



# POLICIES AND PROCEDURES MANUAL

July 26, 2023

*The members of Decision Sciences Institute (DSI) aim to understand and improve the judgment and decision-making capabilities of individuals, groups and organizations across all areas of human enterprise.*

## VISION STATEMENT

DSI will be recognized globally as a scholarly professional association that creates, develops, fosters and disseminates knowledge to improve managerial decisions.

### I. BOARD OF DIRECTORS

#### A. Affiliations

The Decision Sciences Institute is organized and operates as a nonprofit 501(c)(3) corporation and abides by the Bylaws of the Decision Sciences Institute (DSI) (hereafter call the “Bylaws”), as authorized by its Articles of Incorporation. The Southeast Decision Sciences Institute (SE DSI) is created and authorized by DSI through the charter granted by DSI. As such, the Southeast Decision Sciences Institute is not a legal entity and cannot enter into any business transactions, contracts, or any other legally binding activities.

#### B. Membership

The SE DSI Board of Directors consists of President, Immediate Past President, President Elect, Treasurer, Secretary, Council Chair and Program Chair. All Board members must be members of DSI in good standing. No member of the Board shall serve in more than one office concurrently, including Council and VP positions.

##### 1. Terms

- a. The officer calendar year is February 1 through January 31.
- b. The President shall serve for one year and automatically become Immediate Past President.
- c. The President-Elect shall serve for one year and automatically become President.
- d. The Program Chair shall serve for one year and automatically become President Elect.
- e. The Secretary and Treasurer shall serve two-year terms and may be re-elected without limit.

##### 2. Duties of the Board

The Board shall contribute to the Mission and Vision of DSI as outlined in the Bylaws of DSI. In addition, the Board shall:

- a. Ensure the Chapter and its activities comply with US law.
- b. Ensure the Chapter is financially solvent through responsible financial management.
- c. Provide financial oversight by evaluating financial reports, approving budgets, and reviewing financial policies and procedures.
- d. Establish the registration fees for the annual conference.
- e. Oversee the planning and execution of the Chapter’s Annual Conference.
- f. Oversee the operation of the annual conference proceedings.
- g. Ensure compliance with the DSI Charter for SE DSI.
- h. Review progress annually, and revise as appropriate, the direction of the Chapter.
- i. Foster a culture of accountability, transparency, and respect in the leadership of the Chapter.
- j. Ensure the proceedings of the annual conference are published.

##### 3. Duties of Individual Board Members – Outlined in Appendix A.

**C. Authority**

The Board of Directors may transact business by mail or electronic means provided that the President notifies all members of the Board of Directors of any proposed actions, includes any known arguments for and against, allows adequate time for discussion/input and deliberation, and calls for a vote if a vote is required.

**D. Election Procedures**

1. The DSI Board nomination procedures are outlined in the Nominating Committee section.
  - a. Call for Nominations.
 

The nomination period for the election process shall open to the active, voting eligible membership no later than April 1 and close no later than May 1. The call for Nominations shall be sent via email correspondence with reminders sent periodically and communicated in other appropriate ways. The call for Nominations shall include the positions available for nomination, and all nomination materials. All nominations shall be sent electronically to the President, who will forward them to the current Board, Council and VPs, except in the case of those who are running for re-election.
  - b. Slate
 

A final slate of candidates shall be agreed upon and recommended to the Board of Directors by June 1 with a vote by the Board to conclude by June 21.

**E. Vacancies in Office**

1. President – In the event the office of President becomes vacant, the President-Elect shall immediately assume the office of President for the remainder of the current term and shall also serve as President for the entirety of the succeeding term. If the office of President-Elect is vacant at the time the office of President becomes vacant, the Past President shall assume the office of President for the remainder of the term.
2. President-Elect – In the event the office of President-Elect becomes vacant, this office shall be filled at the time of the next regular election.
3. Past President – If a vacancy occurs in the office of Past President, the office shall remain vacant for the remainder of the term.
4. For any other offices which may fall vacant between elections, whether caused by failure to attend Board meetings, resignation or other reasons, the position shall be filled by appointment by the Board of Directors. A member thus appointed shall serve for the remainder of the term of office.

