



# POLICIES AND PROCEDURES MANUAL

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## MISSION STATEMENT

The Decision Sciences Institute provides forums to create, disseminate and use knowledge to improve managerial decision-making involving systems and people.

## VISION STATEMENT

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

## CHAPTER ONE: STRUCTURE OF THE INSTITUTE

### I. BOARD OF DIRECTORS

#### A. Functions

The Board of Directors (hereafter called the “Board”) of the Decision Sciences Institute (hereafter called the “Institute”) shall be the chief policy making and legislative body of the Institute. The Institute is organized and operates as a nonprofit 501(c)(3) corporation and abides by the Bylaws of the Decision Sciences Institute (hereafter call the “Bylaws”), as authorized by its Articles of Incorporation.

#### B. Membership

The Board shall consist of a President (who serves as Chairperson), an immediate Past President, a President-Elect, a Secretary, a Vice President of Finance, Vice Presidents elected by each of the Divisions, and six functional Vice Presidents responsible for Conferences, Marketing, Member Services, Professional Development, Publications, and Information Management. The Executive Director is as an ex-officio member.

##### 1. Terms

- a. The officer calendar year is May 1 through April 30.
- b. The President shall serve for one year and automatically become Past President.
- c. The President-Elect shall serve for one year and automatically become President.
- d. The Secretary and VP of Finance shall serve two-year staggered terms.
- e. Vice Presidents shall serve two-year terms, with the terms of office of the divisional Vice Presidents staggered and the terms of office of the functional Vice Presidents staggered.

##### 2. Duties

The Board shall carry out the Mission and Purposes as outlined in the Bylaws. In addition, the Board shall:

- a. Ensure the Institute and its activities comply with US law and the applicable laws governing international chapters and divisions.
- b. Ensure the Institute is financially solvent through responsible financial management.
- c. Provide financial oversight by evaluating financial reports, approving budgets, and reviewing financial policies and procedures.
- d. Hire and provide oversight of the Executive Director.
- e. Establish the categories and membership rates for the different classes of Members.
- f. Oversee the planning and execution of the Institute’s Annual Conference.
- g. Oversee the operation of the Institute’s publications.
- h. Grant to and ensure compliance with charters of the Institute’s organizational units.
- i. Represent the Institute through the participation of a member of the Executive Committee at Region, Chapter, and Division Annual Conferences.
- j. Review progress annually, and revise as appropriate, the Institute’s Strategic Plan.
- k. Foster a culture of accountability, transparency, and respect in its leadership of the Institute.

**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 June 1 and close no later than October 1. The call for Nominations shall be posted on the Institute’s website, 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 required nomination materials All nominations shall be sent electronically to the Executive Director, who will forward them to the Nominating Committee Chair.
  - b. Slate
 

Upon the close of the nomination process and no later than October 30, the Nominating Committee shall review the nominations. A final slate of candidates shall be agreed upon and recommended to the Board of Directors for review at the Board of Directors November meeting. Upon approval by the Board, the slate shall be published via email correspondence, on the Institute’s website, and communicated in other appropriate ways, no later than December 10. Such communication will include the statement “additional nominations may be added to the slate by January 10, if accompanied by a petition signed by at least 5% of the voting-eligible membership requesting such addition.” (See Appendix A for Guidelines.)
  - c. Election Process
    - 1) Only active, voting-eligible members shall receive a ballot to vote. For voting purposes, the cutoff date for active membership shall be established as January 20, 11:59 pm central time (US) to establish the elector list. No electors may be added to the elector list after this date. This date shall be conveyed to the membership no later than 30 days prior to the election date.
    - 2) Only active, voting-eligible members who have designated a Division affiliation in their member profile may vote for candidates for the corresponding Division Vice President. Elector list and ballots must be segmented by Divisions.
    - 3) No later than February 1, a ballot consisting of the slate of candidates, along with a listing of DSI service for each candidate, and for nominees for President-Elect a statement of Leadership Philosophy in support of the Institute’s mission, will be distributed to the active, voting-eligible members. Ballots will be distributed using a secure, online election service provider. Voting will be open for a total of twenty (20) days from the date of initial ballot distribution. The candidate receiving the highest number of votes for each position will be declared the winner. In the event of a tie, the Board will make the final decision.

**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 physically attend every Board meeting. Anticipated/known absences must be sent to the Executive Director at least one week prior to the meeting. The Executive Director will forward details to the Executive Committee to determine if an absence qualifies as an excused absence. 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 the February meeting the Board shall
  - a. Review membership fees and approve changes.
  - b. Approve conference registration fees for the upcoming annual conference.
  - c. Review final committee reports.
  - d. Review progress against the strategic plan and update the 5-year strategic plan accordingly.
  - e. Confirm the Program Chair for the annual conference 1 ½ years out.
2. At May meeting the Board shall
  - a. Participate in a Board orientation.
  - b. Approve the budget for the subsequent fiscal year.
  - c. Approve committee charges.
  - d. Review journal/editor progress.
3. Executive Committee Executive Director Review by April 1
4. The Board shall conduct a full strategic planning session including a SWOT analysis, and update the Strategic Plan in the fourth year of every 5-year strategic planning cycle.

#### **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 sixty (60) 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 the next Board meeting.
2. A summary of the Board meetings shall be published via one of DSI's communication outlets.

#### **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), updates on DSI activities particularly those that relate to progress toward the strategic plan, progress on committee charges, action items that require Board attention, and conference attendance numbers. A Q&A session will be included as part of the agenda.

## **II. COMMITTEES**

The Board will establish and maintain an Executive Committee. The Board may create, change, and/or dissolve any Standing or Ad-Hoc committees/Special Task Forces as it sees fit.

#### **A. Standing Committees**

Standing Committees are defined by the Board of Directors. Current Standing Committees are: Conferences, Fellows, Finance and Investment Committee, Information Management, Marketing, Member Services, Nominating, Professional Development, and Publications committees.

**B. Ad Hoc Committees and Special Task Forces**

Ad hoc committees and special task forces may be established at the discretion of the President for one year with the possibility of reappointment by the incoming President.

**C. Policies**

1. The Executive Director serves as an ex-officio member of all Committees.
2. Outgoing Committee Chairs shall continue to serve as voting members on their respective committees for an additional year.
3. Member Appointments
  - a. All standing committees shall be composed, unless otherwise specified, of at least five committee members, to serve two-year staggered terms.
  - b. The members of standing committees shall be recommended by the President-Elect, nominated by the Executive Committee, and approved by the Board.
  - c. Diversity (e.g., gender, nationality, region/chapter/division affiliation) shall be considered in the selection of committee members.
  - d. The committee chair shall have the authority to designate subcommittees as appropriate.
4. Procedures
  - a. The Executive Director shall solicit nominations throughout the year and forward to the Board and to chairs who need individuals on their committees the names of members who wish to become involved in committee activities.
  - b. The President-Elect, with input from the Executive Committee, shall develop a charge(s) for each standing committee in early spring, in preparation for his/her term as President. At the May Board meeting, the Board shall review, revise, and approve these charges.
  - c. Following approval of charges and no later than June 15, the President and Executive Director shall meet with each committee chair to review the committee's charges and ensure alignment around expectations. The President and Executive Director shall also meet with each committee chair no later than the end of August to review progress to date.
  - d. Within a committee's general charge, a committee chair should formulate objectives for the committee for the coming year. The Board shall provide guidelines for committees along with the charges.
  - e. Committee chairs may be invited to make a presentation to the Board.
  - f. Committees shall meet at least once synchronously prior to the annual conference to conduct their work. Business may also be conducted asynchronously.
  - g. During the Institute's Annual Conference, the meetings held by the committees should be used for finalizing reports and recommendations, which shall be submitted to the Board by January 15.
  - h. The schedule of committee meetings held during the Annual Conference shall be planned and coordinated by the Program Chair and the Executive Director. When possible, meetings will be scheduled into conference session time slots.

**III. STRUCTURE OF COMMITTEES****A. Executive Committee**

1. Functions
2. The Executive Committee acts as the steering committee to the Board of Directors. It establishes Board meeting agendas, proposes members for staffing and filling vacancies on committees, submits a proposed annual budget, plans the Institute's activities for the coming year, and otherwise facilitates the policy deliberations of the Board of Directors. The Executive Committee shall also evaluate the Home Office on an annual basis. It will examine the Home Office management, operations, and general performance and, as appropriate, make suggestions for continuous improvement.

3. Membership
  - a. President – who shall chair the committee
  - b. Immediate Past President
  - c. President-Elect
  - d. VP of Finance
  - e. A Vice President or Secretary in the second year of their Board term, elected annually by the VP's.
  - f. Executive Director (ex-officio)
4. Procedures
  - a. Budget: The proposed budget for the upcoming fiscal year shall be reviewed by the Executive Committee each May prior to presentation to the full Board.
  - b. Home Office Review: The Executive Director shall provide an assessment of home office operations and a self-assessment of their own performance via the Executive Director Performance Review document (see Appendix B) no later than March 31. This shall be reviewed by the other members of the Executive Committee and recommendations made no later than April 1 for presentation to the full Board.
  - b. Nomination and election of a Vice President or Secretary to serve on the Executive Committee:
    - i. Upon close of the election for new Board Officers, the Executive Director shall contact each of the Vice Presidents who shall be returning to the Board, and, if entering the 2<sup>nd</sup> year of their term, the Secretary, to determine which are willing to serve on the Executive Committee.
    - ii. An email ballot listing the names of those willing to run for this position shall be sent from the Home Office to all Vice Presidents/Secretary who shall be returning to the Board. One week shall be given for the ballots to be returned to the Home Office. The person receiving the majority vote shall serve on the Executive Committee. In the event of a tie or if no candidate receives a majority vote, a second ballot to choose between the two leading candidates shall be sent out with the person receiving the largest number of votes declared elected.
    - iii. The term of office shall be for one year and coincide with the officer year.
  - c. Meetings shall be held:
    - i. Before Board meetings in February, May, and November.
    - ii. As needed, including virtual meetings

**B. Nominating Committee**

1. Function
 

The committee shall nominate candidates for open positions on the board of Directors of DSI as follows:

  - President-Elect: no more than 2 nominees
  - Vice President of Finance: no more than 2 nominees
  - Other Functional Vice Presidents: no more than 2 nominees per open position
  - Secretary: no more than 2 nominees
2. Membership
  - a. Members are nominated by the Executive Committee of DSI and approved by the Board of Directors.
  - b. Members
    - i. Immediate Past President (Chair)
    - ii. President (Chair Designate)
    - iii. President Elect of DSI
    - iv. Executive Vice President (Vice President Elected to the Executive Committee of DSI)
    - v. Immediate Past Chair
    - vi. Up to four Regular Members of DSI in good standing to serve two-year staggered terms

