

Southwest Region of the Decision Sciences Institute

Charter

Approved by DSI Board September 2019

1. NAME

The name of this organization shall be "Southwest Region of the Decision Sciences Institute", hereinafter referred to as "Southwest Region".

2. AFFILIATION & LEGAL STATUS

The Decision Sciences Institute, Inc. (hereinafter sometimes referred to as, "DSI") is organized and operated as a nonprofit corporation exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code.

The Southwest Region is created and authorized by the Decision Sciences Institute through the granting of this charter as belonging to the Americas Division, consistent with Title 5 of the Bylaws of the Decision Sciences Institute. As such, the Southwest Region is not a legal entity and cannot enter into contracts or any other legally-binding activities.

The organization, structure, membership, voting, activities, finances, and reporting of the same, and all other matters relating or pertaining thereto, of the Southwest Region shall be conducted in accordance with and subject to the Bylaws and the Policies and Procedures Manual of the Decision Sciences Institute.

3. ADDRESS

The mailing address of the Southwest Region shall be the mailing address of the Decision Sciences Institute Home Office.

4. MISSION

To further the mission of the Decision Sciences Institute, the Southwest Region shall conduct activities in that region to provide for the exchange of information among those who extend, apply, and teach disciplines of the decision sciences.

5. MEMBERSHIP

As the Southwest Region is not a legal entity, it shall not have members or collect membership dues.

6. BOUNDARIES OF THE REGION

While attendees of the Southwest Region conference come from all over the world, the territories in which the Southwest Region is expected to meet include Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

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7. FISCAL YEAR, BUDGET, AND FINANCIAL MATTERS

The fiscal year of the Southwest Region shall be the same as for the Decision Sciences Institute.

A budget of expected revenues and expenses for the upcoming year shall be submitted for review and approval by the Board of Directors of the Decision Sciences Institute as specified in the Policies and Procedures Manual of the Decision Sciences Institute.

At all times, all matters of the Southwest Region that are financial transactions in nature (e.g., payments and receipts) shall be conducted through and by the Decision Sciences Institute Home Office, unless rare exceptions have been formally requested and received by the Southwest Region.

8. GOVERNANCE OF THE REGION

8.1. BOARD OF DIRECTORS

The Southwest Region shall be managed by a Board referred to as the Southwest Region Board of Directors.

The Southwest Region Board of Directors shall be comprised of no fewer than five (5) members, plus one ex-officio non-voting member from the Executive Committee of the Board of Directors of the Decision Sciences Institute.

When the Southwest Region Board of Directors has only five (5) members, the officer positions on the Southwest Region Board of Directors shall be designated as President, President Elect, Vice-President for Programs and Meetings, Vice-President for Finance, and Secretary.

When the Southwest Region Board of Directors has more than five (5) members, the positions on the Southwest Region Board of Directors shall be comprised of the following elected and appointed officers. The elected officers of the organization shall be President, President Elect, Vice-President for Finance, Vice-President for Participation, Vice-President for Programs and Meetings Elect, Vice-President for Student Liaison, Secretary, and Advisory Council members (3-9 members). The Past President and Vice-President for Programs and Meetings are elected first as President and Vice-President for Programs and Meetings Elect and serve on the Board of Directors; the Regional Archivist is an appointed officer of the Board of Directors.

8.1.1. ROLES AND RESPONSIBILITIES OF BOARD

The specific duties of the SWDSI elected officers and appointed officers are detailed in the SWDSI Operating Manual. In brief, the duties of the various positions are as follows:

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President. The President shall be the region's Chief Executive Officer. The President shall serve for a term of one (1) year, and shall automatically become Immediate Past-President for a subsequent term of one (1) year.

The President shall be the chief executive officer of the Southwest Region and chairperson of the Board of Directors. He/She shall be responsible for planning and conducting the affairs of the organization in such a manner as to further the objectives of the Southwest Region and the policies and programs established by the Southwest Region. He/She in coordination with another SWDSI Board Officer and with the approval of the Executive Director shall have the authority to incur reasonable expenses and make normal financial commitments on behalf of the organization during his/her term of office. The President shall be responsible for, in cooperation with the Strategic Planning Committee, the strategic planning of the organization including the generation of innovative new approaches to support the SWDSI mission statement and vision statement.

The President shall preside over all meetings of the organization and shall be responsible for naming the members of the Committee on Nominations, Strategic Planning Committee, Distinguished Service Award Selection Committee, and Outstanding Educator Award Selection Committee within one month after the SWDSI annual meeting. He/She shall, subject to approval of the Board of Directors, make other appointments as deemed necessary for the efficient and effective execution of the affairs of the SWDSI.

The President shall represent the region in the Regional Activities Summit Meeting at the DSI Annual Conference each year.

Immediate Past-President. The Immediate Past President shall, in the absence or incapacity of both the President and President-Elect, preside at meetings of the Board of Directors. The Past President shall serve as a member of the Board of Directors and as chairperson of the Committee on Nominations. The Past President shall provide counsel, guidance, and assistance to the President in whatever ways requested and may have additional duties delegated to him/her by the President.

