



# **Section 15**

# **Subdivisions**

## NUMBER 15.1 SUBDIVISIONS COUNCIL

EFFECTIVE: April/Spring Board Meeting 2017

### POLICY

The Subdivisions Council (SC) is established to oversee the subdivisions of the Institute and to facilitate communication between the subdivisions and the Board.

### PROCEDURES

#### Membership

The senior of the Vice Presidents of Sections/Societies and Chapters/Fora will chair the Subdivisions Council. The junior (incoming) Vice President will act as Vice-Chair. Each of these Vice Presidents serves as an ex-officio member of the SC.

At the Fall National Meeting or after, but preceding the end of the year, each subdivision will participate in selecting SC representatives for the following year. The membership of any subdivision will be defined as the highest count attained over the previous 12 months. The term of each SC member is two years, beginning January 1. Council members appointed by the societies will be appointed in the even number years and council members elected by the sections, chapters, and fora, will be elected in the odd numbered years. Student chapters will elect one representative in odd numbered years and one representative in even numbered years.

One additional Council member will be appointed by the VPs in the odd numbered years and will be responsible for overseeing the general operations of the regional conferences.

In the points below, N is the number of subdivisions of the given type having a membership of at least 25 and [\*] represents the floor function.

- Each Society meeting the criteria outlined in NUMBER 15.2 SUBDIVISIONS will select one member to be its SC representative.
- Societies not meeting the requirement above will select, as a group,  $[N/3]$  representatives. If there are any societies in this category, at least one representative will be selected.
- Sections will select, as a group,  $[N/5]$  representatives. At least one representative will be selected.
- Geographical Chapters will select, as a group,  $[N/7]$  representatives. At least one representative will be selected.
- Fora will select, as a group,  $[N/5]$  representatives. At least one representative will be selected.
- Student Chapters will select, as a group, two representatives, one in each year.

Eligibility Criteria: Each member of the SC must be a current member of INFORMS and typically be serving or have served as President, Chair, or Faculty Advisor (for Student Chapters) of an INFORMS subdivision.

Voting Process: Within a group (as defined above), each subdivision Chair/President will cast  $[N/x]$  votes in the appropriate group. The  $[N/x]$  candidates receiving the highest vote totals will be elected. Ties will be resolved by further voting.

#### Functions

The SC has the following responsibilities. It selects the Vice Presidents for Sections/Societies and for Chapters/Fora. The SC and the Vice Presidents it selects represent the organizational needs of the

subdivisions within INFORMS, as opposed to the needs of the members of the subdivisions as individuals. Other Board Vice Presidents, such as VP Membership and Professional Recognition, represent the individual needs of those subdivision members who are INFORMS members.

Accordingly, the members of the SC will select the Vice Presidents, choosing from those who are likely to understand the needs of subdivisions. The SC also communicates the needs of the subdivisions to these Vice Presidents and passes word of Board actions and proposed actions to the subdivisions. Further responsibilities of SC include:

1. Encourage subdivisions and guide in their development.
2. Facilitate policy development to respond to the needs of subdivisions.
3. Act as a liaison between individual subdivisions and INFORMS Committees.
4. Assist members in the formation of subdivisions.
5. Monitor the activities and performance of the Subdivisions.
6. Assist in the conversion of Sections and Societies as well as the introduction of new Societies to the Institute.
7. Oversee the activities of all subdivisions of the Institute.
8. Consider any subdivision business that is brought before it.
9. Oversee the regional conferences.

The Council member responsible for regional conferences, together with subdivision and meetings staff, will recommend to the council the schedule, locations, meeting chairs, format, and general operations of the regional conferences.

#### Relation to the Board

The Subdivisions Council will report to the Board through written reports prepared prior to every Board meeting. These reports shall describe any activities of interest with regard to subdivisions and any actions taken by the Subdivision Council.

The Board delegates the following authority and responsibilities to the Subdivisions Council:

1. Approve or disapprove changes to all subdivision bylaws, except that bylaws of international chapters will require Board approval;
2. Assign and remove subdivision condition:
  - a. "provisional" condition to a prospective subdivision,
  - b. "probationary" condition preparatory to the disestablishment of a subdivision or the reduction in status from a society to a section,
  - c. "inactive" condition to a subdivision failing to provide reports, and
  - d. "active" condition to a subdivision in good standing;
3. Approve the change from section status to society status or from society status to section status;
4. Approve the merger of subdivisions or the splitting of a subdivision into two or more subdivisions.

Authority to disband and disestablish a subdivision is not delegated.

#### Meetings

Meetings of the SC will be called by the Chair as required. A quorum shall consist of the Chair and seven voting members of the SC. Prior to the Fall National Meeting of INFORMS, the SC will convene to discuss subdivision issues to be brought before the Board. This meeting may be physical or virtual, synchronous or asynchronous. Following the Fall Board meeting, the SC will convene in a physical meeting at the Fall National Meeting to discuss the results of the Board meeting. The SC may meet at other times to discuss subdivision issues. Once per year, following the Fall National Meeting, each SC member should submit to the appropriate subdivision Vice President a short written (or

email) summary of the past year including issues arising among their subdivisions and the Board, with resolution or status. These reports will be passed on to the new SC members.

## TIME-LINE

### January

- The New Subdivisions Council and new VP takes office.
- The Subdivisions Council holds a meeting (physical or virtual) to discuss and approve recommendations/motions to be sent to the Board for their INFORMS Winter Board meeting.
- Council and committees begin to work on next year's budget. February
- VPs attend the Winter Board meeting. March/April
- The Subdivisions Council holds a meeting (physical or virtual) to discuss results of the Winter Board meeting and to approve recommendations/motions to be sent to the Board for their INFORMS Spring Board meeting.
- Council and committees submit next year's budget to INFORMS Treasurer. May
- VPs attend the INFORMS Spring Board meeting.
- SC holds a meeting to discuss the results of the Spring Board meeting and any other subdivision issues.