- vii. Executive Director of DSI (ex officio)
- c. Members of the Nominating Committee are not eligible to be nominated for open positions on the Board of DSI while serving on the Nominating Committee.
- 3. Qualifications
  - a. Nominees shall be Regular Members of DSI in good standing with a membership with DSI for the last five consecutive years, or eight of the last ten years.
  - b. Nominees shall have demonstrated academic, professional service, and leadership experience and involvement with DSI and/or other academic or professional societies.
- 4. Nomination Processes
  - a. The nomination period for the next election in the following calendar year begins no later than June 1 and closes no later than October 1 of the current calendar year.
  - b. Except for the positions of Division Vice Presidents any Regular Member of DSI in good standing may be nominated by any member of DSI. Self-nominations are accepted.
  - c. Nominations for the positions of Division Vice President shall be received via written communications from the Board(s) of the corresponding DSI organizational unit(s).
  - d. Nominations received in the previous year will be considered if the nominee is willing to be considered.
  - e. All nominations shall be accompanied by a nomination package to include the following (incomplete nomination packages shall not be considered):
    - i. A nomination letter highlighting the qualifications and experience of a nominee for an open position.
    - ii. The nominee's curriculum vitae.
    - iii. A letter of acknowledgment from the nominee's academic institution indicating specifically that the nominee, if elected, will have financial support to attend in person all regularly-held Board meetings of DSI.
  - f. Should no qualified candidate nominations come forward the open position is declared vacant and the rules of sitting vacancies on the Board of Directors of DSI shall apply.
  - g. The committee reserves the right to nominate a single candidate for each position. When a nominee for a position withdraws after he or she has been included on the slate of candidates presented to the Board of Directors of DSI but before voting occurs, the vacancy can be filled by the alternate, if available. If no alternate is available, the slate will remain with one candidate. If the position becomes vacant, the rules of sitting vacancies on the Board of Directors of DSI shall apply.
  - h. When a nominee for a position withdraws after voting has occurred but before the nominee is seated, the position is declared vacant and the rules of sitting vacancies on the Board of Directors of DSI shall apply.
- 5. Procedures
  - a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
  - b. The committee shall meet at least once synchronously to conduct their work.
  - c. By October 30, the Nominating Committee shall complete discussion of the nominations received and create a rank ordered list of those nominated for each position. In its deliberation, the Nominating Committee shall consider geographic distribution, academic discipline, professional prominence, and commitment to attend regularly-held Board meetings of DSI.
  - d. The Nominating Committee shall meet prior to the November Board Meeting at the Annual Conference of DSI to finalize its recommendations of candidates for each open position of the Board of Directors and shall communicate the recommended slate to the Board of Directors immediately following this meeting.
  - e. All deliberations, votes, and discussions shall be kept strictly confidential and shall not be communicated to anyone outside of the committee.
  - f. Upon approval by the DSI Board, the chair of the Nominating Committee shall reach out to each President-Elect candidate and request him or her to provide a statement of Leadership



Philosophy in support of the Institute’s mission, to be published as part of the election process by January 1.

- g. The committee shall submit its final report to the Board of Directors of DSI by January 15.
- 6. Other Relevant Matters  
Consult the DSI Policies and Procedures for (a) Election Procedures and (b) Filing Open Positions once a Board has been started.

**C. Publications Committee**

1. Functions

The committee shall

- a. Seek applicants, review nominations, and recommend to the Board candidate(s) for Editor positions when such vacancies arise.
- b. Conduct an annual review of journal/editor performance.
- c. Aid the Board in defining publication objectives and make recommendations regarding the Institute’s publication portfolio.
- d. Advise Editors as requested on editorial or operational issues. For example:
  - i. When an editor requests clarification or interpretation of a policy.
  - ii. When policy is clear but the Editor requests advice on exercising his/her options.
  - iii. When the Editor believes an existing policy is too restrictive and requests a change in policy or obtain approval for an exception.

Note: The Committee does not supervise the management of DSI publications. However, the Board may request recommendations from the committee in the event of performance or other editor related issues.

2. Membership:

- a. Members are nominated by the Executive Committee of DSI and approved by the Board of Directors.
- b. Members
  - i. Chair: VP Publications
  - ii. Immediate Past Chair (outgoing VP Publications, for one year)
  - iii. Executive Director (ex officio)
  - iv. Up to four Regular members of DSI in good standing to serve two-year staggered terms.
  - v. The Editors of the Institute’s publications. (ex-officio).
- c. Members shall be established scholars.

3. Procedures

- a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
- b. The committee shall meet at least once synchronously to conduct their work.
- c. The committee shall submit a report to the Board of Directors of DSI by January 15.
- d. The committee shall submit a performance review of journal editors to the Board of Directors of DSI by April 15.

**D. Finance and Investment Advisory Committee**

1. Functions

The committee advises and makes recommendations to the Executive Director and the Board regarding the Institute’s financial management and investments. It shall:

- a. Evaluate financial performance of each region, including budget vs. actual revenues and expenses, investment performance, and any other relevant issues as pertains to each region.
- b. Review the Institute’s investments in light of current economic conditions and performance under the investment advisor.
- c. Review, when available, the Auditor’s report.

2. Membership

- a. Members are nominated by the Executive Committee of DSI and approved by the Board of Directors.

- b. Members
  - i. Chair: DSI VP of Finance serving second year of term and year following term (Two-year term).
  - ii. Chair-Designate: DSI VP of Finance serving first year of term
  - iii. Executive Director (ex-officio)
  - iv. Regional Treasurers
- 3. Procedures
  - a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
  - b. The Committee shall meet at the Annual Conference each year to:
    - i. Share best practices on regional accounting practices and procedures.
    - ii. Review investment policies in place and make recommendations to the Board, if applicable.
    - iii. Review the annual DSI audit.
    - iv. The committee shall submit its final report to the Board of Directors of DSI by January 15.

#### **E. Conferences Committee**

- 1. Functions
 

The committee advises the Board on policy and procedural matters concerning the conferences sponsored by the Institute and assists the Board in defining the objectives and strategies to continually improve the value of the Institute's programs to its members.
- 2. Membership
  - a. Members are nominated by the Executive Committee of DSI and approved by the Board of Directors.
  - b. Members
    - i. Chair: VP Conferences
    - ii. Immediate Past Chair
    - iii. Up to six (6) Regular members of DSI in good standing to serve two-year staggered terms.
    - iv. Executive Director (ex-officio)
    - v. Members shall have expertise in planning and executing a professional conference whenever possible.
- 3. Procedures
  - a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
  - b. The committee will meet to align on and develop a plan for completing its charges.
  - c. The committee shall meet at least once synchronously to conduct their work.
  - d. The committee will meet during the annual conference to review progress towards completion of the plans.
  - e. The committee shall collaborate with the Executive Director and VP of Finance to develop budget line items for completing the charges outlined.
  - f. The committee shall submit its final report to the Board of Directors of DSI by January 15.

#### **F. Information Management Committee**

- 1. Functions
 

The committee provides recommendations to the Board and the Executive Director concerning the acquisition and use of information technology, including web presence and mobile applications.
- 2. Membership
  - a. Members are nominated by the Executive Committee of DSI and approved by the Board of Directors.
  - b. Members
    - i. Chair: VP Information Management

- ii. Immediate Past Chair (for one year)
  - iii. Executive Director (ex-officio)
  - iv. Up to five (5) Regular members of DSI in good standing to serve two-year staggered terms.
  - v. Any Home Office staff member designated by the Executive Director (ex-officio).
  - vi. The Annual Conference CMS manager is an Invitee.
  - vii. Members shall have expertise in technology and/or project management whenever possible.
3. Procedures
- a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
  - b. The Committee shall review all information technology-related projects, procedures and practices, and provide feedback and recommendations to the Board.
  - c. The Committee shall conduct an annual review of the DSI website and online user services, including an assessment against recommendations set in the previous year's review. Informed by this review, the Committee shall recommend improvements to pursue in the upcoming year.
  - d. The Home Office shall submit the website's Google analytics to the Information Management Committee Chair at the end of each quarter.
  - e. The committee will meet to align on and develop a plan for completing its charges.
  - f. The committee shall develop those plans to complete their charges by designated deadlines.
  - g. The committee shall meet at least once synchronously to conduct their work.
  - h. The committee will meet during the annual conference to review progress towards completion of the charges.
  - i. The committee shall collaborate with the Executive Director and VP of Finance to develop budget line items for the replacement and upgrade of IT resources as needed.
  - j. The committee shall submit its final report to the Board of Directors of DSI by January 15.

#### **G. Marketing Committee**

1. Functions
- The committee develops and works with the Office to execute marketing strategy to promote the Institute and encourage member involvement and investment. It shall:
- a. Co-develop creative content for the Institute's website and other marketing outlets as needed.
  - b. Develop strategies to promote DSI in a manner aligned with the Institute's strategic plan.
2. Membership
- a. Members are nominated by the Executive Committee of DSI and approved by the Board of Directors
  - b. Members
    - i. Chair: VP Marketing.
    - ii. Immediate Past Chair (for one year)
    - iii. Executive Director (ex-officio)
    - iv. Up to six Regular members of DSI in good standing to serve two-year staggered terms.
  - c. Members will have marketing expertise whenever possible.
3. Procedures
- a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
  - b. The committee will meet to align on and develop a plan for completing its charges.
  - c. The committee shall develop those plans to complete their charges by designated deadlines.
  - d. The committee will meet during the annual conference to review progress towards completion of the charges.
  - e. The committee shall collaborate with the Executive Director and VP of Finance to develop budget line items for programs and materials intended to promote DSI.
  - f. The committee shall submit its final report to the Board of Directors of DSI by January 15.

**H. Member Services Committee**

## 1. Functions

The committee advises the President and the Board on issues relating to Institute membership. It shall

- a. Develop membership drive strategies in collaboration with the VP Marketing.
- b. Review data from the Home Office on membership, Annual Conference attendance, Doctoral Consortium attendance, and other member data to inform their recommendations.
- c. Evaluate Institute activities and identify ways to create added value to membership.
- d. Host the New Member Reception at the Annual Conference.
- e. Serve as liaison between regional DSI groups and the Board to communicate relevant concerns.