**F. Board Meetings**

1. All Board members are expected to attend every Board meeting. Anticipated/known absences must be sent to the President at least one week prior to the meeting. More than one unexcused absence from Board meetings in one Board year may result in the board member being terminated from their Board position. Video conferencing may be offered to those not attending if the absence is considered to be excused.
2. Anonymous electronic voting is allowed where it is deemed appropriate by the Institute's President.

**G. Dates for Specific Board Business**

1. At November meeting in conjunction with the DSI annual conference the Board shall
  - a. Provide a conference update for the upcoming February conference (Program Chair).
  - b. Provide status of the past meeting (past Program Chair and Treasurer).
  - c. Review VP and Council reports.
  - d. Review nominations for program chair and program chair elect from Council.
2. At the February meeting the Board shall
  - a. Approve conference registration fees for the upcoming annual conference.
  - b. Review VP and Council reports.
  - c. Confirm the Program Chair for the annual conference 1 year out.

**H. Minutes of the Meetings -**

1. Draft minutes, which shall include any email votes taken after the prior Board meeting, a list of action items and the responsible party and deadlines shall be emailed to the Board within thirty (30) days of the meeting. Board members are to respond within 15 days with any changes, and revised minutes shall be sent to Board members. Final approval of minutes shall be made at that time.
2. A summary of the Board meetings shall be sent to the Chapter's leadership via email by the President.

**I. Annual Business Meeting**

Each year an Annual Business Meeting shall be held in conjunction with the annual conference. The Institute President shall chair the meeting. Agenda items shall include but are not limited to the State of the Organization (membership numbers, financial standing) and updates on activities and conference attendance numbers. A Q&A session will be included as part of the agenda.

**II. COUNCIL****A. Membership**

Council shall consist of 10 members with staggered two-year terms. Council members have 5 years of leadership service to the organization and can serve unlimited consecutive terms. Council members, with the exception of the Chair, are non-voting members.

**B. Duties**

Outlined in Appendix A.

**III. VICE PRESIDENTS****A. Membership**

The Vice-Presidents of SE DSI consist of V.P. of Member Services, V.P. Planning & Development, V.P. Publications, V.P. Meetings and V.P. of Web Services & Archivist. The Vice Presidents are non-voting members.

- The V.P. of Meetings and the V.P. of Web Services & Archivist are appointed by the Board of Directors and serve a three-year term.
- The V.P. of Member Services is elected for a two-year term.
- The V.P.s of Planning & Development and Publications are elected for a one-year term.
- All V.P.s can serve unlimited consecutive terms.

**B. Duties**

Outlined in Appendix A.

**C. SE DSI Distinguished Service Award Committee****1. Function**

The Committee shall review nomination packets and apply selection criteria to recommend no more than one Regular Members of the Southeast Decision Sciences Institute (SE DSI) in good standing for the Distinguished Service Award Committee, who shall be recognized at the annual conference each year. In addition, members shall consider institutions for the Outstanding Institutional Support Award.

**2. Membership**

- a. The Committee shall be comprised of no more than seven voting members appointed by the Board of Directors.
- b. The Committee shall include a Chair, which is the most recent Distinguished Service Award winner. If this person cannot serve, the Chair will be appointed by the Board.
- c. The Committee shall consist of past award winners.

**IV. MEMBERSHIP CODES OF CONDUCT**

The codes of conduct, core values and member commitment shall be in accordance with that of DSI and can be found on the DSI website.

**V. FISCAL POLICIES AND PROCEDURES**

**A. REPORTS**

The Treasurer shall prepare an annual report to be circulated to the Board prior to the annual meeting for approval. The annual report to the Board of Directors should include financial position and earnings/loss by meeting comparison for at least the previous five years. An update will be provided by the Treasurer in the form of a report for the November meeting. All reports shall be included in the minutes of the respective meeting.

**B. FUNDS AND INVESTMENT MANAGEMENT**

All funds and investments will be managed by the Board with input about expenditures from Council.

## APPENDIX A

### Duties of Board members:

#### President

The President shall be the Chief Executive Officer of the Southeast Decision Sciences Institute and have the signature authority for all official contracts 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 ensure that 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 Chair 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. The President 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. The President 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 the region and the Institute and serve as a member of the Institute's Regional Activities Committee.