### September

- The Subdivisions Council holds a meeting (physical or virtual) to nominate positions for VP selection. It will also approve recommendations/motions, which will be sent to the Board for approval at its Fall Board meeting.

### October/November

- The VP for Sections/Societies and the VP for Chapters/Student Chapters/Fora attend the INFORMS Board meeting held in conjunction with the INFORMS Annual Meeting.
- At the INFORMS Annual Meeting the Subdivisions Council will meet after the INFORMS Board meeting to discuss the results of the Board meeting.
- Subdivisions Council selects the VP position.
- Subdivisions nominate Subdivisions Council member candidates according to the above membership and voting procedures.

### November

- Subdivisions Council elections are held (Societies in even numbered years and sections, chapters, and fora in odd numbered years).
- Each SC member should submit to the appropriate subdivision Vice President a short written (or email) summary of the past year including issues arising among their subdivisions and the Board with resolution or status. The report should highlight activities or issues linked to the INFORMS strategic plan.
- Each SC member is expected to attend at least one subdivision business meeting.
- Each SC member should provide a copy of the written report (above) to the Presidents/Chairs of the subdivision group(s) he or she represents.

## *RELATED DOCUMENTS:*

INFORMS Policies and Procedures Manual, Section 2, General Procedures

INFORMS Policies and Procedures Manual, Section 15.1.1, Sections/Societies Committee INFORMS

Policies and Procedures Manual, Section 15.1.2, Chapters/Fora Committee INFORMS Policies and

Procedures Manual, Section 15.3, Subdivisions Vice Presidents INFORMS Policies and Procedures

Manual

## NUMBER 15.1.1 SECTIONS/SOCIETIES COMMITTEE

EFFECTIVE: April/ Spring Board Meeting 2017

### POLICY

The Sections/Societies Committee has the responsibility to monitor the establishment, governance, operation, and disestablishment of subdivisions uniting members along technical interest areas.

### PROCEDURES

#### Membership

The membership of the Sections/Societies Committee will consist of a Chair and eight voting members. The Vice President for Sections/Societies will serve as the Chair of the Committee. The eight voting members will be appointed by the Chair, subject to approval by the INFORMS Executive Committee. The voting members will include at least one member from the current Subdivisions Council representing Societies and at least one member from the current Subdivisions Council representing Sections. The Chair will select the other six members from among individuals with experience in one or more of the Sections or Societies of the Institute. Where possible, there should be representation by at least one person serving on the Meetings Committee, the Publications Committee and the Finance Committee. In addition, the INFORMS Director responsible for subdivision services will serve on the Committee as a non-voting member. The Chair, as Vice President for Sections/Societies, serves as the Board Liaison. Membership on the Committee will be for one calendar year, and may be renewed at the discretion of the Chair. There is no limit on the number of terms a member can serve. If a voting member is unable to complete their appointed term, a new voting member will be appointed by the Chair, subject to Executive Committee approval.

#### Functions

The Committee has the following responsibilities:

1. Encourage Sections and Societies and guide in their development.
2. Assist members in the formation of new Sections, assist with the transition from Section to Society, and help Sections or Societies in preparing proposals for submission to the Subdivisions Council.
3. Monitor the health and performance of Sections and Societies. This includes offering recommendations to Sections or Societies to address any issues, or making proposals to the Subdivisions Council when Sections and Societies appear to be inactive or have other management difficulties.
4. Make recommendations to the Subdivisions Council regarding the establishment, governance, operation and disestablishment of Sections and Societies.
5. Support Sections and Societies in the creation of budgets and procedures for general operations, special meetings or publications issues.
6. Provide advice to Sections and Societies pertaining to their activities wherever needed, including linkage of activities to the INFORMS strategic plan.
7. Inform the Subdivisions Council of Section and Society activities and report on their well-being.

8. Maintain model bylaws for Sections and Societies.
9. Maintain a Sections/Societies Handbook.
10. Consider any Section or Society business that is brought before it.

#### Relation to the Board

The Chair will report relevant Sections/Societies Committee activity to the Board by written reports prepared prior to the national meetings and prior to interim Board meetings. These reports shall describe any activities of interest with regard to Sections/Societies, and shall generally be included in the Subdivisions Council Report.

The Chair has the responsibility of reporting to the Sections/Societies Committee any Board level decisions or actions that affect Sections or Societies.

#### Meetings

Meetings of the Committee will be called by the Chair as required. A quorum shall consist of the Chair and 25 percent of the voting membership of the Committee.

#### RELATED DOCUMENTS:

NFORMS Policies and Procedures Manual, Section 2, General Procedures INFORMS Policies and Procedures Manual, Section 15.1, Subdivisions Council INFORMS Policies and Procedures Manual, Section 15.3, Subdivisions Vice Presidents INFORMS Policies and Procedures Manual,

## NUMBER 15.1.2 CHAPTERS/FORA COMMITTEE

EFFECTIVE: April 2017

### POLICY

The Chapters/Fora Committee has the responsibility to monitor the establishment, governance, operation and disestablishment of subdivisions uniting

- members along geographic areas,
- student members at colleges or universities,
- members along geographic areas that are not located in North America, and
- members along interest areas that are not technical nor geographic in nature.

### PROCEDURES

#### Membership

The membership of the Chapters/Fora Committee will consist of a Chair and eight voting members. The Vice President for Chapters/Student Chapters/Fora will serve as the chair of the Committee. Each year the Chair will select at least one member from the current Subdivisions Council members elected by the Chapters, at least one member elected by the Fora, and the member from the current SC members elected by the Student Chapters. The Chair will select the other five members from among individuals with experience in one or more of the Chapters, Student Chapters, International Chapters, and Fora of the Institute. Where possible, there should be representation by at least one person serving on the Student Affairs Committee. In addition, the Director of Subdivision Services, the Associate Editor of IOL for Subdivisions, and the Vice President of International Activities will serve on the Committee. The Chair, as Vice President for Chapters/Student Chapters/Fora, serves as the Board Liaison. There is no limit on the number of terms a member can serve.

