



## Operations Research Society of the Philippines (ORSP)

### STUDENT CHAPTER//AFFILIATE FORMATION GUIDELINES

(Updated August 2008)

#### 1.0 Requirements for Student Chapter Accreditation

1.1 Student groups applying for accreditation as an ORSP Student Chapter shall meet the following criteria:

1. The proposed student chapter must belong to a CHED-recognized university/school with an accredited program, which has Operations Research or Management Science or Quantitative Methods as subjects. These programs are inclusive of, but not limited to, Industrial Engineering (or equivalent) and Applied Mathematics.
2. The student organization must have a minimum of 20 members all of whom are currently enrolled in the accredited programs.
3. The Faculty Advisor must be a full-time staff member of the accredited program of the school.
4. No other Student Chapter for the program in the same school has previously been accredited.

1.2 Each student chapter accreditation application shall include:

1. Letter requesting for accreditation signed by both the student representative and the faculty adviser;
2. List of adviser/s, officers and members with their respective contact numbers;
3. Letter of endorsement from the dean or chairman of the university recognizing student organization as legitimate;
4. Chapter constitution and by-laws; and
5. Membership fee of P 1,000.00.

#### 2.0 Minimum Requirements to Maintain Active Status

2.1 Upon approval of the Student Chapter accreditation by the ORSP Board of Directors, active status shall be maintained provided that the following requirements are met:

1. Payment of the annual student chapter affiliation dues to the ORSP Office.
2. Annual submission of the Chapter Activity Report which must include:
  - At least one (1) chapter activity (meeting, plant tour or field trip, symposia, etc.) per year;
  - Participation in at least one (1) ORSP activity, inclusive of, but not limited to: the Quiz, Paper Competition, Student Congress, General Membership Meetings, National/Regional Congress or Conferences, Lecture Series and others.
3. Annual submission of the current list of officers, members and faculty adviser, including the contact person, postal address, telephone or cell phone numbers, fax number, and email address,

2.2 Student Chapters unable to comply with all three requirements shall be considered inactive. If the student chapter remains inactive for three (3) consecutive years, accreditation shall be withdrawn and application for reactivation shall be required.

### 3.0 Operating Guidelines & Policies

3.1 ORSP Student Chapters shall use the official logo in all its communications and promotional materials.

3.2 ORSP Student Chapter officers shall take their oath of office from the ORSP National President or his/her representative.

3.3 Members of the Student Chapter may avail of the discounted fees to events hosted by ORSP.

### 4.0 Model Constitution and Bylaws for Student Chapters

4.1 The Model Constitution and Bylaws for Student Chapters is intended to complement the Constitution and Bylaws of the ORSP.

4.2 Officers and Committees in addition to those defined in the model may be defined by the Student Chapter.

4.3 Dates of elections and office tenure shall be determined by the Student Chapter. It is suggested that the Student Chapter hold elections to enable smooth transition from the outgoing to the incoming officers.

4.4 The Student Chapter may decide on the amount of membership fee to charge its members, if any, considering that annual dues are to be remitted to ORSP.

4.5 Amendments to the approved Student Chapter Constitution and By-laws will require prior approval by the ORSP Board before ratification.

### 5.0 Affiliate

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Under justified circumstances and upon the approval of the ORSP Board of Directors, an Affiliate, rather than a Student Chapter may be established.

5.1 An organization that wishes to establish a Student Chapter shall be:

1. subject to the same requirements and be entitled to the same privileges (except for 3.2) as that of a Student Chapter;
2. classified as an "Affiliate" and not as a Student Chapter; and
3. allowed only one Affiliate organization per program of study within the same school.

5.2 The Affiliate may come up with its Constitution and ByLaws but shall have the option to retain its organizational logo and ByLaws for as long as it explicitly establishes the ORSP Affiliate as a special body within the organization.

## Model Constitution and Bylaw for Student Chapters

### Constitution

#### ARTICLE 1 – NAME

This organization shall be known as the (name of school) ORSP Student Chapter, herein after called the “Student Chapter”, which shall have been granted a charter by the Board of Directors of the Operations Research Society of the Philippines (ORSP).

#### ARTICLE II - OBJECTIVES

The objectives of the Chapter shall be to promote Operations Research as a profession and as a tool for optimization through organization of activities that promote the study, research, discussions, and dissemination of knowledge thereby gained of the various fields of Operations Research. The Chapter shall promote membership in ORSP by acquainting the student body with the ideas, purposes and objectives of ORSP.

#### ARTICLE III - MEMBERSHIP

- Section 1. Any person who is a bonafide student in an undergraduate or graduate degree program, which has Operations Research or Management Science or Quantitative Methods as a major component, is eligible for membership in the Student Chapter.
- Section 2. All members of the Student Chapter are subject to the Constitution and Bylaws of the Operations Research Society of the Philippines.

#### ARTICLE IV - STUDENT COUNCIL

The Chapter is classified as a professional organization and is to be registered with the appropriate College and/or University Student Council. The Chapter is to be directly represented in the Student Council and Council decisions shall be binding upon the Chapter provided these do not conflict with the ORSP Constitution and Bylaws.

#### ARTICLE V - OFFICERS

- Section 1. The officers of the Chapter shall be President, Vice-President, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined if necessary. All officers must be members in good standing.
- Section 2. The officers of the Chapter shall be elected in the manner prescribed by the By-Laws of the Chapter. They shall hold office for a period of one (1) year.

#### ARTICLE VI - QUORUM

In order to transact business at a meeting, at least one-fourth (1/4) of the chapter membership shall be in attendance.