#### 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. They shall (i) assist the President of SE DSI as and when required or requested, (ii) be responsible for maintaining, reviewing and updating the current copy of this Policies and Procedures Manual, (iii) ensure that a current copy of the Policies and Procedures is posted on the SE DSI website and (iv) suggest items for discussion at the SE DSI annual meeting including those for new business and/or ideas to improve old business. They shall attend DSI and SE DSI conferences (when possible).

#### Past President

The Past President shall serve as a member of the Executive Committee, as a member of the Finance Committee, and as the Chair 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.

#### Program Chair

The Program Chair shall be responsible for planning and supervising the program at the annual professional meeting of the organization. The Program Chair may at his/her discretion appoint an Associate Program Chair and/or a Proceedings Editor or Co-Editor. The Program Chair 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.

#### Secretary

The Secretary shall record the minutes of all meetings, keep other records as specified in this document and the Charter, and perform other duties usual to the office of the Secretary. The secretary shall be elected to serve a two-year term and may be re-elected without limit.

**Treasurer**

The Treasurer shall act as the Chief Financial Officer and Treasurer of the organization. They 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. They shall be responsible for conducting the financial affairs of the Southeast Region in accordance with policies set forth by both SE DSI and DSI. The guidelines for DSI can be found in the DSI Policies and Procedures Manual Section V (found on the DSI site) and the Guidelines for Regional Financial Management (found in the shared folder for the Board). The guidelines for SE DSI are outlined in Section V of this document and include the preparation and presentation of financial reports. The annual report to the Board of Directors should include financial position and earnings/loss by meeting comparison for at least the previous five years. A copy of past reports can be found in the shared folder for the Board. The Treasurer is also responsible for adding the reports done during their term to the shared folder for the Board. The Treasurer shall be elected to serve a three-year term. and may be re-elected without limit.

**Council Chair**

The Council Chair will organize and lead all meetings and activities of Council. In addition, the Chair will serve on the Board as a voting member as a liaison between Council and the Board as well as the individual that conveys the historical memory of the organization to the Board where necessary for context in decision making.

**Duties of Council:**

The SE DSI Council shall provide general advice and guidance to the President and Board of Directors as well serve in a role that preserves the historical memory for the organization. The Council shall also serve as the interviewing team for site selection along with the President, President Elect, Program Chair, 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. The SE DSI Council consists of 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 are required to have a minimum of five (5) years of active and dedicated service to SE DSI as demonstrated by serving in an elected and/or appointed positions, to include but not be limited to service as President. In addition to the 10 elected members of Council, ex officio membership is extended to the Past President and Past-Past President who are ineligible to stand for election to Council until their term of office is completed as these individuals offer the most recent collective strategic knowledge of the organization. The Council shall meet at the annual meeting of the organization, elect a Chair for the upcoming year, appoint committees, and conduct any business as may be brought before it. The Chair shall take office at the conclusion of the annual meeting.

**Duties of VPs:****V.P. Member Services**

The Vice President for Member Services shall be responsible for generating and retaining members for the Southeast Region and the Institute by actively seeking ways to enhance the benefits of regional and national membership. They shall coordinate with DSI to maintain records.

They shall keep, update, and maintain the official general membership roll for the Southeast Region and the official roll of Members in Good Standing. They shall also provide mailing and contact information for members as required.

#### V.P. Planning and Development

The Vice President for Planning and Development shall be responsible for periodically examining the Constitution of 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 regions of the Institute, as well as other professional academic organizations, 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.

#### V.P. 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 region’s web site accurate and current. The Vice President for Publications shall serve as the primary liaison between the region 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.

#### V.P. 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 to secure a viable contract. This along with being the primary liaison with the hotel for all meeting related activities, including but not limited to the room block and food and beverage (F&B).

#### V. P. Web Services & Archivist

The V.P. of Web Services & Archivist shall maintain the website of the Southeast Decision Sciences Institute. They shall work with the Program Chair 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. They 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, they will maintain files of meeting announcements; programs; Proceedings; 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.