President-Elect. The President-Elect shall, in the absence or incapacity of the President, act as President and preside at meetings of the Board of Directors. The President-Elect shall serve for a term of one (1) year, and shall automatically become President for a subsequent term of one (1) year.

The President-Elect shall serve as the general assistant to the President, carrying out such duties as may be assigned by the President. In the event of the incapacity of the President to serve, the President-Elect shall assume the Presidency and perform the duties of the President. The President-Elect's succession to the office of the President shall not be affected by his/her having assumed and performed the duties of President during any portion of his/her term as President-Elect. The President-Elect shall join the President in representing the region in the Regional Activities Summit Meeting at the DSI Annual Conference each year.

Vice-President for Finance. The Vice-President for Finance shall act as the Treasurer, shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of account of the properties and transactions of the Region, and other matters customarily included in financial statements.

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The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Region with such depositories as designated by the Home Office; shall disburse, or cause to be disbursed, the funds of the Region as may be ordered by the Board; shall render, or cause to be rendered, to the DSI Executive Director, whenever requested, an account of all transactions as authorized and of the financial condition of the Region; and, shall have such other powers and perform such other duties as may be prescribed by the Board, the DSI bylaws, or the Corporation's Policies and Procedures Manual.

Vice-President for Participation. The Vice-President for Participation shall assume a leadership role in generating and retaining Institute members for the Southwest Region. He/She shall actively seek ways of enhancing benefits of participation in SWDSI and membership in DSI. He/She shall coordinate activities with the Chair of the Institute's Member Services Committee and the Institute's Member Services Coordinator to operationalize the Campus Representative Program and other Institute's member solicitation/retention activities. He/She shall keep, update, and maintain a membership roll of Institute members active in the Southwest Region, in coordination with the Southwest Region's Secretary, and shall be responsible for the procedures associated with membership renewal each year. He/She also shall provide mailing and contact information for SWDSI participants as required. The Vice-President for Participation shall serve as a member of Institute committees (such as the Member Services Committee) as specified in the DSI Bylaws.

Vice-President for Programs and Meetings. The Vice-President for Programs and Meetings (a.k.a., Program Chair or Conference Chair) shall be responsible for planning and supervising the program at the annual professional meeting of the organization. This officer, at his/her discretion, may appoint an Associate Program Chair and/or a Proceedings Editor or Co-editor. The Vice-President for Programs and Meetings shall be able to incur appropriate and reasonable program expenses and may make appropriate and reasonable financial commitments relative to the annual program up to the limits approved by the President, who seeks the advice of the Board of Directors.

Vice-President for Programs and Meetings Elect. The Vice-President for Programs and Meetings Elect (a.k.a., Program Chair Elect) shall serve as general assistant to the Vice-President for Programs and Meetings, carrying out such duties as may be assigned. He/She will work with the Vice-President for Programs and Meetings to understand the duties and responsibilities of planning and supervising the annual meeting. The Vice-President for Programs and Meetings Elect will attend the annual meeting and assist in the management of the meeting as requested by the Vice-President for Programs and Meetings. The Vice-President for Programs and Meetings Elect, upon the successful completion of his/her duties, shall become the Vice-President for Programs and Meetings for the following annual meeting.

Vice-President for Student Liaison. The Vice-President for Student Liaison shall be responsible for generating student participation in the Southwest Region. He/She shall, in coordination with the Vice-President for Programs and Meetings, encourage student participation in the Southwest Region's meetings. The Vice-President for Student Liaison shall serve as Track Chair of the Student Paper Track for the annual meeting and shall be responsible for the procedures for the Student Paper Competition and any awards.

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Secretary. The Secretary shall serve as the Recording Secretary for the region and shall maintain and provide access to the records of the Region; record the minutes of all proceedings of the Board; authenticate the records of the Region and give or cause to be given, notice of all meetings of the Board required by the DSI bylaws to be given. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board, the DSI bylaws or the Corporation's Policies and Procedures Manual.

Regional Archivist. The Regional Archivist shall be responsible for maintaining a history of the organization and a collection of documents prepared and distributed by the organization using printed and/or electronic copies. The responsibilities of the Regional Archivist shall be to:

(a) Maintain appropriate records of the activities of the Decision Sciences Institute, Southwest Region, including (but not limited to) 1. Minutes of Board of Directors Meetings and Business Meetings 2. Treasurer reports and financial statements 3. Copies of meeting programs and Proceedings 4. Procedures for planning and conducting annual programs and meetings 5. Copies of annual meeting announcements 6. Copies of Program Chair reports

(b) Provide to the Institute's Home Office materials concerning the Southwest Region that the Executive Director of the Institute may request and that are available.

(c) Provide advice, assistance, and counsel to the President and Secretary of the Southwest Region in maintaining the Charter of the Southwest Region.

Advisory Council. Each of the elected Advisory Council members shall serve a three-year term. They will serve as advisors to the President and other officers of the Southwest Region. The composition of the Advisory Council shall as practicably as possible reflect the demographic composition of the organization.