#### Functions

The Committee has the following responsibilities.

1. Encourage Chapters, International Chapters, Student Chapters, and Fora and guide in their development.
  - 1.1 Recognize outstanding Chapters and Chapter volunteers.
  - 1.2 Manage the Moving Spirit and Judith Liebman Award.
2. Assist members in the formation of new Chapters, Student Chapters, and Fora, and reactivation of dormant chapters and fora. It is recommended that Chapters should be based in a city or small geographic area.
3. Monitor the health and performance of Chapters, Student Chapters, and Fora. This includes taking action when subdivisions appear to be inactive or have other management difficulties.
4. Annually, re-certify active Chapters, Student Chapters and Fora. This includes the solicitation and compilation of annual chapter activity reports from all INFORMS subdivisions. A summary of these reports must be provided to the Board annually.
5. Make recommendations to the INFORMS Board regarding the establishment, governance, operation and disestablishment of Chapters, Student Chapters, and Fora.
6. Facilitate Chapters and Fora in the creation of budgets and procedures for general operations, special meetings or publications issues.

7. Provide financial support to active Student Chapters. Financial support consists of \$150 per year to each active chapter. An active chapter is one that has completed the appropriate financial, activity and officer report in a given calendar year.
8. Provide advice to Chapters, Student Chapters, and Fora pertaining to their activities wherever needed, including linkage of activities to the INFORMS strategic plan.
9. Inform the board of Chapter, Student Chapter, and Fora activities and report on their well-being. Provide the Board with current events and other information of pertinence to the special interests represented by the Fora.
10. Maintain model bylaws for INFORMS Chapters, Student Chapters, and Fora.
11. Maintain handbook for Chapters, Student Chapters and Fora.
12. Consider any business that is brought before it.

#### Relation to the Board

The Chapters/Fora Committee will report to the Board through the SC by written reports prepared prior to the national meetings and prior to interim Board meetings. These reports shall describe any activities of interest with regard to chapters, student chapters, and fora, and shall generally be merged into the Subdivisions Council Report.

#### Meetings

Meetings of the Committee will be called by the Chair as required. A quorum shall consist of the Chair and one other voting members of the Committee.

#### *RELATED DOCUMENTS:*

INFORMS Policies and Procedures Manual, Section 2, General Procedures

INFORMS Policies and Procedures Manual, Section 8.1, International Activities Committee

INFORMS Policies and Procedures Manual, Section 15.1, Subdivisions Council

INFORMS Policies and Procedures Manual, Section 15.1.2.1, Moving Spirit Award INFORMS

Policies and Procedures Manual, Section 15.3, Subdivisions Vice Presidents INFORMS Policies and Procedures Manual, Appendix V



## NUMBER 15.1.2.1      MOVING SPIRIT AWARD

*EFFECTIVE: APRIL, 1995*

### *POLICY*

The Moving Spirit Award has been established to recognize outstanding geographic chapter volunteers or student chapter faculty advisors who have been "moving spirits" in their chapters.

### *PROCEDURES*

#### *Eligibility*

Candidates for the award must be members in good standing of the Institute, and have been a member for at least five (5), but not necessarily consecutive, years. A candidate for the Moving Spirit Award must have been a "moving spirit" in his or her chapter or student chapter (in the case of faculty advisors). Qualifications may be satisfied by a candidate:

- leading efforts either to form a new chapter or to reactivate a dormant chapter;
- chairing the local organizing committee of a new or reactivated chapter; or
- through long-term involvement with various chapter activities, and services to the Institute or its predecessor societies on chapter committees and/or as a chapter officer.

In the case of a faculty advisor, leading a student chapter to perform extraordinary service to the Institute.

In order to avoid giving the impression that a Chapter officer is rewarding him/herself, the candidate cannot currently hold the Chapter offices of president, vice-president or president-elect. Past Moving Spirit Award recipients are not eligible to receive the award, and their nominations will not be processed.

#### *Award*

The award will be an 11x8 mounted plaque signed by the Chapters/Fora Committee Chair. A letter of congratulations, in a form suitable for sending to each recipient's superior, will accompany those awards not delivered in person. The letter of congratulations should be brief but should include the following text, together with the formal citation (if space permits) or a brief explanation of the reason(s) for the award.

"On behalf of the Institute for Operations Research and the Management Sciences, I am delighted to inform you that you have been selected to receive the Moving Spirit Award. The purpose of this award is to recognize volunteers who have made outstanding and sustained contributions to their chapters. We congratulate you, and want you to know that your active participation in INFORMS affairs will always be welcome."

#### *Nominations*

Candidates shall be nominated by the candidate him-/herself, Chapter members and/or other observers. The work of some candidates would be known through observers, e.g., the Chapters/Fora Committee (as in the case of nominees who have led efforts to form or revive

Chapters). In the case of recognizing long-term chapter volunteers, the candidates would be known through the chapter members, and nominated by the chapter.

Nominations must be received at least six weeks prior to the national meetings of INFORMS, and submitted in writing to the Chapters/Fora Committee in care of the INFORMS office. All relevant information, including the candidate's qualifications along with a statement describing how the nominee is a "moving spirit" in the chapter, should be submitted on an official nomination form (photocopies accepted) available from the INFORMS office or downloaded from INFORMS OnLine (see sample in Appendix VI-F).

Only nominations of eligible candidates will be processed. Nominations of candidates from a chapter that had a member recognized in the previous calendar year will not be considered until the following year. Nominations of those candidates considered but not selected for the award will be combined with additional nominations received prior to the next national meeting for further consideration at that time.

### ***Selection of Recipients***

Selection of recipients will be based on the recipients' contributions to their chapters' longevity and to the Institute through chapter activities. A survey of the Chapters/Fora Committee members will be performed in order to determine a relative ranking of the deserving candidates.

The number of the candidates to be selected for the award in a given year will be determined at the discretion of the Chapters/Fora Committee Chair. No more than six candidates, each from different chapters, will be selected for the award annually. There is no obligation to give any awards in a given year.