## 2. Membership

- a. Members are nominated by the Executive Committee of DSI and approved by the Board of Directors.
- b. Members
  - i. Chair: VP Member Services.
  - ii. Immediate Past Chair (for one year)
  - iii. Executive Director (ex-officio)
  - iv. Up to six Regular members of DSI in good standing to serve two-year staggered terms.
- c. Members will have membership services expertise whenever possible.

## 3. Procedures

- a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
- b. The committee will meet to align on and develop a plan for completing its charges.
- c. The committee shall develop those plans to complete their charges by designated deadlines.
- d. The committee shall meet at least once synchronously to conduct their work.
- e. The committee will meet during the annual conference to review progress towards completion of the charges.
- f. The committee shall collaborate with the Executive Director and VP of Finance to develop budget line items for programs and materials related to membership recruitment and retention.
- g. The committee shall submit its final report to the Board of Directors of DSI by January 15.

**I. Professional Development Committee**

## 1. Functions

The Professional Development Committee shall identify and execute initiatives to offer professional development for Institute members beyond annual conference activities. It shall:

- a. Identify and populate professional development materials to publish as member resources on the website.
- b. Identify opportunities to collaborate with other organizations for mini-conferences, workshops and/or webinars.
- c. Develop and manage a process for establishing and managing a repository of teaching-related resources for the DSI website
- d. Work with the Information Management Committee and Home Office to keep the DSI website updated and fresh.
- e. Research and identify new trends and offer new interdisciplinary workshops, panels or tutorials for the annual conferences.

## 2. Membership

- a. Members are nominated by the Executive Committee of DSI and approved by the Board of Directors.
- b. Members
  - i. Chair: VP Professional Development

- ii. Immediate Past Chair (for one year)
  - iii. Executive Director (ex-officio)
  - iv. Up to six Regular members of DSI in good standing to serve two-year staggered terms.
  - v. Members will have professional development programming expertise whenever possible.
3. Procedures
- a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
  - b. The committee will meet to align on and develop a plan for completing its charges.
  - c. The committee shall develop those plans to complete their charges by designated deadlines.
  - d. The committee shall meet at least once synchronously to conduct their work.
  - e. The committee will meet during the annual conference to review progress towards completion of the charges.
  - f. The committee shall collaborate with the Executive Director and VP of Finance to develop budget line items for programs and materials intended to foster professional development opportunities.
  - g. The committee shall submit its final report to the Board of Directors of DSI by January 15.

#### J. Fellows Committee

1. Function
- The Committee shall review nomination packets and apply selection criteria to recommend no more than two candidates who are Regular and/or Emeritus Members of the Decision Sciences Institute (DSI) in good standing as Fellows in recognition of their distinguished scholarly achievement and contribution to the fields of decision sciences, who shall be inducted at the annual conference each year.
2. Membership
- a. The committee shall be comprised of seven voting members appointed by the Board of Directors of DSI and who are dues-paying members of DSI.
  - b. The committee shall include a Chair, a Past Chair, and a Chair-Elect.
  - c. Two alternates, selected by the President-Elect, shall also be appointed by the Board of DSI to take the place of a voting member who is unable to fulfill his or her duties on the Fellows Committee.
  - d. A member or an alternate of the committee must be a Fellow of DSI and must not be a current member of the Board of Directors of DSI.
  - e. The Executive Director of DSI serves on the committee as an advisor in a non-voting role.
3. About the Recognition of Fellow
- a. Purpose of Recognition of Fellow

The designation of Fellow shall be awarded to a Regular and/or Emeritus Member of DSI in good standing who is an eminent scholar in the field of decision sciences.

  - b. Qualifications of Recipients for Designation of Fellow

To qualify for the designation of Fellow, the nominee:

    - i. Must have distinguished herself/himself as an eminent scholar in her/his field, as evidenced by substantive research contributions. Typical criteria employed by the committee to evaluate such contributions include, for example, high-quality publications, research awards, citation counts, editorial positions, keynote speeches at academic conferences, and invitations by research universities to present research colloquia.
    - ii. Must be a Regular or Emeritus Member of DSI in good standing with a membership with DSI for the last five consecutive years, or eight of the last ten years, and who has been a leader and contributor to the vision, mission and activities of the Institute. Typical criteria employed to assess the level of such activity include, for example, regional leadership, service to DSI journals, conference leadership, DSI committee involvement, and DSI board membership.

- c. Nomination Procedures for Fellow
  - i. Any Regular or Emeritus Member of DSI in good standing may be nominated by any member of DSI.
  - ii. Self-nominations shall not be accepted.
  - iii. Nominations from a current member of the Board of DSI shall not be accepted.
  - iv. An individual cannot be nominated for two consecutive years.
  - v. The nomination period opens no later than May 1 and closes no later than July 15 of the recognition year.
  - vi. Members and alternates appointed to the Fellows Committee shall not submit nominations during their tenure on the committee.
  - vii. A complete nomination packet must include:
    - A letter of nomination **not to exceed 4-pages** highlighting the Nominee's scholarly achievements within, and contributions in research, to the fields of decision sciences, as well as other achievements and contributions in teaching, academic achievements, and service.
    - The nominee's current curriculum vita with key contributions relevant to the designation of Fellow highlighted.
    - If desired, other evidence in support of the nomination that may not be contained in the nomination letter or the nominee's CV.
  - viii. Incomplete nomination packets shall not be considered.
  - ix. Nomination packets shall be emailed to the attention of the Executive Director, who shall acknowledge receipt.
4. Procedures
  - a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
  - b. The committee shall meet at least once synchronously to conduct their work.
  - c. The committee chair shall inform the Executive Director by email and no later than October 1 as to the recommended slate of nominees for Fellow.
  - d. The recommended slate of nominees shall include the proper name of the nominee, his or her institutional affiliation, and a one-paragraph citation in support of the nominee's recommendation for the recognition.
  - e. The general procedures for determining a slate of nominees are:
    - Committee members are expected to review the nomination packet independently and to submit their rankings and rationale to the committee chair.
    - After a thorough review, committee members will vote on whether or not the nominee should be/should not be recognized as a Fellow of DSI.
    - Any nominee receiving two or more negative votes shall be excluded from further consideration.
    - Nominees who have not received two or more negative votes shall then be rank-ordered by the committee.
    - Based on the rankings and other forms of evaluation as deemed necessary, the committee then recommends none, one, or two nominees for the designation of Fellow.
    - All deliberations, votes, and discussions shall be kept strictly confidential and shall not be communicated to anyone outside of the committee.
    - Communications to nominees and nominators during the nomination period, during committee deliberations, post-committee recommendation of a slate, and once approved by the Board of DSI for the recognition, shall be from or coordinated with the Executive Director.
5. Other Relevant Matters
  - a. The Board of DSI shall only accept or reject the recommended slate of nominees in its entirety.
  - b. Recipients of the designation of Fellow shall be inducted during a private ceremony at the

annual conference. The Chair of the Fellows Committee shall normally preside over the induction but may choose to designate another committee member to do so.

- c. Recipients for this award shall be announced at the annual conference.
- d. Recipients and their institutional leaders shall be notified formally and in a timely manner of this recognition.

#### **K. DSI Lifetime Distinguished Educator Award Committee**

##### **1. Function**

The Committee shall review nomination packets and apply selection criteria to recommend no more than two candidates who are Regular and/or Emeritus Members of the Decision Sciences Institute (DSI) in good standing for the DSI Lifetime Distinguished Educator Award, who shall be recognized at the annual conference each year.

##### **2. Membership**

- a. The DSI Lifetime Distinguished Educator Award Committee shall be comprised of no more than seven voting members appointed by the Board of Directors of DSI and who are dues-paying members of DSI.
- b. The committee shall include a Chair, the outgoing Chair, and a Chair-Elect.
- c. A member of the committee must not be a current member of the Board of Directors of DSI.
- d. Members of the committee must be past recipients of the award.
- e. The Executive Director of DSI serves on the DSI Lifetime Distinguished Educator Award Committee as an advisor in a non-voting role.

##### **3. About the Lifetime Distinguished Educator Award**

###### **a. Purpose of Recognition of Lifetime Distinguished Educator Award**

The Lifetime Distinguished Educator Award recognizes a Regular or Emeritus Member of DSI in good standing for exceptional contributions to undergraduate and master's level teaching and learning in the disciplines of decision sciences during one's career.

###### **b. Qualifications of Recipients for Lifetime Distinguished Educator Award**

To qualify for the award, the nominee:

- i. Must have at least 20 years of undergraduate and masters level teaching experience at the college or university level.
- ii. Must have distinguished herself/himself as a teacher in her/his field, as evidenced by substantive teaching contributions. Typical criteria employed to assess the level of such activity include, for example, innovations in teaching methods, course design, curriculum design, and/or assessment that go beyond usual teaching responsibilities, contributions that improve the effectiveness of teaching and learning of decision sciences disciplines such as pedagogical research articles, books, case studies, teaching briefs, and other teaching materials, presentations, workshops, and/or other dissemination of teaching and learning contributions, sustained, high levels of teaching effectiveness enabling students to achieve academic success, supporting and mentoring students for academic and/or professional growth, and sustained personal professional development as it relates to teaching and student learning.
- iii. Must be a Regular or Emeritus Member of DSI in good standing with a membership with DSI for the last five consecutive years, or eight of the last ten years, and who has been a leader and contributor to the vision, mission and activities of the Institute. Typical criteria employed to assess the level of such activity include, for example, regional leadership, service to DSI journals, conference leadership, DSI committee involvement, and DSI board membership.

###### **c. Nomination Procedures for Lifetime Distinguished Educator Award**

- i. Any Regular or Emeritus Member of DSI in good standing may be nominated by any member of DSI.
- ii. Self-nominations will not be accepted.
- iii. Nominations from a current member of the Board of DSI shall not be accepted.