#### ARTICLE VII - AMENDMENTS

This Constitution may be amended by a three-fourths ( $\frac{3}{4}$ ) vote of the members present at any regular or special meeting, provided that written notice of the amendment has been disseminated to all members at least ten (10) days prior to the date of the meeting. Upon passage, an amendment becomes effective upon approval by ORSP.

## **Bylaws**

### ARTICLE I - DUES

- Section 1. The regular annual dues for all Student Chapter members shall be as set by and remitted to the ORSP.
- Section 2. The Chapter shall be authorized to request from its members a voluntary contribution for the Chapter treasury for use by the Chapter. The Chapter will be responsible for handling these funds.
- Section 3. Student applications for membership are evaluated by the officers of the Student Chapter.

### ARTICLE II - NOMINATIONS

- Section 1. At least two (2) meetings or ten (10) weeks prior to the scheduled election meeting, the President shall appoint three (3) senior students to the Election Committee.
- Section 2. The Election Committee shall prepare a ballot consisting of at least one (1) member for each office. Permission of the candidates to have their names on the ballot must be obtained.
- Section 3. At the last meeting before the annual election meeting, the Election Committee will make known the ballot. At this meeting, additional nominations will be accepted from the floor and included on the ballot.

### ARTICLE III - ELECTIONS

- Section 1. Elections shall be held in March.
- Section 2. New officers shall take office on April 1 and continue through March 31 of the following year.
- Section 3. Special meetings will be called to elect new officers to fill any vacancies, which occur. Written notice of the special meeting, its purpose and office to be filled shall be posted or mailed to all members at least ten (10) days prior to the day of such a meeting.
- Section 4. No student shall be elected to office if he or she is expected to graduate before completing at least one-half (1/2) year of the term of office.
- Section 5. No officer may hold a given office for more than one (1) year.
- Section 6. A majority vote of all members present shall be necessary to elect an officer.
- Section 7. All elections shall be by secret ballot.

- Section 8. Removal of any officer may be accomplished only upon presentation of just and reasonable cause for such action to the Faculty Advisor of the Chapter and, upon the Faculty Advisor's approval, with a two-thirds (2/3) vote of all enrolled members of the Chapter.

#### ARTICLE IV - MEETINGS

- Section 1. The Chapter shall hold regular monthly meetings during the school year with the exact dates to be determined by the officers.
- Section 2. Notice of all meetings shall be posted on the Bulletin Board or mailed to all Chapter members at least ten (10) days prior to the date of the meeting. Meetings may be further publicized through other methods deemed appropriate.

#### ARTICLE V - PROGRAMS

- Section 1. A regular meeting shall be held each month.
- Section 2. At least one (1) activity of a professional nature shall be scheduled each academic year and must be supervised by the Faculty Advisor.
- Section 3. Social functions may not be scheduled in place of a regular monthly meeting.

#### ARTICLE VI - DUTIES OF OFFICERS

- Section 1. The PRESIDENT, as Chief Executive of the organization, shall supervise the activities and affairs of the Chapter. The President is the executive, administrative, presiding and reporting officer. The President shall be responsible for public relations, publicity and promotion of the Chapter and ORSP activities. The President will appoint a representative to the Student Council at the University and will work with the Faculty Advisor, the ORSP Secretariat, the ORSP Director-in-charge of Student Chapters, and where necessary, the ORSP President in all ORSP matters.
- Section 2. The VICE-PRESIDENT shall preside at meetings in the absence of the President and shall supervise membership promotion. The Vice President may be the appointed representative to the Student Council. The primary duties of the Vice President will be program planning and execution.
- Section 3. The SECRETARY shall be responsible for posting and/or mailing notices of all regular or special meetings and shall keep a permanent record (minutes) of such meetings. The Secretary shall be responsible for maintaining a continuous post office box or other permanent address and checking it frequently for correspondence.
- Section 4. The TREASURER shall be responsible for the financial records of the organization and for receipt and disbursement of funds at the direction of the membership (by vote) with the approval of the Faculty Advisor. Income will

be received through membership dues and through income-producing functions approved by the membership and the Faculty Advisor.

#### ARTICLE VII – ORSP NATIONAL EVENTS AND STUDENT AWARDS PROGRAMS

- Section 1. The Chapter shall provide an official delegate to at least one (1) event hosted by ORSP each year.
- Section 2. The Chapter shall host a Student Conference in appropriate years when selected by the official delegates to the Student Chapter Federation.
- Section 3. The Chapter shall encourage its members to participate in the Inter-University Quiz Competitions or submit papers and/or theses for consideration to Regional, National or International Awards Programs.

#### ARTICLE VIII - COMMITTEES

- Section 1. There shall be three (3) standing committees: Program, Chapter Development and Membership, each consisting of two (2) to five (5) members.
- Section 2. The President shall appoint the Chairpersons of the standing committees and, with approval of the committee Chairpersons, shall appoint the members of the committees. The Vice President shall be Chairperson of the Program Committee.
- Section 3. The President shall appoint any additional committees deemed necessary and proper to fulfill the objectives of the organization.

#### ARTICLE IX - FACULTY ADVISOR

The Faculty Advisor must be in good standing as a Member of the ORSP and shall be known as the Honorary Chairperson of the Chapter. He/She shall serve the Chapter and the ORSP as an intermediary and resource person.

#### ARTICLE X - AMENDMENTS

These Bylaws may be amended by three-fourths (3/4) vote of the members present at any regular or special meeting, provided written notice of the proposed amendment has been posted disseminated to all members at least ten (10) days prior to the meeting. Upon passage, an amendment becomes effective upon ratification by the ORSP.