The final decision will be made by the Chair in consultation with committee members as appropriate

### ***Presentation***

Mounted certificates will be presented at the Chapters/Fora Breakfast of the national INFORMS meetings. Awards will be shipped via UPS to those recipients unable to receive the award at the national meeting.

### ***Publicity***

An account of the award, citation, recipient, and qualifying service shall be published in *OR/MS Today*.

***RELATED DOCUMENTS:***

INFORMS Policies and Procedures Manual, Section 2, General Procedures  
INFORMS Policies and Procedures Manual, Appendix VI-F

## NUMBER 15.1.2.2

## JUDITH LIEBMAN AWARD

Effective Date/ rev. 2; January 2020; Revision Number: August 2015/rev. 3 Award  
Birth Year: 2004

### POLICY

The Judith Liebman Award recognizes outstanding student volunteers and leaders who have been "moving spirits" in their universities, their student chapters, the O.R. and analytics community, and/or INFORMS.

### *Eligibility Criteria*

- Candidates for the award must be current members of INFORMS at the time of submission deadline and have been a member for at least one (1) year. Only completed submissions received by the submission deadline will be considered.
- Past Judith Liebman Award recipients are ineligible to receive the award, and their nominations will not be considered.

### *Logistics*

Candidates can be nominated by student chapter members, faculty advisors, and/or other observers. The work of some candidates would be known through observers, e.g., the Chapters and Fora Committee (as in the case of a nominee who has led efforts to form or revive a student chapter). Self-nominations are also welcomed.

Selection of recipient(s) will be based on the recipient's contributions to their student chapter, the O.R. and analytics community, and/or INFORMS activities:

- Forming a student chapter
- Revitalizing a dormant student chapter
- Initiating special events and initiatives with student chapter
- Vigorous involvement with various student chapter activities, events, and INFORMS committee or council service, and/or as a student chapter officer.

Honoree(s) will be presented with an engraved plaque at the Annual Meeting and featured in *OR/MS Today*.

### *Chapters/Fora Committee*

Eligible submissions submitted by the deadline will be evaluated by the Chapters/Fora Committee. The Chapters and Fora Committee will determine a relative ranking of the deserving candidates based on above criteria. The committee reserves the right not to make an award in any given year.

- The number of candidates selected for the award in a given year will be determined at the discretion of the Vice President, Chapters and Fora.
- No more than three candidates, each from different student chapters, will be selected for the award annually.

## **NUMBER 15.1.2.3 FORUM MOVING SPIRIT AWARD**

***EFFECTIVE: MAY, 2004***

### ***POLICY***

The Moving Spirit Award has been established to recognize outstanding forum volunteers who have been "moving spirits" in their fora.

### ***PROCEDURES***

#### ***Eligibility***

Candidates for the award must be members in good standing of the Institute, and have been a member for at least five (5), but not necessarily consecutive, years. A candidate for the Moving Spirit Award must have been a "moving spirit" in his or her forum. A candidate may qualify through:

- leading efforts either to form a new forum or revitalize an existing forum;
- long-term involvement with various forum activities, and services to the Institute on forum committees and/or as a forum officer.

In order to avoid giving the impression that a forum officer is rewarding him/herself, the candidate cannot currently hold the forum offices of president, vice-president or president-elect. Past Forum Moving Spirit Award recipients are not eligible to receive the award, and their nominations will not be processed.

#### ***Award***

The award will be an 11x 8 mounted certificate signed by the Chapters/Fora Committee Chair. A letter of congratulations, in a form suitable for sending to each recipient's superior, will accompany the award. The letter of congratulations should be brief but should include the following text, together with the formal citation (if space permits) or a brief explanation of the reason(s) for the award.

“On behalf of the Institute for Operations Research and the Management Sciences, I am delighted to inform you that you have been selected to receive the Moving Spirit Award. The purpose of this award is to recognize volunteers who have made outstanding and sustained contributions to their forum. We congratulate you, and want you to know that your active participation in INFORMS affairs will always be welcome.”

#### ***Nominations***

Candidates shall be nominated by the candidate him/herself, forum members and/or other observers. The work of some candidates would be known through observers, e.g., the Chapters/Fora Committee (as in the case of nominees who have led efforts to form a forum). In the case of recognizing long-term forum volunteers, the candidates would be known through the forum members, and nominated by the forum.

Nominations must be received at least six weeks prior to the national meetings of INFORMS, and submitted in writing to the Chapters/Fora Committee in care of the INFORMS office. All relevant information, including the candidate's qualifications along with a statement describing how the nominee is a "moving spirit" in the forum, should be submitted on an official nomination form (photocopies accepted) available from the INFORMS office (see sample in Appendix VI-F).

Only nominations of eligible candidates will be processed. Each forum may nominate one individual annually, but may only have one nominee recognized biannually – thus, nominations of candidates from a forum that had a member recognized in the previous calendar year will not be considered until the following year. New nominations considered but not selected for the award in a given year will automatically be considered a second time in the following year's award process. In this case, the nominator will be given the opportunity to update his or her nomination.

### ***Selection of Recipients***

Selection of recipients will be based on the recipients' contributions to their forum's longevity and to the Institute through forum activities. The Chapters/Fora Committee will determine a relative ranking of the deserving candidates based on these criteria.

The number of the candidates to be selected for the award in a given year will be determined at the discretion of the Chapters/Fora Committee Chair. No more than two candidates, each from different fora, will be selected for the award annually. There is no obligation to give any awards in a given year.

### ***Presentation***

Mounted certificates will be presented at the Chapter/Fora Committee Breakfast of the national INFORMS meetings. Awards will be shipped via UPS to those recipients unable to receive the award at the national meeting.

### ***Publicity***

An account of the award, citation, recipient, and qualifying service shall be published in OR/MS Today.