- iv. The nomination period opens no later than May 1 and closes no later than July 15 of the award year.
  - v. Members appointed to this committee shall not submit nominations during their tenure on the committee.
  - vi. A complete nomination package must include:
    - A letter of nomination **not to exceed 4-pages (single-spaced)** that summarizes and provides specific evidence of the nominee's sustained contributions during his/her career in each of the five areas listed in the purpose of the award.
    - The nominee's current curriculum vita with key contributions relevant to the award highlighted.
    - At least one letter from a former undergraduate or masters student as to what influence the nominee has had in his/her academic and/or professional growth.
    - If desired, up to three additional letters of support from undergraduate or masters students, alumni, colleagues, or academic administrators.
  - vii. Incomplete nomination packets shall not be considered.
  - viii. Nomination packets shall be emailed to the attention of the Executive Director, who shall acknowledge receipt.
4. Procedures for Lifetime Distinguished Educator Award Committee Work
- a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
  - b. The committee shall meet at least once synchronously to conduct their work.
  - c. The committee chair shall inform the Executive Director by email and no later than October 1 as to the recommended slate of nominees for the Lifetime Distinguished Educator Award.
  - d. The recommended slate of nominees shall include the proper name of the nominee, his or her institutional affiliation, and a one-paragraph citation in support of the nominee's recommendation for the award.
  - e. The general procedures for determining a slate of nominees are:
    - Committee members are expected to review the nomination packet independently and to submit their rankings and rationale to the committee chair.
    - The committee chair compiles the rankings and rationale and shares the compiled information with the committee.
    - The committee then makes a final selection decision based on the compiled information.
    - All deliberations, votes, and discussions shall be kept strictly confidential and shall not be communicated to anyone outside of the committee.
    - Communications to nominees and nominators during the nomination period, during committee deliberations, post-committee recommendation of a slate, and once approved by the Board of DSI for the recognition, shall be from or coordinated with the Executive Director.
5. Other Relevant Matters for Lifetime Distinguished Educator Award Committee
- a. The Board of DSI shall only accept or reject the recommended slate of nominees in its entirety.
  - b. Recipients for this award shall be announced at the annual conference.
  - c. Recipients for this award and their institutional leaders shall be notified formally and in a timely manner of this recognition.
- L. Dennis E. Grawoig Distinguished Service Award Committee**
- 1. Function
 

The committee shall review nomination packets and apply selection criteria to recommend no more than two candidates who are Regular and/or Emeritus Members of the Decision Sciences Institute (DSI) in good standing for the Dennis E. Grawoig Distinguished Service Award, who shall be recognized at the annual conference each year.
  - 2. Membership



- a. The committee shall be comprised of no more than seven voting members appointed by the Board of Directors of DSI and who are dues-paying members of DSI.
  - b. The committee shall include a Chair, the outgoing Chair, and a Chair-Elect.
  - c. A member serving of the committee must not be a current member of the Board of Directors of DSI.
  - d. Members of the committee must be past recipients of the award.
  - e. The Executive Director of DSI serves on the committee as an advisor in a non-voting role.
3. About the Dennis E. Grawoig Distinguished Service Award
- a. Purpose of Recognition of Distinguished Service Award  
The Dennis E. Grawoig Distinguished Service Award is named after a founder of the Decision Sciences Institute. It is the highest level of honor that can be bestowed upon a Regular Member of DSI in good standing who, over a period of years, has selflessly provided service to the Institute both in publicly-recognized roles and behind the scenes.
  - b. Qualifications of Recipients for Distinguished Service Award  
To qualify for the award, the nominee:
    - i. Must have distinguished herself/himself in service to the Institute, as evidenced by a broad base and variety of contributions to DSI over at least 20 years, publicly-recognized roles, and service behind the scenes including pivotal efforts to accomplish change at DSI. Typical criteria employed to assess the level of such activity include leadership in conferences, leadership in journals, marketing and promotion of DSI to important stakeholders, service on boards, committees, and other governance functions, introduction of innovative practices, content, etc. that enhance the operation of DSI, having earned the leadership and respect of DSI members.
    - ii. Nominees shall be Regular or Emeritus Members of DSI in good standing with a membership with DSI for the last five consecutive years, or eight of the last ten years.
  - c. Nomination Procedures for Distinguished Service Award
    - i. Any Regular or Emeritus member of DSI in good standing may be nominated by any member of DSI.
    - ii. Self-nominations shall not be accepted.
    - iii. Nominations from a current member of the Board of DSI shall not be accepted.
    - iv. The nomination period opens no later than May 1 and closes no later than July 15 of the award year.
    - v. Members appointed to this committee shall not submit nominations during their tenure on the committee.
    - vi. A complete nomination package must include:
      - A letter of nomination not to **exceed 4-pages (single-spaced)** that summarizes and provides specific evidence of the nominee's sustained contributions during his/her career in a number of the areas listed above.
      - The nominee's current curriculum vita with key contributions relevant to the award highlighted.
      - If desired, up to three additional letters of support from colleagues or academic administrators.
    - vii. Incomplete nomination packets shall not be considered.
    - viii. Nomination packets shall be emailed to the attention of the Executive Director, who shall acknowledge receipt.
4. Procedures
- a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
  - b. The committee chair shall inform the Executive Director by email and no later than October 1 as to the recommended slate of nominees for the Distinguished Service Award.
  - c. The recommended slate of nominees shall include the proper name of the nominee, his or her institutional affiliation, and a one-paragraph citation in support of the nominee's recommendation for the award.

- d. The general procedures for determining a slate of nominees are:
  - i. Committee members are expected to review the nomination packet independently and to submit their rankings and rationale to the committee chair.
  - ii. The committee chair compiles the rankings and rationale and shares the compiled information with the committee.
  - iii. The committee then makes a final selection decision based on the compiled information.
  - iv. All deliberations, votes, and discussions shall be kept strictly confidential and shall not be communicated to anyone outside of the committee.
  - v. Communications to nominees and nominators during the nomination period, during committee deliberations, post-committee recommendation of a slate, and once approved by the Board of DSI for the recognition, shall be from or coordinated with the Executive Director.
- 5. Other Relevant Matters for Distinguished Service Award
  - a. The Board of DSI shall only accept or reject the recommended slate of nominees in its entirety.
  - b. Recipients for this award shall be announced at the annual conference.
  - c. Recipients for this award and their institutional leaders shall be notified formally and in a timely manner of this recognition.

**M. Carol J. Latta Memorial DSI Emerging Leadership Award Committee**

- 1. Function
 

The Committee shall review nomination packets and apply selection criteria to recommend no more than two Regular Members of the Decision Sciences Institute (DSI) in good standing for the Carol J. Latta Memorial Early Career Research Award (“the Latta Award”), who shall be recognized at the annual conference each year.
- 2. Membership
  - a. The committee shall be comprised of no more than seven voting members appointed by the Board of Directors of DSI and who are dues-paying members of DSI.
  - b. The committee shall include a Chair, the outgoing Chair, and a Chair-Elect.
  - c. A member of the committee must not be a current member of the Board of Directors of DSI.
  - d. The committee may include up to three past winners of the award.
  - e. The Executive Director of DSI serves on the committee as an advisor in a non-voting role.
- 3. About the Latta Award
  - a. Purpose
 

The Latta Award is named after a former Executive Director of the Decision Sciences Institute. It recognizes an outstanding researcher in the early stages of his or her career in the field of Decision Sciences.
  - b. Qualifications of Recipients of the Latta Award
    - i. Recipients must have demonstrated excellence in Decision Sciences research. Typical criteria employed by the committee to evaluate nominees include, for example, high-quality publications including in DSI journals, research awards, and/or invitations by research universities to present research colloquia.
    - ii. Recipients shall be a Regular Member of DSI in good standing for at least three years at the time of the nomination.
    - iii. Recipients must have presented research at a minimum of two DSI affiliated conferences.
    - iv. Recipients shall have received his or her terminal degree (e.g., Ph.D., DBA, etc.) within six years prior to the nomination.
  - c. Nomination Procedures for the Latta Award
    - i. Any regular member of DSI in good standing may be nominated by any member of DSI.
    - ii. Self-nominations shall not be accepted.

- iii. Nominations from a current member of the Board of DSI shall not be accepted.
  - iv. The nomination period opens no later than May 1 and closes no later than July 15 of the award year.
  - v. Members appointed to this committee shall not submit nominations during their tenure on the committee.
  - vi. A complete nomination package must include:
    - A letter of nomination not to exceed 4-pages (single-spaced) that summarizes and provides specific evidence of the nominee's impact of scholarship in the field of Decision Sciences, and engagement with the Institute.
    - The nominee's current curriculum vita with key contributions relevant to the award highlighted.
    - If desired, up to three additional letters of support from colleagues or academic administrators.
  - vii. Incomplete nomination packets shall not be considered.
  - viii. Nomination packets shall be emailed to the attention of the Executive Director, who shall acknowledge receipt.
4. Procedures
- a. Refer to Policies and Procedures Section II.C.4 for overall committee procedures.
  - b. The committee shall meet at least once synchronously to conduct their work.
  - c. The committee chair shall inform the Executive Director by email and no later than October 1 as to the recommended slate of nominees for the Latta Award.
  - d. The recommended slate of nominee(s) shall include the proper name of the nominee, his or her institutional affiliation, and a one-paragraph citation in support of the nominee's recommendation for the award.
  - e. The general procedures for determining a slate of nominees are:
    - i. Committee members are expected to review the nomination packet independently and to submit their rankings and rationale to the committee chair.
    - ii. The committee chair compiles the rankings and rationale and shares the compiled information with the committee.
    - iii. The committee then makes a final selection decision based on the compiled information.
    - iv. All deliberations, votes, and discussions shall be kept strictly confidential and shall not be communicated to anyone outside of the committee.
    - v. Communications to nominees and nominators during the nomination period, during committee deliberations, post-committee recommendation of a slate, and once approved by the Board of DSI for the recognition, shall be from or coordinated with the Executive Director.
5. Other Relevant Matters for the Latta Award
- a. The Board of DSI shall only accept or reject the recommended slate of nominees in its entirety.
  - b. Recipients for this award shall be announced at the annual conference,
  - c. Recipients for this award and their institutional leaders shall be notified formally and in a timely manner of this recognition.

**N. Ad Hoc Committees and Special Task Forces**

As per DSI Bylaws, Ad-hoc and Special Task forces may be formed at the discretion of the Board. These committees and/or task forces shall consist of two or more members and shall have and exercise the authority and perform such functions as the Board may prescribe within the limitations imposed by law and the Bylaws.

**IV. HOME OFFICE**

- A. The Home Office shall be responsible for the operation of the Institute and the implementation of the policies and procedures approved by the Board, and shall carry out those duties and responsibilities requested by the President and other officers of the Institute.
- B. The Executive Director, after receiving authority from the Board of Directors, may hire one or more employees to conduct the business affairs of the Institute or to carry out other related activities. The Home Office staff shall be supervised by the Executive Director, who shall also be responsible for the development and annual review of staff.
- C. The Home Office shall be monitored and evaluated via reports provided to the Board at each Board meeting.
- D. The Institute shall maintain a member database. The Institute database may be shared or sold with approval of the Executive Director subject to the following:
  - 1. Mailings issued by the appointed or elected officials of the Institute to its members or non-members shall be reviewed by the Executive Director, who shall consult the Executive Committee as appropriate.
  - 2. Requests by members or non-members to use the mailing list must be in writing accompanied by a copy of the mailing piece. The charge for the Institute's mailing labels is \$100 per one thousand labels.
  - 3. Labels shall be delivered via electronic format.
  - 4. Mailing lists shall not include email address.

