare and present written reports on the financial affairs of the organization at each annual meeting as well as at any other time that such reports are requested by the President, the Board of Directors, and/or the Institute.

BYLAW 10 – DISTINGUISHED SERVICE AWARD

1. Purpose. The Southeast Decision Sciences Distinguished Service Award (DSA) may be presented to Members of the Southeast Decision Sciences Institute in recognition of distinguished achievements in the decision sciences over a period of years. This designation is for recognition only and does not constitute a class of membership or any other official status in the organization. There is no requirement or expectation that one or more awards shall be made in any given year. Additional information on this award shall be contained in the SE DSI Officers' Manual.

2. Criteria for Selection. The Distinguished Service Award may be bestowed to active supporters of the SE DSI for outstanding contributions to the decision sciences who are able to demonstrate significant service to the organization in at least the following:

- a. A minimum of 10 years active participation in the SE DSI.
- b. Service to the SE DSI in at least one major leadership role.
- c. A history of significant contributions to the SE DSI in a variety of roles over an extended period of time as an officer, author/presenter, track chair, discussant, or other.

The Distinguished Service Award Selection Committee is free to consider other factors such as a history of contributions to DSI and to the academy extending over a period of years.

Since the award is to be unannounced prior to its presentation, nominees should not be notified that they are under consideration.

While the DSA Award Committee may elect to bestow one or more awards in a given year, there is no requirement or expectation for any awards to be made in any given year.

3. Selection Procedures. The most recent recipient of the Distinguished Service Award who is available shall be Chair of the selection process for the next award. Should there be multiple awardees in a single year, the awardees shall serve as co-chairs for the next award process.

- a. At least six months prior to each year's annual meeting, the most recent available Distinguished Service Award recipient shall poll all available past award winners for potential nominees to be considered as possible DSA recipient(s) at the next annual meeting. Additional nominations (to include supporting documentation) may be requested by the DSA Chair from the officers, Council, and members of the SE DSI at that time and a deadline for nominations shall be identified that is at least four months prior to the next annual meeting of SE DSI.
- b. At least four months prior to the next annual meeting of the Southeast Decision Sciences Institute, and after the deadline for nominations, the Chair shall convene all available past DSA winners as the DSA Selection Committee to consider those nominated.
- c. If there is consensus within the DSA Selection Committee that one or more of the nominees is worthy of the award, the DSA Chair shall prepare a plaque or plaques to be presented to the individual(s) at the next SE DSI annual meeting. All appropriate and reasonable expenses related to the creation of the plaque(s) shall be submitted by the DSA Chair to the Vice President for Finance for reimbursement in a timely manner. Should the DSA Selection Committee determine that there will not be an award made at the next annual meeting, the Chair will so inform the President and Program Chair.
- d. The DSA Chair shall be in charge of the presentation to the new award winner at the President's Luncheon on the last day of the annual meeting and inform the President and Program Chair that there will be an award without divulging the name(s) of the winner(s).

BYLAW 11 – OUTSTANDING INSTITUTIONAL SUPPORT AWARD

1. Purpose. The Southeast Decision Sciences Outstanding Institutional Support Award (OISA) may be presented to an academic institution, or unit of an academic institution, that has a documented history of support to the SE DSI over a period of years. There is no requirement that an institution is nominated or that recognition be bestowed on any institution in any given year. Additional information on this award shall be contained in the SE DSI Officers' Manual.

2. Criteria for Selection: The Outstanding Institutional Support Award may be bestowed to academic institutions or units that have consistently provided long-term support and shown an active commitment to the Southeast Decision Sciences Institute as demonstrated in the following ways:

- a. Managing Local Arrangements for SE DSI annual meetings.
- b. Providing support for SE DSI meetings in such capacities as:
 - i. Sponsoring Officers' Receptions
 - ii. Sponsoring Presidents' Receptions
 - iii. Sponsoring luncheons & breakfasts
 - iv. Sponsoring coffee breaks
 - v. Sponsoring of Student Paper Awards
- c. Providing a leadership role to the SE DSI through its strong support for faculty participation in such roles as:
 - i. Officers
 - ii. Program Chairs
 - iii. Track Chairs
 - iv. Local Arrangements' Chairs
 - v. Council members
 - vi. Program contributors and participants
- d. The Outstanding Institutional Support Award Selection Committee is free to consider other factors such as a history of contributions to DSI and to the academy extending over a period of years.

3. Selection Procedures: The Outstanding Institutional Support Award Selection Committee shall be comprised of all available past Distinguished Service Award recipients.

- a. Nominations may be made by any current Officer and/or Council member. Nominations will be accepted through the end of the calendar year preceding the next annual meeting of the SE DSI. Nominations shall include supporting documentation for placing the academic institution or unit, in consideration.
- b. The most recent recipient of the SE DSI Distinguished Service Award shall preside as Chair of the OISA Selection Committee and shall initiate the process for nominations prior to the annual meeting of DSI preceding the next SE DSI annual meeting and make that process known to the SE DSI Officers, Council Members, and members of the OISA Selection Committee.
- c. A vote by the OISA Selection Committee shall be conducted after the calendar-year deadline for nominations but prior to the next annual meeting. If there is consensus within the OISA Selection Committee that one or more of the nominees is worthy of the award, the OISA Chair shall prepare a plaque

or plaques to be presented to the institution or unit at the next SE DSI annual meeting. All appropriate and reasonable expenses related to the creation of the plaque(s) shall be submitted by the OISA Selection Committee Chair to the Vice President for Finance for reimbursement in a timely manner. Should the OISA Selection Committee determine that there will not be a presentation made at the next annual meeting, the Chair will so inform the President and Program Chair.

