



SECTION 3
LEGAL ISSUES

NUMBER 3.1 TRADEMARKS

EFFECTIVE: JANUARY, 1995

POLICY

The Institute's name, the initials "INFORMS", and the various logos are very important and valuable properties. It is the policy to protect these properties and ensure their proper usage. To this end, all usage is subject to prior approval by the Board.

NUMBER 3.2

**CONTACTS FROM ATTORNEYS OR GOVERNMENT
AGENCIES**

EFFECTIVE: JANUARY, 1995

POLICY

For purposes of this Policy, any person acting in an official capacity for INFORMS will be considered an INFORMS Official. This includes the INFORMS office staff, Officers, Board Members, journal Editors and staff, Committee Chairs and members, Officers of Chapters, Sections, and the various Chairs and committee members associated with National Meetings.

Any Board Official contacted with the respect to Board matters by an attorney, legal process server, or agent of any federal, state, or local agency shall refer such contact directly to the President and not take any other action in this matter without approval by the Board and by the President.

NUMBER 3.3 CONTRACT APPROVAL

EFFECTIVE: JANUARY 1997

POLICY

The Board alone has the authority to commit the Institute or any of its subdivisions to a contract. The Executive committee, acting on behalf of the Board, will review and approve all *major contracts* (as defined below), delegating signature authority to the Executive Director unless the Executive Committee or Board has delegated signature authority to another person for that contract only. Draft versions of all *major contracts* will be reviewed by the Executive Committee, delegating negotiation and final approval authority to the Executive Director within prescribed limits if the timing and other elements of the situation are such that further review by the Executive Committee or Board would be difficult and unnecessary. Review and approval of *minor contracts* (as defined below) and national meeting contracts are delegated to the Executive Office, consisting of the Executive Director.

Definitions

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- a. *Major Contract* - any contract that results in unbudgeted expenditures in excess of \$5,000, or is for a term of longer than one year, or constitutes a financial commitment by the Institute of \$50,000.00 or more whether budgeted or unbudgeted.
- b. *Minor Contract* - any other contract.

RELATED DOCUMENTS:

INFORMS Policies and Procedures Manual, Section 2.3, Expenditure Approvals
INFORMS Policies and Procedures Manual, Section 5.2, Signature Authorization for Checks

**NUMBER 3.4 AVAILABILITY AND CONFIDENTIALITY OF INFORMS
DOCUMENTS AND MINUTES**

EFFECTIVE: JANUARY, 1995

POLICY

As an open professional society dedicated to communication, education, and research, INFORMS will make available to any member records, documents or minutes which do not involve privileged information from another organization, as may be included in prize committee deliberations, or comments on individuals, as may be included in Nominating Committee deliberations. Privileged information from other organizations or comments on individuals will be considered confidential and will not be released except under the order of a court of law. If a request for confidential information is made, it should immediately be brought to the attention of the President of the Institute who may consult with legal counsel. INFORMS will provide legal representation for any member who is asked to release confidential INFORMS information.