## CHAPTER TWO: MEMBERSHIP AND MEMBERSHIP SERVICES

### I. MEMBERSHIP CODES OF CONDUCT

#### A. Decision Sciences Institute Code of Conduct

The Decision Sciences Institute (DSI) is committed to upholding high standards of ethical values and conduct. The DSI Code of Conduct (COC) communicates our values, is a framework for ethical decision making, and provides a guide for ethical conduct for all of our members and stakeholders. The COC applies to all: (i) DSI members irrespective of their membership type, the role they fulfill, or the country in which they live or work, (ii) employees of DSI, (iii) suppliers to DSI, and (iv) participants in all DSI-branded conferences, programs, and activities (aka “events”). The COC reflects our shared values but is not intended as a comprehensive guide to ethical behavior.

#### Core Values

- **Integrity:** Act and communicate in an honest and truthful manner in all situations, and honor commitments and promises.
- **Respect:** Treat all individuals with respect and dignity. Refrain from disparaging individuals or groups. Embrace diversity and create an inclusive environment.
- **Fairness and Justice:** Ensure that opportunities are equally available to all individuals without bias or discrimination. Avoid conflicts of interest and do not use positions for personal gain.
- **Responsibility:** Conduct activities professionally and competently. Take responsibility for your decisions and actions.
- **Protect Privacy:** Protect personal and confidential information. Use information only for its intended purpose.

#### Specific Guidelines

The code of conduct shall, without limitation, require DSI members, employees of DSI, suppliers to DSI, and participants in all DSI-branded events to:

1. Abide by the core values in all communications and actions.
2. Abide by the Bylaws and the Policies and Procedures of the Decision Sciences Institute. The Bylaws serve as the governing document for all programs and will supersede all other documents.
3. Understand, support and promote the Vision and Mission of DSI and cooperate with fellow members in the application of this COC.
4. Comply with the law.
5. Not engage in discrimination, harassment of any type, or other inappropriate actions or statements as defined or protected by law. Report inappropriate actions to relevant authorities, including law enforcement officials.
6. Report COC violations to DSI Executive Director Vivian Landrum [VLandrum@bauer.uh.edu](mailto:VLandrum@bauer.uh.edu) or any DSI Board member.

#### Member Commitment

As a Member of the Decision Sciences Institute:

- I have read the COC and understand that with my online membership application and/or payment of membership dues, I am bound by and agree to abide by the COC.
- I recognize that membership is a privilege and that as a member, I have the responsibility to assure that everyone understands and commits to the COC. I understand that failure to adhere to the professional and personal obligations of DSI in the COC and as defined in the Institute’s Bylaws and Policies and Procedures, can result in sanctions including the termination of my membership.

**B. Decision Sciences Institute Professional Conduct at Conferences**

All participants of DSI-branded conferences are required to abide by the DSI Code of Conduct at all times. Participants must also abide by the following:

1. Session participants should be courteous to each other.
2. Session chairs should be prepared for assigned sessions, show up on time, provide clear guidelines on how sessions are to proceed, report no-shows, and complete any other assigned tasks from the Conference Chair.
3. Presenters should be well prepared to present professionally; be punctual and remain for other presentations in the same session, whenever feasible; and respect and follow the session schedule given by the session chair.
4. If unable to present, presenters must notify session chair prior to the session.
5. Interviewers and interviewees must be registered for the conference.
6. Only those with a conference or guest badge will be admitted into any conference activities; this rule applies to children as well.
7. Participants are not to engage in:
  - a. Any inappropriate actions or statements based on individual characteristics.
  - b. Harassment or disruptive behavior of any kind.
  - c. Enabling or encouragement of any behavior that is prohibited.
  - d. Photographing, videotaping, and/or audiotaping of any presentations unless permission is expressly given by the presenter(s).
  - e. Conducting or participating in Interviews in non-public spaces (e.g., hotel rooms).

Potential violations should be reported to the DSI Executive Director, Vivian Landrum at [vlandrum@bauer.uh.edu](mailto:vlandrum@bauer.uh.edu). Complaints will be promptly investigated and if substantiated will result in sanctions. Sanctions may range from verbal warning, ejection from conference, revocation of membership and notification of appropriate authorities.

**C. Use and Placement of Codes of Conduct**

These codes of conduct shall be:

- Posted on the DSI website.
- Displayed as posters at the registration desk of the annual conference and regional conferences.
- Printed in all conference programs.
- Reminded of by session chairs at each session of all conferences.

## II. MEMBERSHIP SERVICES

### A. Membership Benefits

All membership categories (US and International Regular, Student and Emeritus) shall have electronic access to:

1. The Institute's journals and publications
2. Online Decision Line News Blog
3. Regular email updates on Institute activities
4. Special announcements
5. Calls for Papers for National, Division, Region, and Country Chapter DSI Conferences

### B. Communication

1. Any reference to written communication, shall include electronic means as an acceptable form of communication for notices, ballot, referenda, voting, and any other official DSI business.
2. A requirement for providing notices to the membership shall be deemed to be satisfied if said notice is posted on the DSI website and is emailed to all Members in accordance with the Bylaws.

### C. Membership Termination for Failure to Pay Dues

Membership shall be terminated when a member fails to pay dues within 60 days of the due date.

### D. Membership Termination for Professional Misconduct

Members can be suspended or terminated for not meeting the Institute's minimum standards of professional and ethical conduct as stated in the DSI Code of Conduct. The procedure for members to be terminated by DSI is as follows:

1. A statement of charges shall be sent by registered mail to the last recorded address of the member, accompanied by notice of the time and place of the hearing at which the charges are to be considered.
2. At least thirty days' notice shall be given, and the member shall have the opportunity to appear in person and to present any defense to such charges before action is taken by the Board of Directors.
3. The decision for suspension or termination shall be by a 2/3 majority vote of the Board of Directors. A member suspended or terminated for just cause shall not be entitled to the return of dues or fees. A termination decision is final and the individual cannot be reinstated in the future.

### E. Other Policies

1. The Institute's membership directory shall be published in the member's portal and titled Decision Sciences Institute Membership Directory. It is a searchable but not downloadable directory. The online directory includes the member name, division, academic interest and address. A link for email contact is provided.
2. The Institute's membership application form shall include a field for primary regional affiliation.

## III. ANNUAL CONFERENCE

There shall be at least one annual professional conference of the Institute each year open to all Members.

### A. Site Selection

1. Suggestions for possible sites are made by the Conferences Committee for review by the Board.
2. The Executive Director shall solicit proposals from several key hotels within each city. The Executive Director may utilize the services of a broker.
3. Contracts for DSI Annual Conferences shall be signed by the Executive Director at least five (5) years from the conference date.

**B. Program Chair**

1. Appointment: The Program Chair for the Annual Conference shall be recommended by the President-Elect and approved by the Board 18 months prior to the Annual Conference.
2. The Program Chair shall designate Associate Program Chairs, one for each conference pillar. It is expected that one of the Associate Program Chairs shall serve as Program Chair for the subsequent conference.
3. The Program Chair shall execute all aspects of Conference Planning and Execution as outlined in the Program Chair manual.
4. The Program Chair shall provide the Board with updates on conference planning as requested.
5. Within one month of the conclusion of the Annual Conference the Program Chair shall submit to the Board a report as outlined in the Program Chair manual.

**C. Placement Operations**

The Institute shall offer job placement services for its membership at the Annual Conference.

**D. Conference Program**

The conference will offer an electronic program, containing the schedule of events and session presentations.

**IV. WEBSITE**

The institute shall maintain a website at <http://www.decisionsciences.org>. It shall provide information relevant to the current status of the Institute and should include:

1. General information about the Institute and its activities
2. Contact information
3. Membership definitions, rates and JOIN portal
4. Regional information
5. Conference information
6. Journals portals
7. Placement Services
8. Calendar of Events

**V. OTHER CONFERENCES**

With approval of the Board of Directors, Decision Sciences Institute may sponsor or co-sponsor conferences or activities that are deemed to further the mission of the Institute and add value for members.



## CHAPTER THREE: PUBLICATIONS

### I. BACKGROUND

#### A. Policy Determination

The Board of Directors shall adopt publication policies, consistent with the Institute's goals, for the Institute and its organizational units. The Publications Committee shall monitor all publications to ensure consistency with the Institute's Bylaws and with the policies adopted by the Board of Directors.

#### B. The Institute's Journals and Publications

1. The journals of the Institute shall be Decision Sciences and Decision Sciences Journal of Innovative Education. Other journals and publications may be added with Board Approval.
2. The Institute's official news publication shall be the online Decision Line Blog.
3. Divisions, Chapters and Regions may not create or support journals, books, monographs, or similar publications, whether in print or digitally, to be affiliated with the Division, Chapter, or Region of the Institute, without formal approval by the Board of Directors of the Institute.

#### C. Editors

1. The Publications Committee shall nominate and the Board of Directors shall appoint Editors for the journals and publications of the Institute.
2. Each Editor shall serve at the pleasure of the Board of Directors for a four-year term and may be re-nominated and reappointed by the Board of Directors for a second two-year term.
3. The Board of Directors may review the editorship at any time. The Board shall have the authority to replace an Editor before his or her current appointment has been completed.
4. Each Editor shall be responsible for all aspects of the journal's editorial content of the publication, subject to oversight by the Publications Committee.
5. Department/Associate/Feature Editors/Editorial Review Board members are selected by and serve at the pleasure of the Editors.

#### D. Proceedings

1. Proceedings of the Institute's Annual Conference shall be published.
2. Articles in the Proceedings of the Annual Conference shall be copyrighted to their authors.