- d. The OISA Selection Committee Chair shall be in charge of the presentation at the President's Luncheon on the last day of the annual meeting and inform the President and Program Chair that there will be a presentation.
- e. The OISA Selection Chair along with the President shall be in charge of informing the institution or unit of the award and making all reasonable efforts to have a representative of the institution or unit at the President's Luncheon on the last day of the annual meeting in order to be recognized. The Program Chair will be responsible for placing the name of the award recipient in the meeting's Program and for preparing flyers and other signage announcing the award winner at the annual meeting.

BYLAW 12 – COMMITTEES

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

2. Standing Committees.

- a. Executive Committee. The SE DSI Executive Committee shall be a subset of the SE DSI Board of Directors and shall be used to expedite the business of the organization between annual meetings and/or when situations arise that, in the opinion of the President, cannot wait until the next formally scheduled meeting of the Board of Directors. All actions of the Executive Committee shall be reviewable by the full Board of Directors at the next scheduled Board meeting.

The SE DSI's Executive Committee shall consist of the President, the Past President, the President Elect, the Program Chairperson, the Secretary, the Vice President for Finance, the Regionally-Elected Vice President, and the Chairperson of the Council. Vacancies occurring within the year will be filled as specified in these Bylaws. The President may invite other officers and/or officials of the SE DSI to attend and/or participate in Executive Committee meetings in a non-voting, *ex-officio* capacity, as appropriate, in order for them to be able to present relevant information concerning topics under discussion. The President shall Chair the Executive Committee.

- b. Finance Committee. The Finance Committee shall aid the Vice President for Finance in developing the organization's annual budget, subject to the approval of the Board of Directors. The Finance Committee will also review major requests for the spending the funds of the organization, aid in the publication of the budget adopted by the Board of Directors, and assist in the preparation and publication of financial statements as required by the organization and the Institute.

The Finance Committee shall consist of the Vice President for Finance as Chairperson, and the President, President Elect, Program Chairperson, the Past President, the Vice President for Meetings, and the Chairperson of the Council as members. The Finance Committee shall be constituted at each annual meeting and shall serve on an annual basis until the next annual meeting of the Southeast Decision Sciences Institute.

- c. Nominating Committee. The Nominating Committee shall be responsible for the nomination of a slate of officers in accordance with the Constitution and Bylaws of the Southeast Decision Sciences Institute.

The Nominating Committee shall consist of a minimum of three and a maximum of five members appointed by the President. The Nominating Committee shall be constituted at each annual meeting and shall serve on an annual basis until the next annual meeting of the Southeast Decision Sciences Institute. The Past President shall be a member of the Committee and shall serve as the Chairperson of the Committee.

- d. Distinguished Service Award Selection Committee. The Distinguished Service Award Selection Committee shall be responsible for soliciting and evaluating nominees for the Distinguished Service Award in accordance with the Constitution and Bylaws of the Southeast Decision Sciences Institute.

The Distinguished Service Award Selection Committee shall be composed of all available past recipients of the Southeast Decision Sciences Institute Distinguished Service Award. The most recent award recipient shall serve as Chair of the Committee until a new award is made. Should there be multiple, most recent award recipients, they shall serve as Co-chairs until a new award is made. There is no requirement for a Distinguished Service Award or Awards to be made in any given year.

BYLAW 13 – MEMBERSHIP AND DUES

- 1. Membership in the SE DSI shall be as defined in ARTICLE III of the SE DSI Constitution.

2. Being a General Member of the SE DSI is a necessary, but not sufficient condition of having voting privileges as defined in ARTICLE III of the SE DSI Constitution.

3. The annual SE DSI meeting registration fee shall be established by the Board of Directors and shall be considered to be the membership dues for the organization. In lieu of being able to attend an annual meeting of the organization, an individual may pay an annual membership fee to the organization, in an amount that shall be established by the Board of Directors, in order to remain a Member in Good Standing for voting privileges as defined in ARTICLE III of the SE DSI Constitution.

4. A member may terminate his/her membership at any time by submitting his/her resignation in writing to the Vice President for Member Services, or by failing to pay dues and/or registration fees for a period of three years.

5. 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. Registering for an annual meeting of SE DSI will also reinstate the individual as a General Member.

6. The SE DSI Board of Directors reserves the right to unilaterally revoke and terminate the membership of any SE DSI member, either a General Member or a Member In Good Standing, for cause as determined by the Board of Directors. Should such a termination involve a Member in Good Standing who holds a current Officer or Council position, his or her position shall immediately become vacant and shall be filled as prescribed in these Bylaws.