### ***RELATED DOCUMENTS:***

INFORMS Policies and Procedures Manual, Section 2, General Procedures

INFORMS Policies and Procedures Manual, Appendix VI-F

## **NUMBER 15.1.2.4**

## **STUDENT CHAPTER AWARDS**

***EFFECTIVE: JANUARY, 2007; Fall 2019 Board Meeting***

### **POLICY**

The purpose of the annual Student Chapter Awards is to recognize achievements of student chapters and to motivate them to perform well. Awards will be presented at the INFORMS Annual Meeting.

### ***Eligibility Criteria***

All active INFORMS student chapters are eligible for this award.

- All student chapter officers must be current members of INFORMS at the time of submission deadline
- Only completed submissions received by the submission deadline will be considered

### ***Logistics***

Each year student chapter officers must submit a Student Chapter Activity Report. In this report, student officers document the following activities:

- Communications (Social Media, Website, etc.)
- Special Events & Initiatives
- Community Service
- Operations (Elections, Meetings, etc.)

Submissions are rated based on overall impact and reach. Activity categories shall be weighted equally. The student chapters in the top four categories will be awarded based on classifications below at the Annual Meeting:

- Summa Cum Laude – highest category – plaque
- Magna Cum Laude – 2<sup>nd</sup> highest category – plaque
- Cum Laude – 3<sup>rd</sup> highest category – plaque
- Honorable Mention – certificate

### ***Awards Committee***

Eligible reports submitted by the deadline will be evaluated by a Student Chapter Awards Committee. The awards committee reserves the right not to make an award in any particular category in any given year. The Student Chapter Awards Committee will consist of:

- Two or more student chapter representatives of the Chapters/Fora Committee or Subdivisions Council
- Two or more non-student representatives of the Chapters/Fora Committee or Subdivisions Council
- A representative of the INFORMS staff

## **NUMBER 15.2      SUBDIVISIONS**

***EFFECTIVE:***

***JANUARY 2016***

### ***POLICY***

#### ***Titles of Subdivision Officers***

The Subdivisions Council will remind officers and staff of every subdivision to include the subdivision name in their title in any official communication. In order to avoid confusion between full-time INFORMS office staff members and Subdivision volunteers and consultants, no Subdivision will use the title Executive Director or Director.

#### ***Categories of Subdivisions***

Subdivisions are INFORMS groups organized along technical, geographic, student or other similarities. Sections and Societies are INFORMS groups organized along technical interest areas. Chapters are INFORMS groups organized along geographic areas. International Chapters are INFORMS groups organized along geographic areas not located in North America. Student Chapters are INFORMS groups organized uniting student members at colleges or universities. Fora are INFORMS groups organized uniting members along interest areas that are not technical nor geographic in nature.

#### ***Society Status***

A mature Section may apply to call itself a Society. However, the subdivision independence of a Section is not dependent upon its status as a Society.

#### ***Subdivisions of Subdivisions***

With the advance approval of the Vice President Sections/Societies or Vice President Chapters/Student Chapters/Fora, respectively, a Section or Forum has the right to establish Chapters and Student Chapters, with all of the rights, privileges, and responsibilities associated with an INFORMS Chapter or Student Chapter. That is, where INFORMS provides services or finances to the Chapter or Student Chapter, it will provide the same services or finances to the Chapter or Student Chapter of a Section or Forum.

All Chapters and Student Chapters of Sections and Fora are responsible for providing the same reports and financial accountability to INFORMS as do INFORMS Chapters and Student Chapters.

#### ***Types of Subdivision Independence***

Three types of subdivision independence are formally recognized: journal independence, meeting independence, and financial independence. Within each of those areas, the appropriate INFORMS committee shall identify and specify the norms for independence and establish conditions under which it might waive the norms for independence and provide a subdivision with more independence in a specific arena.



A subdivision can request meeting independence from the Subdivisions Council by demonstrating a consistent record of meetings without losses, sufficient funds in the subdivision account, and established meeting organization structure. With meeting independence, the subdivision does not require approval from the Meetings Committee when less than \$10,000 of INFORMS funds are at risk but must still inform the appropriate subdivision VP of such meetings.

The creation and altering of documents other than bylaws created by subdivisions pertaining to how a subdivision conducts its business, which are expected to be approved by the subdivision officers and/or subdivision membership, must first be reviewed and approved by the staff director responsible for subdivisions. These documents must not be in conflict with INFORMS policies, procedures, constitution, and bylaws. Should these documents be in conflict with INFORMS policies, procedures, constitution or bylaws, the Subdivisions Council will assist in resolving any conflicts.

## ***PROCEDURES***

### **Inactivity and Probation of a Subdivision excluding Student Chapters**

To be considered active, a subdivision must meet the following criteria:

- Maintain an up-to-date online presence preferably on INFORMS Online. Subdivisions are also encouraged to engage in social networking activities on LinkedIn, Facebook, Google+, and Twitter.
- Engage in visible communication from subdivision leadership to its membership.
- Conduct activities as specified in its bylaws.
- Maintain at least 25 members.

A subdivision that fails to fulfill the stated criteria over the course of a year will be considered inactive. To demonstrate its activity, a subdivision must submit an annual activity report documenting its activities. The failure to submit this report in two consecutive years will result in a subdivision being considered inactive. If a subdivision's leaders know they will not be able to fulfill all of the requirements of an active subdivision, they may notify the Council via the INFORMS office liaison. The Council will appoint a representative to work with the subdivision towards the goal of avoiding probation.

A subdivision will be considered on probation if (1) it has been inactive for the period of one year, or (2) the subdivision fails or is unable to follow its by-laws, including but not limited to, the failure or inability to hold elections that conform to the procedures outlined in its by-laws. The management of a subdivision on probation becomes the responsibility of the Subdivision Council. The Subdivision Council through the leadership of its two Vice Presidents will seek to identify ways in which the subdivision can fulfill its by-laws and become an active subdivision. The Subdivision Council will also have the authority to appoint new leadership for the subdivision, with a preference for holding elections in accordance with the subdivisions by-laws.