### II. PROCEDURES

#### A. Procedures

1. Selection of Editors
  - a. At least fifteen months prior to the end of the term of an Editor, the Publications Committee shall review the editorship of the publication. If the Editor is doing a satisfactory job and is willing to serve a second term, and if the Publications Committee feels it desirable that an Editor be reappointed, a recommendation for reappointment shall be presented to the Board.
  - b. If the Board recommends reappointment, the Editor shall be reappointed to a second term as Editor.
  - c. If the Board declines to support a recommendation of reappointment, the Editor declines an invitation to serve a second term, the Editor is currently serving a second term, or the Editor vacates the position during their term, a new Editor will be selected.
    - i. A Call for Nominations for Editor shall be posted on the Institute's website, sent via email correspondence, with reminders sent periodically, and communicated in other appropriate ways.
    - ii. The Publications Committee shall review nominations and submit to the Board a shortlist of candidates for further consideration, together with biographical sketches

- and the reasons for their selection. The Board shall review the nominees and confirm or propose modifications to selections.
- iii. The Publications Committee shall request and evaluate additional information including but not limited to:
    - a) Current curriculum vita.
    - b) Description of editorial experience with scholarly journals or other publications.
    - c) Statement of interest and availability to serve as Editor, including a description of anticipated academic and professional responsibilities for the next three years.
    - d) Statement of editorial philosophy, including views on editorial policy, directions the publication should take, and composition of and approach to working with Associate/Feature Editors/Editorial Review Board members and reviewers.
    - e) Brief description of administrative, organizational and managerial experience.
    - f) Description of institutional commitment for the support of the editorial office for the next four years.
  - i. The Publications Committee shall present recommendations to the Board regarding the candidate to be selected. The Board shall review the recommendations and finalists' materials, and may choose to interview candidates in person, by phone or electronically, prior to making a decision.
  - iv. The appointment of the new Editor by the Board shall be finalized at least three months before his/her term begins to allow overlap with the outgoing Editor.
  - v. All deliberations, votes, and discussions shall be kept strictly confidential and shall not be communicated to anyone outside of the Board or Publications Committee.
2. Review of editorial/journal performance
    - a. Editors shall present a report, either in person or in writing, to the board on a semi-annual basis.
    - b. Under the direction of the VP for Publications, editor performance shall be reviewed on an annual basis and at any other time as deemed appropriate as outlined in the editor manual.
  3. Publishers
    - a. The Board selects and approves the publisher of Decision Sciences, Decision Sciences Journal of Innovative Education, and other publications published by third parties. At present Wiley-Blackwell is the publisher of the Institute's publications.
    - b. At least 24 months prior to the end of the current Publisher contract term, the Executive Committee shall review the performance of the Publisher. If the Publisher is doing a satisfactory job, is interested in renewal of the contract, and the Executive Committee feels it desirable to renew the contract, a recommendation for contract renewal shall be presented to the Board.
    - c. If the Board recommends renewal, the Executive Director shall negotiate terms for a new contract. If mutually agreeable terms can be reached, a new contract shall be entered into with the current Publisher.
    - d. If the Publisher does not seek renewal, Publisher performance is deemed to be unsatisfactory, or acceptable contract terms for renewal cannot be reached, a new Publisher will be selected.
      - i. A Request for Proposals shall be developed by the Executive Director in conjunction with the Publications Committee. The RFP shall include but is not limited to description of publishing services, i.e. internet hosting, order fulfillment, customer service, dissemination to aggregators, marketing, promotion, advertising, sales and management of reprints of articles, sales and management of supplements, rights and permissions management for the Journals, and quality assurance.
      - ii. Proposals shall be solicited by the Executive Director and evaluated by the Publications Committee and journal editors.
      - iii. A recommendation shall be presented to the Board.
      - iv. The Board shall review the recommendations and may choose to enter into further

- discussions with candidates prior to making a decision.
- v. Upon the selection of a Publisher, the Executive Director shall negotiate terms for a contract for review and approval by the Board.
- vi. The selection of a new Publisher by the Board shall be finalized at least 12 months prior to the end of the current Publisher contract.
- e. All deliberations, votes, and discussions shall be kept strictly confidential and shall not be communicated to anyone outside of the Publications Committee, journal editors and Board.

## CHAPTER FOUR: DIVISIONS, REGIONS, CHAPTERS, COLLEGES, AND SPECIAL INTEREST GROUPS

### I. ESTABLISHMENT

The Institute may establish Divisions, Regions, Chapters, Colleges, Special Interest Groups (SIGS) and other organizational units as determined appropriate and approved by the Board of Directors. All organizational units of the Institute must agree to and comply with a Charter issued and approved by the Board of Directors.

#### A. Organizational Units

1. Regions are defined as U.S. domestic organizational units, formed prior to 1.1.2019, based on geography (MWDSI, NEDSI, SEDSI, SWDSI, WDSI), and re-established with Region Charters in 2019.
2. Country Chapters are defined as organizational units based on national geography outside the U.S. with the exception of EDSI, (CDSI, ISDSI, QDSI as of 1.1.2021).
3. Divisions are broader governance structures, formed prior to 1.1.2019, within which regions and chapters operate (Americas, Asia-Pacific, Europe). MWDSI, NEDSI, SEDSI, SWDSI, and WDSI are part of the Americas Division, CDSI, ISDSI, and QDSI are part of the Asia-Pacific Division. New Country Chapters are to be attached to the corresponding Division. EDSI, originally established as a Division and re-established with a Division Charter in 2019, operates consistent with a Country Chapter.
4. Colleges and Special Interest Groups (SIGs) are organizational units based on discipline or interest area (Data Analytics and Statistics Instruction [DASI] as of 1.1.2021).

#### B. Formation

New Divisions may be created, consistent with DSI Bylaws, to facilitate effective governance of the Institute. The creation of new divisions shall be initiated by the Board, for example in response to changing global membership conditions.

New Country Chapters, Colleges, or SIG's may be created as a result of DSI members expressing interest in establishing such organizational units and fulfilling corresponding expectations.

A proposal to establish a Country Chapter shall include the following

1. A Statement of Intent in establishing a DSI presence in that country and the importance of the Chapter to the Institute.
2. Signatures from at least 10 Regular Members of the Decision Sciences Institute in good standing (i.e., dues are current) that reside in the country and express support for the chapter.
3. The name of a Founding Member who is a Regular Member of the Decision Sciences Institute in good standing that resides in the country and has agreed to lead the Country Chapter until a Board can be established.

A proposal to establish a SIG or College shall include the following

1. A Statement of Purpose defining the specific area of knowledge, learning, or technology of the SIG, and the importance of the SIG to the Institute.
2. Signatures from at least 10 Regular Members of the Decision Sciences Institute in good standing (i.e., dues are current) expressing support for the new SIG.
3. The name of a Founding Chair who has agreed to lead the SIG until elections can be held.

Once mutual interest in creating a new Country Chapter, College, or SIG has been established, a draft Charter shall be developed based on the corresponding DSI Country Chapter, College, or SIG Charter template. The Charter establishes expectations, responsibilities, and governance parameters consistent with DSI Policies and Procedures. Once said charter has been finalized, it shall be presented to the Board for approval.

## II. MEMBERSHIP

### A. Regional Membership for the Americas Division

As DSI Americas regions are not themselves legal entities, they shall not have members or collect membership dues, but may, through DSI, collect conference registration fees, donations, and other fees as they deem necessary.

### B. Regional Membership for International Divisions and Chapters

International Divisions and Chapters may have members or collect membership dues as long as, (i) such Division or Chapter membership dues are deposited, monitored, and accounted for pursuant to all laws of the territory in which the division operates, and (ii) there is clear language in offer of any such membership that it does not include membership and/or benefits affiliated with the Decision Sciences Institute, who assumes no liability or legal responsibility whatsoever.

### C. Board Membership

Only active, dues-paying DSI members may serve on the Board of Directors of any organizational unit of the Institute or nominate or vote for candidates for such office.

## III. REGIONAL, CHAPTER, DIVISION ANNUAL CONFERENCES

### A. Attendance

In order to promote Region, Chapter, and Division activities and services for Members, Region, Chapter, and Division Annual Conferences may accept as attendees both DSI members and non-DSI members. A registration list containing complete contact information (name, affiliation, address, email, phone, DSI member/non-member) of all attendees shall be compiled and provided to the Home Office at the close of said Annual Conference registration, if conference registration is not offered through the Home Office system.

### B. Registration Fees

1. Each Region, Chapter, or Division Annual Conference shall institute a member and a non-member registration fee for all categories of registration.
2. The difference in fees shall be no lower than the lowest annual DSI membership fee existing globally. A Region, Chapter, or Division may choose to raise the fee differential above this amount and retain the difference.
3. U.S. Regions shall maintain a registration roster noting the number of member and non-member registrants. At the conclusion of their Annual Conference, the minimum fee differential shall be submitted to the Home Office for each non-member fee received. This reimbursement shall not include any additional fees regions may choose to implement.
4. Utilizing the registration rosters provided, the Home Office will reimburse U.S. Regions an amount for each active DSI member who registers for, pays for, and attends a U.S. Region Annual Conference in a given fiscal year. This amount will be determined annually at the DSI April Board meeting. Currently this amount is \$10.
5. The Home Office will reimburse each Region for merchant service fees for each non-member registration at the conclusion/reconciliation of the conference.

## IV. REPORTS

- A. Each Region, Chapter, and Division shall submit an annual report of its financial status and of the preceding year's activities to the Institute's Board of Directors within two months of completion of its fiscal year.
- B. Each Region, Chapter, and Division shall submit the names, and email and mailing addresses of its officers to the Home Office within 30 days following the election of its officers.

## V. AMERICAS DIVISION REGION FINANCES

### A. Americas Division Region Accounting Framework

1. In order to satisfy requirements of the U.S. Internal Revenue Service, all fiscal affairs of the regions shall be overseen through the Home Office.
2. Each Region shall submit an annual budget to the Home Office by April 1 for the following fiscal year.
3. Each Region shall submit financial statements in June of each year to the Home Office. Such statements shall include those from any local bank accounts.
4. A Conflict of Interest Statement shall be provided by the Home Office annually to be signed by the Treasurer of each Region. This signed statement is to be included with the Region's financial statements.
5. Region fund balances as reported in the Institute's financial statements shall be reported to each Region at the end of the fiscal year.
6. At the end of the fiscal year, each Region shall be allocated a share of the investment gains/losses accruing from the Institute's investments as outlined below:
  - a. To calculate the average investment balance for the current year allocation, begin with the 2 preceding year's balances (average of 6/30/20x1 and 6/30/20x2). Use the investment balances as reported in the Region's audited financial statement. If a Region or Home Office have contributed or withdrawn funds from the investment account during the current year (6/30/20x3), the 06/30/20x2 balance is updated to reflect that activity before calculating by adding/subtracting the additions/withdrawals from the 6/30/20x2 balance.
  - b. Calculate the percentage that the Home Office and each Region make up of total investment funds. This is done by dividing the average investment balance per Region or the Home Office by the total average investment balance.
  - c. Once the percentages for each Region and the Home Office are calculated, multiply the total investment income/(loss) for the current fiscal year (i.e., for the fiscal year ended June 30, 2018, investment income/loss earned from July 1, 2017 – June 30, 2018) by the percentage calculated in step 2 for each Region and the Home Office. This gives the amount of investment income/(loss) to be allocated to each division.
7. Year-end allocations of annual returns on investments to Region includes interest earned on Certificates of Deposits, checking accounts and Money Market accounts, and dividends and capital gains on equity investments.