8.1.2. BOARD ELIGIBILITY

Only Regular Members of the Decision Sciences Institute in good standing (i.e., dues are current) shall be nominated and elected or appointed to serve on the Southwest Region Board of Directors.

Members of the Southwest Region Board of Directors shall maintain Regular Member status in the Decision Sciences Institute during the entire term of Board service.

No individual shall serve contemporaneously in more than one official position on the Southwest Region Board of Directors.

No individual shall succeed to the same Board position within two (2) terms of vacating such Board position, except under extenuating circumstances and subject to formal approval by the Board of Directors of the Decision Sciences Institute.

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8.1.3. BOARD POSITION NOMINATION OR APPOINTMENT

Members to serve on the Southwest Region Board of Directors shall be nominated and elected by voting-eligible members of the Decision Sciences Institute as defined in the Bylaws of the Decision Sciences Institute through a consistent process approved by the Board of Directors of the Decision Sciences Institute.

8.1.4. BOARD DECISION-MAKING AND RECORD KEEPING

Only matters that are consistent with the Bylaws of the Decision Sciences Institute shall be brought forth for discussion or adjudication by the Southwest Region Board of Directors.

No matter before the Southwest Region Board of Directors shall be acted on unless minutes of the decisions are recorded.

All matters to be decided by the Southwest Region Board of Directors shall require a majority vote of the Southwest Region Board of Directors.

All minutes of meetings of the Southwest Region Board of Directors shall be provided to the Home Office of the Decision Sciences Institute.

The Decision Sciences Institute reserves the right to review all actions of the Southwest Region Board of Directors, and to veto or otherwise reverse or overrule any such action that has the potential to damage or cause harm to the Decision Sciences Institute and its viability.

9. CONFERENCE OF THE REGION

9.1. CONFERENCE LOGISTICS

The Southwest Region shall organize a conference annually, except under extenuating circumstances and with formal approval by the Board of Directors of the Decision Sciences Institute.

The name of the conference organized by the Southwest Region shall be marketed as the [YEAR] Conference of the SWDSI.

The timing of the conference being organized by the Southwest Region shall normally be during the months of January, February, March, or April.

The location of the conference being organized by the Southwest Region shall be within the United States that are logically considered to be part of the Southwest Region.

The conference being organized by the Southwest Region may be in conjunction with other conferences organized by professional entities not affiliated with the Decision Sciences Institute subject

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to the Board of Directors of the Decision Sciences Institute. The conference being organized by the Southwest Region shall be either separate from conferences organized by other regions or in conjunction with conferences organized by other regions.

The Southwest Region shall establish differential conference registration rates consistent with the Bylaws of the Decision Sciences Institute.

9.2. CONFERENCE CHAIR

The conference organized by the Southwest Region may have a conference chair.

Only Regular Members of the Decision Sciences Institute and in good standing shall be nominated and elected or appointed to serve as a conference chair.

The conference chair shall maintain Regular Member status in the Decision Sciences Institute during the time he/she serves in this capacity.

9.3. CONFERENCE REGISTRATION SYSTEM

The Southwest Region shall have available for its use the Conference **Management** System of the Decision Sciences Institute. The nominal cost for usage of such system shall be conveyed to the Southwest Region in advance and shall be expensed against revenues of the conference.

The Southwest Region shall have available for its use the Conference **Registration** System of the Decision Sciences Institute. This will be provided at no cost.

10. PUBLICATIONS OF THE REGION

The Southwest Region shall have discretion to produce and to manage conference proceedings.

The Southwest Region shall not create or support journals, books, monographs, or similar publications, whether in print or digitally, to be affiliated with the region or the Decision Sciences Institute.

11. COMMUNICATIONS FROM THE REGION

The Southwest Region shall have discretion to communicate activities of the regions to relevant stakeholders, including but not limited to members of the Decision Sciences Institute for which such communication shall be through the Decision Sciences Institute Home Office.

The Southwest Region shall maintain webpages consistent with overall branding of the Decision Sciences Institute.

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12. REVOCATION OF CHARTER

The Charter for the Southwest Region may be revoked at the request of the Southwest Region Board of Directors or for cause such as the following:

- Failure of the Southwest Region to abide by the terms of the Charter
- Fiscal impropriety on the part of the Southwest Region Board of Directors or its appointees
- Consecutive years of absence of the Southwest Region to be represented at Regional Activities Summit of the annual meeting
- Consecutive years of financial losses from Southwest Region regional activities
- Consecutive years of inadequate attendance at the Southwest Region annual conference

Before a judgment of revocation is passed, the Southwest Region shall be given timely notice of any charges against it and the opportunity to present its case against revocation to the Board of Directors of the Decision Sciences Institute.

Revocation of the Charter for the Southwest Region shall require a two-third affirmative vote of the Board of Directors of the Decision Sciences Institute.

13. OTHER

At all times, acts and activities of the Southwest Region that are not covered by this Charter shall require formal approval by the Board of Directors of the Decision Sciences Institute before being conducted.