At the time that a subdivision becomes inactive or on probation, the INFORMS office will generate a letter to all people listed by INFORMS as members of that subdivision and announce the status of the subdivision. This letter should encourage the subdivision to work with the Subdivision Council to put the subdivision on course to reactivation or to merge with another subdivision. The letter will also encourage the subdivision to work with the Subdivision Council to determine the best course for the subdivision.

### **Deactivation of a Subdivision excluding Student Chapters**

After a subdivision has been on probation for one year and has not sought remedy through the Reactivation procedure, the appropriate Vice President will have the authority to recommend to the INFORMS Board that the subdivision be de-chartered and disbanded. At that time, the INFORMS office will generate a letter to all individuals listed by INFORMS as members that the subdivision has been disbanded. In addition, at this time, all revenues will be reclaimed by INFORMS (unless the subdivision has merged with another subdivision) and put into general revenue (unless the subdivision's bylaws specify another arrangement).

### **Activation of a Subdivision excluding Student Chapters**

A subdivision that is inactive or on probation may request and is encouraged to request reactivation. The Subdivision Council is authorized, but not required, to reactivate a subdivision if the subdivision has demonstrated the capability to be an active subdivision and is operating in accordance with its by-laws.

### **Inactivity, Probation, Deactivation, and Reactivation of Student Chapters**

To be considered active, a student chapter must meet the following criteria:

- Maintain an up-to-date online presence preferably on INFORMS Online. Subdivisions are also encouraged to engage in social networking activities on LinkedIn, Facebook, Google+, and Twitter.
- Engage in visible communication from subdivision leadership to its membership.
- Conduct activities as specified in its bylaws.

A student chapter that fails to fulfill the stated criteria over the course of two consecutive years will be considered inactive. To demonstrate its activity, a student chapter must submit one activity report per academic year. The failure to submit an activity report in two consecutive years will result in a student chapter being considered inactive. A student chapter that has been inactive for two consecutive years will be considered on probation. The management of a student chapter on probation becomes the responsibility of the Subdivision Council. The Subdivision Council through the leadership of the Vice President for Chapters/Fora will seek to identify ways in which the student chapter can become active again. The Subdivision Council will also have the authority to appoint new leadership for the student chapter, with a preference for holding elections in accordance with the student chapter's by-laws.

A student chapter that is inactive or on probation may request and is encouraged to request reactivation. The Subdivision Council is authorized to reactivate a student chapter if the student chapter has demonstrated the capability to be an active chapter and is operating in accordance with its by-laws.

While its sponsoring academic department exists, student chapters will not be deactivated. Instead, the Subdivision Council will make every effort to identify a faculty member to lead the reactivation of the chapter.

In the event that a student chapter's sponsoring academic department is eliminated, the Subdivision Council will seek to identify a new departmental sponsor. If after one year no sponsoring department has been identified, the Vice President of Chapters and For a will have the authority to recommend to the INFORMS Board that the student chapter be de-chartered and disbanded. At that time, the INFORMS office will generate a letter to all individuals listed by INFORMS as members that the subdivision has been disbanded. In addition, at this time, all revenues will be reclaimed by INFORMS and put into general revenue (unless the student chapter's bylaws specify another arrangement).

### ***Creating a Subdivision***

Upon receipt of an application by INFORMS members to create a new subdivision, the appropriate Vice President will consult with his committee concerning the application. The committee will recommend to the Subdivisions Council that the application be rejected, accepted or accepted provisionally. The Subdivisions Council may then create the new subdivision as an active subdivision or as a provisional subdivision.

In some cases, members may petition to have an organizing meeting at the National Meeting prior to having met the requirements for creating a new subdivision. The Subdivisions Council may grant provisional existence to the proposed subdivision to facilitate the organizing meeting.

The Subdivisions Council will review the situation concerning any provisional subdivisions periodically and determine whether to assign them to the active condition or to revoke the subdivision's provisional existence.

### ***Subdivision Meetings***

Every subdivision or special interest group must inform the Subdivisions Council of all meetings where paid attendance is expected to exceed 100 or where the meeting is designed for a national audience. The Chair of the Subdivisions Council will be responsible for updating the INFORMS calendar about all such events. The Subdivisions Council will consult with the Meetings Committee in all cases where the subdivision does not have meeting independence. If the subdivision is requesting INFORMS support or does not have sufficient funds to cover all downside risk, the subdivision must submit a budget for approval to the Meetings Committee.

The Meetings Committee will advise the Treasurer and Subdivisions Council of all such meetings. Meetings with a potential liability to INFORMS of more than \$10,000 must have the approval of the Executive Committee.

### ***Gaining and Losing Society Status***

The application by a Section to become a Society is begun with the Vice President Sections/Societies, and must contain two kinds of information.

- First, an applying group must demonstrate “maturity” in whatever manner is appropriate for that Section. Generally, it must demonstrate continued activity by showing a history of meetings or journal activities; financial stability, regular administrative functioning, including regular changing of officers; regular filing of annual reports; and a general level of maturity. In the initial application for Society status, the Section must have a minimum membership of 500.
- Second, the Section must justify the need for being called a Society and describe what it intends to do differently if it is called a Society.

If the Vice President Sections/Societies and the Subdivisions Council find the justification compelling, the Council will grant Society status.

Where the Section fails to justify its need to become a Society or does not demonstrate continued activity, the Section officers and the Vice President Sections/Societies will create a development plan, the completion of which is expected to result in the Section being eligible for Society status.

The following requirements must be satisfied in order for the Society to maintain its status:

#### Mandatory Requirements:

- 400 members
- Officer Elections
- Annual activity and financial reports
- Current website

#### In addition, Societies with less than 500 members must satisfy four out of the six criteria listed below:

- Newsletter (two times per year)
- Journal (INFORMS)
- At least 12 sponsored sessions at national meetings
- Separate conference (biannual)
- Annual prize/recognition/special competition
- Active list serve with frequent notices (e.g. monthly)

Where a Society consistently fails to meet the requirements for maintaining for Society status, the Subdivisions Council may place it in the probationary condition. The Society officers and the Vice President Sections/Societies will create a development plan to correct the deficiencies. Upon successful completion of the plan, the Subdivisions Council will revoke the probationary condition. Should the probationary Society fail to correct the deficiencies within a reasonable time, the Subdivisions Council may revoke its Society status, at which time the subdivision will revert to the status of Section.