### B. Americas Region Accounting Procedures

To satisfy U.S. Internal Revenue Service requirements, all Regions' financial transactions shall be processed in accordance with the ***Guidelines for Regional Financial Management 2020***.

### C. Americas Division Audit

Each Region is subject to audit as a part of the Institute's regular auditing procedures. Upon recommendation of the Institute's public accounting firm, each Region shall make available the information required for the audit.

### D. Other Policies

1. Disbursement  
The Home Office shall make disbursements from accounts held for each Americas Division Region upon request by the Region's Treasurer or VP of Finance and written approval from a duly authorized officer of the Region.
2. Solicitations  
No funds shall be solicited or raised by any Region without the written consent of the Institute's President and the Executive Director.
3. U.S. Region financial statements shall indicate the number of attendees at the Region's Annual Conference.

4. Fiscal affairs of International Divisions and Country Chapters must comply with all laws of the territory in which the Division or Chapter operates.

## CHAPTER FIVE: FINANCES

### I. FISCAL POLICIES AND PROCEDURES

A Fiscal Policies and Procedures Manual will be developed and reviewed annually by the Executive Committee. The manual will document accounting procedures, internal controls, financial planning and reporting, accounts payable and receivable processes, and asset management.

### II. BUDGETS AND REPORTS

#### A. Authority

The Executive Director of the Institute has the authority to exceed the budget within any major category (Publications, Conference, General) by five percent (5%), as long as the total budget is not exceeded. Any overruns exceeding the total budget require the approval of the Board.

#### B. Budget and Financial Statement Preparation

The budget shall be prepared by the Executive Director and the VP of Finance. The Executive Committee will review the budget prior to presentation to the Board for final approval. The budget must be approved by June 30.

#### C. Financial Report Review

The budget and auditor's report shall be reviewed annually. The financial statements shall be reviewed monthly by the Executive Director and reviewed and approved at all scheduled Board of Directors meetings.

### III. FUNDS AND INVESTMENT MANAGEMENT

#### A. Authority

1. The Executive Director, in consultation with the President and the VP of Finance, shall have the authority to expend the Institute's funds in accordance with the policies and objectives of the Institute and their fiduciary responsibility for the management of the Institute's funds.
2. The Executive Director shall have authority to invest any excess funds and other assets according to the guidelines approved by the Board.
3. The Board of Directors shall specify who shall serve as signatories for signing checks on the Institute's master accounts and an updated record of said signatories will reside in the Home Office.

#### B. General Guidelines for the Institute's Investments

1. Maintain an adequate cash balance in the Institute's bank accounts of the greater of one year's operating budget for ongoing operations or the annual anticipated expenses up to a 50% annual revenue shortfall. Cash amounts in excess of this level are considered investable.
2. Invest to preserve principal and minimize risk over the long term.
3. The Institute may utilize an investment broker to manage investment accounts. The current investment guidelines are:
  - a. 60% equities, 40% bonds/fixed income. Either investment category may increase/decrease by no more than 5 basis points. 15% - 20% of the equity position may be in International securities. The income position should be a mixture of fixed-income funds and securities issued by the U.S. Treasury.
4. The Finance and Investment Advisory Committee will conduct a review of the Institute's investment practices annually.



**IV. FEES**

**A. Placement Services**

1. Job Placement: Job placement listings shall appear in the online placement database for a period of six (6) months. After the 6-month listing, should the advertiser wish to continue the Job Placement Ad an additional fee of \$200 will be charged for an extension of 6 months.
2. No Job Placement Ads are to be posted until full payment has been received.
3. Advertisers will receive a DSI Invoice with the terms of sale, including the dates the ad will be posted, total fees, and extension options.

| Term of Ad                   | Rate  |
|------------------------------|-------|
| Six months                   | \$350 |
| Renewal for another 6 months | \$200 |

4. Job Applicant Listing Rates
  - a. DSI Student: free
  - b. Non-DSI student: \$25

**B. Annual Conference**

1. Conference Registration fees are approved by the Board of Directors at the February Board meeting each year.
2. Placement interview table fees are to be determined by Executive Director, with approval by Executive Committee. Current fees are \$300 per table.
3. Exhibitor fees
  - i. Single: 8' x 10" booth: \$750, with increases commensurate with conference location as determined by the Executive Director.
  - ii. Double: 8' x 20" booth: at least \$1500, with increases commensurate with conference location as determined by the Executive Director.

**C. Other policies**

1. All paper presenters must register for the Annual Conference by the date determined by the Program Team (usually by September 15).
2. There shall be no partial registration fees, discounts, deductions for cash payments, or registration fee waivers, including for members of the Program Committee.

**D. Membership Dues**

Membership is annual and is based on "anniversary date," i.e. on the date the member joins. Renewal is annual, one year from join date. Members with past due accounts more than 30 days old are automatically dropped from active membership and will no longer receive benefits. Any past member may rejoin at any time. Membership will then begin on the new Join date.

**E. Membership Fee Structure**

1. Membership fees are set by the Board of Directors. Fees are offered as Regular, Student or Emeritus. Student members are defined as those who are actively enrolled in an accredited college or university and pursuing their Ph.D. Emeritus members are defined as those who are retired from a full-time teaching position.
2. Each membership shall be further defined by category. Categories are determined according to Country of residence of a member at the time of membership. Categories are based on GDP per capita (PPP), with countries in the top 75<sup>th</sup> percentile in Category A, countries in the 50<sup>th</sup> – 75<sup>th</sup> percentile in Category B, and countries below the 50<sup>th</sup> percentile in Category C.
3. Full-time student members shall pay no membership dues and their membership shall be valid for a

period of two years, after which time a renewal will be required. A Student Verification fee will be assessed during the Join process, not to exceed \$20. Student membership is limited to a total of 5 years.

4. The dues schedules and subscription rates shall be reviewed annually by the Board of Directors.

## V. FINANCIAL REPORTING

**A. Fiscal Year:** The Institute's fiscal year is July 1 through June 30.

### B. Other Policies

1. Institute finances shall be audited annually by a Certified Public Accountant. The audit report shall be sent to the Home Office and the Executive Committee.
2. Allocated expenses for services provided to Regions shall be identified and indicated as allocated in all financial statements.
3. The Institute shall file an IRS Form 1099-NEC when payments in excess of \$600 are made for nonemployee compensation for services rendered. The payments subject to this filing include those for casual labor, award recipients and guest speaker honoraria.
4. The Institute is required to file tax form 990 with the IRS no later than November 15 of each year.

## VI. OTHER

### A. Insurance

1. The Institute and its Americas Division U.S. Regions hold Directors and Officers Liability, Employment Practices Liability, Cyber, Media & Security and Commercial Crime insurance coverage.
2. The Institute carries event liability insurance coverage for each annual Conference including those of Regions held within the U.S. This coverage is not event cancellation insurance. Regions shall not be charged the costs paid by the Institute for this insurance.

### B. Contracts

1. Contract Clause (to be included in all contracts or agreements).  
*It is understood and agreed that: (1) the Institute is a professional association consisting of individual members who have primary professional appointments in universities and/or other organizations; (2) Commitments made on behalf of the Institute have been made with the appropriate authorizations as required by the Institute's charter and bylaws; and (3) No commitments made on behalf of the Institute by such individual members may be considered as assuming personal or primary employer responsibility, financial or otherwise, for such commitments.*
2. Only the Executive Director shall have the power and authority to enter into leases, contracts and other agreements on behalf of the Institute or any of its Americas regions and only for items which are within the budget previously approved by the Board and which are necessary or useful to the operations of the Institute. All such leases, contracts, and agreements may be entered into for terms greater than one year, provided, that those having a term greater than one year shall grant the Institute the right to unilaterally terminate the contract without penalty upon one year's written notice to the other party.
3. International units may enter into leases, contracts and other agreements pursuant to all laws of the territory in which the unit operates and such that the contract stipulates the Decision Sciences Institute assumes no liability or legal responsibility whatsoever.

## CHAPTER SIX: AWARDS AND HONORS

Honors and awards for various achievements and services to the profession and the Institute may be given to Institute members and nonmembers as approved by the Board.

### i. INSTITUTE AWARDS

Recipients of Institute Awards are selected using the process described in Chapter One, Section II.

- A. Fellow
- B. Dennis E. Grawoig Distinguished Service Award
- C. Carol J. Latta Memorial Emerging Leadership Award
- D. Lifetime Distinguished Educator Award

### ii. ANNUAL CONFERENCE AWARDS

Recipients of Conference Awards are selected by the Conference Team. If no submission qualifies, an award may not be offered.

#### A. Best Papers

1. Best Theoretical Research paper (\$500)
2. Best Theory-Driven Empirical paper (\$500)
3. Best Learning and Education Research paper (\$500)
4. Best Interdisciplinary paper (\$500)
5. Best Problem-Driven Analytical Research paper (\$500)
6. Best Ph.D. student paper (\$500)

#### B. Instructional Innovation Award (\$500)

This award is sponsored by Alpha Iota Delta.

#### C. Elwood S. Buffa Doctoral Dissertation Award (\$1,500)

This award is sponsored by Wiley.

### III. JOURNAL AWARDS

Recipients of Journal Awards are selected by the Journal Editors.

- A. Decision Sciences Best Paper (contributed by Wiley-Blackwell).
- B. DSJIE Best Paper (contributed by Wiley-Blackwell).
- C. Decision Sciences Best Associate Editor (certificate, website and journal recognition).
- D. Decision Sciences Best reviewer (certificate, website and journal recognition).
- E. DSJIE Best Associate Editor (certificate, website and journal recognition).
- F. DSJIE Best reviewer (certificate, website and journal recognition).

**CHAPTER SEVEN: OUTSIDE ACTIVITIES****I. Alpha Iota Delta****A. Background**

Alpha Iota Delta was established in 1972 as a national student honorary society that recognizes excellence in the decision sciences and information systems at the undergraduate and graduate levels. The purposes of the Alpha Iota Delta chapters are to confer distinction for academic excellence in the decision sciences, to promote the infusion of the functional and behavioral areas of administration with the tools, concepts and methodologies of the decision sciences; and to promote professional fellowship among students, faculty, and administration who share a common interest in the development of decision sciences. Alpha Iota Delta is an independent strategic partner organization of DSI.

**B. Other Policies**

1. The acceptance of new members, although based on specific criteria, is at the discretion of the individual chapters, under the guidelines provided by Alpha Iota Delta.
2. The President of Alpha Iota Delta shall make a short presentation about the purpose and activities of Alpha Iota Delta in conjunction with the Instructional Innovation Award presentation during the Awards Luncheon at the Annual Conference.
3. Alpha Iota Delta shall have at least one Alpha Iota Delta representative serve as a reviewer for the Institute's Instructional Innovation Award Competition.
4. Alpha Iota Delta may publish a column in the Decision Line blog.

**II. Collaboration with Professional and Academic Organizations**

With approval of the Board of Directors, the Decision Sciences Institute may collaborate with professional and academic organizations to further the mission of the Institute and add value to its members.

**APPENDIX A****Guidelines to add a name to the Board Election Slate via petition process:**

1. Potential candidate to contact DSI Home Office and notify of intent to add name to slate. Home Office will inform as to exact number of signatures required for petition as pre-determined by membership roster at announcement of slate.
2. Potential candidate to draft petition requesting signatures of approval. Petition to contain title of Board position desired, name of candidate, qualifications of candidate for position, intent to serve and agreement to abide by all requirements if elected.
3. Potential candidate cannot be provided any lists of membership from Home Office, but is encouraged to utilize DSI resources provided via membership.
4. Only active, voting-eligible DSI members qualify for signatures. Potential candidate may request Home Office verify active, voting-eligible members from list provided by candidate at any time during process. (Images of email correspondence will not be accepted.)
5. Final petition with signatures is required to be submitted to Home Office no later than midnight January 10.

**APPENDIX B****Performance Review for DSI Executive Director**

Period Under Review: May 2020 – April 2021

**Suggested Ratings:**

Outstanding (5) – Performance over a sustained period of time clearly and consistently exceeds expectations. Both results and how they are achieved are outstanding.

Very Good (4) – Performance clearly meets and sometimes exceeds job requirements and significant contributions are made beyond job demands.

Fine (3) – Solid and occasionally impressive performance.

Improvement Needed (2) – Performance is frequently unsatisfactory

Poor (1) – Performance is consistently unsatisfactory.

I don't know (0)

**Overall Institute Performance**

1. Works with the board and home office staff to develop strategies for achieving mission, goals, and financial viability.
2. Provides sound analysis, judgment, and communication related to progress and opportunities, and need for changes.
3. Maintains and utilizes a working knowledge of significant developments, trends, and historical context as they relate to the Institute.
4. Builds respect and profile for the Institute in its various constituencies.
5. Establishes ambitious goals for excellence and impact, and initiates, maintains, and adapts programs with excellence and impact.
6. Demonstrates an ability to foresee problems and utilizes preventative problem-solving strategies.
7. Ensures the Institute conducts all business at the highest standard of integrity and ethics.

**Relationship with Board of Directors/Governance**

1. Provides appropriate leadership and support to the board.
2. Demonstrates an understanding of differences between the administrative role of the Executive Director and the policy-making role of the board.
3. Establishes and maintains positive and effective working relationships with each member of the board.
4. Shares relevant information and communicates openly, honestly, and in a timely and organized fashion.
5. Acts in conformance with board policies and directives.
6. Synthesizes information and frames issues and questions in a manner that enables the board to make appropriate decisions.
7. Prepares periodic reports to the board regarding all important aspects of the Institute's functions and operations, highlighting both achievements, opportunities, and areas of concern.
8. Ensures board members are kept fully informed in a timely manner regarding the condition of the Institute and important factors influencing it.
9. Jointly, with the President, conducts official correspondence for the Institute, and jointly with designated officers, executes legal documents appropriately.
10. Establishes and maintains positive and effective working relationships with committees of the Board.
11. Ensures that board committees are appropriately supported and that their work is completed in a timely manner.

**Strategic Planning**

1. Oversees the strategic planning process.

2. Works with the board to develop a long-range plan every 5 years, and to review the plan on an annual basis.
3. Working with the President, oversees the development of annual action plans for board approval.
4. Implements new programs and services growing out of the strategic planning process

#### **Human Resource Management**

1. Establishes and leads an effective home office team, maintaining a climate of excellence, accountability and respect.
2. Ensures that job descriptions are developed, reviewed, and updated as appropriate.
3. Recruits, develops, and retains a diverse staff, ensuring that employees are licensed and credentialed as required, and that appropriate background checks are conducted.
4. Ensures compliance with relevant workplace and employment laws.
5. Sets clear performance expectations and goals for team members. Utilizes an effective system of performance appraisal for all staff (this is accomplished via the University of Houston's annual performance evaluation process) and establishes and reviews appropriate follow-up actions.
6. Provides ongoing supervision and training for all program staff.
7. Encourages and supports all staff in updating their skills and knowledge necessary to ensure the most appropriate and effective services possible are delivered.
8. Delegates authority and monitors results appropriately.
9. Encourages innovative thinking and solutions and effectively incorporates the ideas and contributions of others.
10. Ensures that procedures and organizational culture seek to maximize volunteer involvement.

#### **Financial Management**

1. Ensures the Institute's business is operated in accordance with Generally Accepted Accounting Principles and Procedures.
2. Ensures appropriate control and accounting of all funds, including implementation of sound financial practices.
3. Coordinates with the auditor to complete an annual audit in a timely manner and takes actions to improve business practices based on recommendations made.
4. Oversees the preparation of regular reports to the Board regarding the financial condition and fiscal operation of the Institute.
5. Works with Home Office staff, the finance committee, and the board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets) as appropriate.
6. Ensures that official records and documents are retained and that the Institute complies with federal, state and local regulations. (i.e. Form 990, W-9 forms)
7. Oversees the development and management of the Institute's investment funds and financial strategies in conjunction with the board.
8. Develops realistic yet ambitious plans for acquiring funds.

#### **Program Development and Management**

1. Develops, implements, and supervises programs and services that are consistent with the Institute's mission and strategic plan and that meet the needs of the Institute's constituents and the community.
2. Ensures accessibility of services to the Institute's constituencies.
3. Maintains a system of quality program record-keeping and documentation of all activities.

#### **Journal Management**

1. Maintains an effective working relationship with the publisher of the Institute's journals.
2. Ensures the contract with the publisher is maintained and supported by both parties consistent with the DSI Policies and Procedures.

3. In coordination with the Publications Committee and board, ensure journals are operating consistent with the goals and metrics established.
4. Ensures that journal editors are appropriately supported.

**External Relationships**

1. Develops and maintains effective working relationships with other organizations and individuals as appropriate.
2. Ensures that contracts are maintained and supported by both parties.
3. Ensures services are delivered consistent with the goals and metrics established, and identifies and communicates opportunities for service improvement to providers.
4. Serves as an effective spokesperson for the Institute and represents the Institute effectively to its various constituencies.

**Annual Conference Management**

1. Plan and execute a successful annual conference, keeping within or surpassing positive budgeted projections.
2. Serve as liaison with Program Team and CMS Manager to ensure all conference operations and deadlines are followed in accordance with guidelines set forth in Conference Planning Manual.
3. Develop and implement networking opportunities, special events and award functions at conference.
4. Liaise with host hotel to ensure contract conformity, schedule F&B requirements, plan exhibit space, schedule session rooms, and any other requirements to ensure a successful conference.
5. Manage awards – coordinate with award coordinators to order and/or print awards, prepare cash prizes and distribute appropriately.
6. Create awards program with President and Program Chair, including drafting script and PowerPoint presentation.
7. Develop and bring a team of volunteers to provide conference support.



APPENDIX C

**DSI Master Annual Calendar**

**Specific to Board business:**

1. At February meeting the Board shall:
  - a. Review membership fees and approve changes.
  - b. Approve conference registration fees for the upcoming annual conference.
  - c. Review final committee reports.
  - d. Review progress against the strategic plan and update the 5-year strategic plan accordingly.
  - e. Confirm the Program Chair for the annual conference 1 ½ years out.
  - f. Review annual dues schedules and subscription rates.
2. At May meeting the Board shall
  - e. Participate in a Board orientation.
  - f. Approve the budget for the subsequent fiscal year.
  - g. Approve committee charges.
  - h. Review journal/editor progress.
3. Executive Committee Executive Director Review by April 15
4. Conduct a full strategic planning session including a SWOT analysis, and update the Strategic Plan every five years starting in 2021.

**General**

|                |  |
|----------------|--|
| By Jan. 1      | Request Leadership Philosophy from President-Elect candidates  |
| Jan. 10        | Deadline for additional names to be added to slate via petition process  |
| Jan 20         | Last day to join/renew for inclusion in Board election   |
| By Jan. 20     | Order plaques for outgoing Board members   |
| Jan 21         | Create voting-eligible membership database for elector list  |
| By Feb 1       | Open Board election (open for 20 days)   |
| By Feb. 1      | Notify regional Treasurers to submit budget for next fiscal year. Due by April 1.  |
| Feb 30         | E.D. to begin process for VP-Elect to Executive Committee  |
| April 1        | Executive Committee to review Executive Directors Performance Review document for presentation to Board                        |
| By April 30    | Prepare draft budget for Board   |
| May 1          | New Board term begins  |
| By May 1       | Open nominations for Fellow, Lifetime Distinguished Educator Award, Grawoig Distinguished Service Award, Carol J. Latta Award  |
| June 1 – Oct 1 | Nomination period for new Board election   |
| By June 15     | President and Executive Director meet with each committee  |
| July 15        | Close nominations for Fellow, Lifetime Distinguished Educator Award, Grawoig Distinguished Service Award, Carol J. Latta Award |
| By Sept 1      | Schedule annual audit - to be completed by November 1  |
| Oct 30         | Deadline for Nominating Committee to review candidates, prepare slate for Board approval at Nov. mtg                           |
| Nov. 15        | Deadline to file Tax Form 990  |
| Dec. 10        | Deadline to announce Board slate to membership, announce deadline for elector list creation                                    |

**Reminders:**

1. At least three months prior to end of term for editors, Publications Committee to review editorship of publications for recommend of reappointment or new editor.

2. At least 24 months prior to end of Publisher contract, Executive Committee to review performance of Publisher.
3. Within 30 days of organizational unit elections – Home Office to receive listing of new Board members with email and university.