***Merging and Splitting Subdivisions***

Subdivisions may apply to the Subdivisions Council for the merger of two or more subdivisions or for a subdivision to be split into two or more subdivisions. The Subdivisions Council will study the application and grant or deny the request as the merits suggest.

***RELATED DOCUMENTS:***

INFORMS Policies and Procedures Manual, Section 2, General Procedures  
INFORMS Policies and Procedures Manual, Section 15.1, Subdivisions Council  
INFORMS Policies and Procedures Manual, Appendix VI, Standard Subdivision Bylaws

## **NUMBER 15.3      SUBDIVISIONS VICE PRESIDENTS**

***EFFECTIVE: MAY, 2002***

### ***POLICY***

As prescribed in the Bylaws, there are two Vice Presidents (Vice President Sections/Societies and Vice President Chapters/Fora) selected as representatives of designated subdivisions of the Institute. These Vice Presidents are full members of the Board. These positions were created to provide representation from the individual subdivisions *to* Board as well as *from* Board to the individual subdivisions. Hence, Board Vice Presidents representing Subdivisions are to represent the subdivisions when meeting with the Board *and* to represent the Board when meeting with members of the individual subdivisions. In addition, these Vice Presidents should provide a general subdivision perspective on issues during all Board and committee meetings they attend.

### ***PROCEDURES***

#### ***Functions***

Specific functions of the Subdivisions Vice Presidents include the following:

- The senior (see terms of office below) Vice President will act as Chair of the Subdivisions Council and the junior Vice President will act as Vice Chair.
- The Vice President Sections/Societies will participate in the evaluation of any petition from a Section to become a Society.
- The Vice Presidents monitor the activity level of the subdivisions and endeavor to ensure the subdivisions complete their annual report and other necessary reports. In particular, the Vice Presidents will check that their respective subdivisions have completed their vital sign reports and will follow up with each subdivision that has not reported by the first report deadline before each board meeting. In addition, they should take facilitating and remedial actions when appropriate to promote effective subdivision operation.
- The Vice Presidents act as the subdivision's spokesperson in the absence of the subdivision officers chair during Board meetings.
- The Vice Presidents explain the Board's procedures, actions, requests, and intentions to the subdivision.
- The Vice President Sections/Societies will chair the Sections/Societies Committee.
- The Vice President Chapters/Student Chapters/Fora will chair the Chapters/Fora Committee.

Where possible, the Vice Presidents should serve on other INFORMS Committees, representing the subdivisions' perspective. Such representation is particularly important on the Meetings, Outreach and Publications Committees.

### ***VP Selection***

The SC will nominate candidates for the VP position in its meeting preceding the Fall National Meeting. The SC will select the INFORMS Vice President for Sections/Societies and the Vice President for Chapter/Student Chapters/Fora in alternate years at the Fall National Meeting of INFORMS. Each subdivision representative on the Subdivisions Council has a single vote.

### ***Candidate Eligibility***

All candidates must be members of the Institute and a member of one or more subdivisions. In addition, they must fulfill any requirements specified for all candidates in the Bylaws or Procedures manual. It generally is desirable to nominate candidates who have had experience in one or more positions of a subdivision. It would be reasonable for the SC to elect one of their members to be the new VP, as the SC members are then at the tail-end of their one-year term. The VPs are ineligible for SC membership (other than as ex-officio) during their terms.

### ***Terms of Office***

The VPs serving as Representatives of the Subdivisions shall serve two (2) year terms. Their terms shall be staggered. During the first year of a term, the position is referred to as the junior Vice President. During the second year of a term, the position is referred to as the senior Vice President.

### ***Replacement***

If a Vice President is unable to serve out his or her full term or if the Subdivisions Council fails to select a Vice President, the President of INFORMS, with the consent of the Executive Committee, will appoint someone to fill out the term of the office.

### ***RELATED DOCUMENTS:***

INFORMS Policies and Procedures Manual, Section 2, General Procedures  
INFORMS Policies and Procedures Manual, Section 15.1, Subdivisions Council  
INFORMS Policies and Procedures Manual, Section 15.1.1, Sections/Societies Committee  
INFORMS Policies and Procedures Manual, Section 15.1.2, Chapters/Fora Committee  
INFORMS Policies and Procedures Manual, Appendix V, Chapters Handbook  
INFORMS Policies and Procedures Manual, Appendix VI, Standard Subdivision Bylaws

## **NUMBER 15.4      SUBDIVISIONS BANK ACCOUNT POLICY**

***EFFECTIVE: AUGUST, 2007***

### ***POLICY***

Chairs of subdivisions have responsibility for reviewing and approving expenses incurred by or for their assigned areas of responsibility. Each has the authority to approve incurring such expenses up to the limit of their annual budget or assets and income raised from dues and other sources.

Subdivisions are encouraged to deposit their funds with INFORMS rather than an alternative financial institution. The unique character of each subdivision and its role in furthering the science of operations research and the management sciences can dictate its own unique structure for managing its assets and operating funds in order to provide its forums and programs. Consequently, some subdivisions will recognize a need to maintain accounts with an alternative financial institution. In recognition of subdivision independence and associated financial independence such accounts are permitted with approval, on a case by case basis, by the Board of Directors. Petitions for such accounts will be made to the Board of Directors by the appropriate subdivision Vice President on behalf of the subdivision

### ***PROCEDURES***

#### **1. Maintaining an Account with the INFORMS Business Office**

- Invoices from vendors shall be submitted to the INFORMS business office for payment.
- In expense report, together with receipts should be submitted to the INFORMS business office for reimbursement. The INFORMS business office will issue the reimbursement checks within two weeks of receiving the expense report.
- All subdivision revenues shall be forwarded to the INFORMS business office for deposit in the subdivision bank account.

#### **2. Maintaining a Bank Account with an Alternative Financial Institution**

- Whenever possible, subdivisions maintaining an independent bank account must have this account as a subsidiary bank account to an account held by the INFORMS business office and that copies of bank statements are automatically sent to the INFORMS business office.
- If the account is maintained with another financial institution then bank account statements for the subdivision must be provided to the INFORMS business office quarterly and reviewed by the Institute Treasurer to assure compliance with all accounting and auditing procedures required of tax-exempt organizations. The Treasurer may request more frequent submission of bank account statements.
- Receipts for all expenses in amounts of \$200 or more will be provided to the INFORMS business office. The Treasurer may request additional receipts.
- A description of all transactions will be provided to the INFORMS business office quarterly.
- Banking agreements, signature cards and other relevant documents for such accounts will be signed by one or more of the Executive Director, Treasurer or President. The subdivision officers will decide which of these individuals will have signing authority on the account in addition to their own officers. If only one of these individuals has signing



authority on the account, in addition to subdivision officers, then it shall be the Executive Director and, in that case, he shall have the authority to act alone.

- Grandfather clause: Subdivisions maintaining a separate bank account as of 12/31/06 are automatically granted approval to continue maintaining that account with the provision that they meet the requirements of this section.

***RELATED DOCUMENTS:***

INFORMS Bylaws, Bylaw 5 – Subdivisions, Paragraphs 6,12.

INFORMS Policies and Procedures Manual, Section 2.3, Expenditure Approvals

INFORMS Policies and Procedures Manual, Section 5.3, Financial Assets of Subdivisions

INFORMS Policies and Procedures Manual, Section 5.9, Interest Paid to Subdivisions

INFORMS Policies and Procedures Manual, Section 5.13, Investment of Subdivision Funds

INFORMS Policies and Procedures Manual, Section 15.1, Subdivisions Council

INFORMS Policies and Procedures Manual, Section 15.2, Subdivisions

## **NUMBER 15.5      RELATIONS BETWEEN SUBDIVISIONS AND NON-INFORMS ENTITIES**

***EFFECTIVE: NOVEMBER, 2010***

### **15.5.1 Relationship between Subdivisions and non-INFORMS Journals**

#### ***POLICY***

The following rules pertain to the relationship between a subdivision and a non-INFORMS (external) journal. Such relationships may include but are not limited to

- Advertising the journal on the subdivision website
  - Using the subdivision name or logo on the journal
  - Organizing or editing a special issue of a non-INFORMS journal
  - Making financial contributions to the journal using subdivision revenue.
1. Any new relationship established between a subdivision and an external journal must be submitted to the attention of the Vice Presidents for Subdivisions for Subdivision Council approval.
  2. Any change in an existing relationship between a subdivision and an external journal must be brought to the attention of the Vice Presidents for Subdivisions for Subdivision Council approval.
  3. The Subdivision Council will discuss each case and will communicate its recommendation to the Vice President for Publications. In any case involving financial commitments, or when the external journal is published by a for-profit organization, the INFORMS Executive Director will also be notified.
  4. The final approval of the relationship will be made in consultation between the Vice Presidents for Subdivisions, Vice President for Publications, and when appropriate, the INFORMS Executive Director. The Vice Presidents for Subdivisions will communicate the final decision to the subdivision, and report to the Board on this decision at the earliest Board meeting.
  5. Important criteria for guiding the decision may be quality, impartiality, ethical responsibility, and strict conformance to the nonprofit status of INFORMS.
  6. Subdivisions wishing to use their logo on the journal must adhere to the policy on logo use in 15.5.2 *Use of INFORMS logo on non-INFORMS Journals and Websites*.
  7. Periodically INFORMS may review the relationship between a subdivision and an external journal. If deemed that the INFORMS standards for quality or impartiality (including the clear appearance of impartiality) are not met, or that the INFORMS reputation or status as a nonprofit organization could be adversely impacted by the relationship, INFORMS may move to terminate the relationship.

### **15.5.2. Use of INFORMS logo on non-INFORMS Journals and Websites**

The following rules pertain to the use of INFORMS subdivision logos on any non-INFORMS journal or journal website.

#### ***POLICY***

1. INFORMS wishes to allow its subdivisions to clearly identify themselves as having involvement/sponsorship with non-INFORMS journals without suggesting that the journal in question is an INFORMS journal or endorsed in any way by INFORMS.
2. INFORMS further wishes to ensure the journal's marketplace is not confused and the reputation and goodwill enjoyed by INFORMS current suite of highly regarded, peer-reviewed journals is not harmed or diluted in any way by allowing this subdivision identification.

3. Subdivisions wishing to use their logo on the journal or journal website must submit a written request to the INFORMS Vice Presidents of Subdivisions and INFORMS Vice President of Publications for approval.
4. Subdivisions wishing to use their logo on the journal or journal website must also have the INFORMS Marketing Department approve the logo and the manner it is used. In some cases, the INFORMS Marketing Department will suggest changes to or redesign of the subdivision logo in order to promote consistency with the INFORMS logo or other subdivision logos.
5. Approved logo must be used in its entirety. It may be increased or reduced in size as needed but the horizontal-vertical relative scaling must be maintained. The logo must be readable against any background.
6. INFORMS also requires a statement on the inside journal cover stating that journal is published/sponsored by the subdivision and has no connection to INFORMS publications.
7. The subdivision logo may not be placed at the top right-hand corner of the journal cover or use the INFORMS journals well-known “turned down page” treatment in order to limit confusion in the journal’s marketplace. Placement of the subdivision logo in any other position on the journal cover or journal website is acceptable.

***Related Documents***

INFORMS Policy and Procedures Manual Section 10.1.1 Joint Organization and Co-Sponsorship of External Conferences