

STARTING A CHAPTER

OPERATIONAL GUIDELINES FOR CHAPTER CERTIFICATION

To obtain a charter, sponsor(s) for a potential chapter must submit five separate items which are detailed below:

1. **Institutional Commitment and name(s) of faculty sponsor(s).** The chapter must have a sponsor who is a member of the faculty of the sponsoring institution. The dean or department chair of the sponsoring institution must submit a letter committing to support the honor society and indicating the name of the faculty sponsor(s) who are willing to act as such for the chapter. This letter may include any other issues which the prospective chapter sponsor wishes to raise. The sponsor's responsibilities include the identification of Decision, Information and Operation Sciences courses in the curricula, submission of necessary information on these courses and the curricula to the national Board of Directors of Alpha Iota Delta for approval, and fulfillment of any requirements established by the sponsoring institution. (See Exhibit A). The letter is to be accompanied by a \$500 one-time chartering fee.

2. **Criteria for the induction of members.** Decision, Information and Operation Sciences courses in the curricula which meet the certification guidelines (See Exhibit B) should be identified. The national Board of Directors realizes that each course may not meet all guidelines simultaneously, but the course work of each student elected to membership should include a well-balanced selection of these courses which does, in the aggregate, meet the guidelines.

3. **Submission of a petition for a charter.** A petition for a charter must be signed by at least five students and the chapter sponsor(s). This petition is the document which officially advises the national Board of Directors that a chapter wishes to receive a charter. A sample petition is set forth in Exhibit C.

4. **Submission of the Chapter Constitution for approval** A sample chapter constitution is included as Exhibit D. The constitution details requirements for membership and categories of membership.

5. **Identification of Chapter Members** Chapter members are identified on the member data sheet. A sample data sheet is shown in Exhibit E. Honorary and faculty members are reported on the same data form. The date each member is inducted is noted immediately below the name.

Initially, potential sponsor(s) must submit items 1, 2, and 3 to the Executive Director of Alpha Iota Delta who will relay this information to the Board of Directors, which will make a determination whether or not to grant a charter. If approval cannot be granted, the Executive Director shall indicate what steps can be taken to make the petition acceptable. If approval can be granted, a chapter name shall be designated.

After the courses and curricula data are approved, the sponsor shall submit items 4 and 5. In addition, an initiation fee for each member shall be rendered to the International Office of Alpha Iota Delta. Each member will receive a membership certificate and lapel pin which will be sent to the chapter sponsor or president from the International Office. The initiation fee also includes electronic access to *Decision Line*, a newsletter concerning the decision sciences and information systems. Supplies with the Alpha Iota Delta emblem may be purchased for an additional fee.

The chapter must hold an election to membership at least once a year. The chapter sponsor will submit the data sheet for the new members at least once a year. The chapter sponsor will submit the data sheet for the new members as shown in Exhibit E.

All correspondence should be addressed to:

Dr. Gregory W. Ulferts, Executive Director

Alpha Iota Delta
University of Detroit Mercy
4001 W. McNichols Road
Detroit, MI United States
Phone: (313) 993-1219
Fax: (313) 993-1673
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FINDING SPONSORS

It is ideal to have as many academic disciplines represented as possible. Just as the parent organization, the Decision Sciences Institute, is directed toward the use of decision sciences and information systems in marketing, management, finance, accounting, real estate, and other fields, faculty sponsors from these disciplines as well as the management science department are very helpful. As an incentive, sponsors can be given honorary membership.

These are some areas from which you might be able to draw faculty members.

- Accounting
- Marketing
- Information Systems
- Behavioral Area
- Organizational Theory
- Education
- Production
- Finance
- Industrial Engineering

- Health
- Mathematics
- Transportation/Policy/Planning
- Logistics
- Computer
- Technology

COURSES

The range of acceptable courses is also very large. Most courses in the following areas are acceptable:

- Computer Science
- Information Systems
- Decision Theory
- Network Theory
- Econometrics
- Queuing Theory
- Forecasting
- Simulation
- Inventory Theory
- Statistics
- Industrial Engineering
- Mathematics

In addition, many courses use a large amount of decision and operation sciences, and information systems techniques. Thus cost accounting, management information systems, marketing research, statistical sampling for accountants, research practicum in organizational behavior, and security valuation might be suitable since they stress problem-solving skills, data sense, modeling competence, and people skills.

MBA students. In many schools the MBA program only takes a year, and it is difficult for students to take and pass four acceptable courses by the spring initiation time. Consequently, some schools accept students whose undergraduate majors were in economics, business, mathematics, engineering, or statistics and allow these students (provided they had at least an acceptable under-graduate average, i.e., 3.4 or 3.2) to use one or two acceptable courses instead of the usual four.

EXHIBIT A:

EXHIBIT A SAMPLE SPONSORSHIP OF CHAPTER LETTER
January 15, 2005
Alpha Iota Delta
Dr. Gregory Ulferts
College of Business Administration
University of Detroit Mercy
4001 W. McNichols Road
Atlanta, GA 30303
Dear Dr. Ulferts:
The University is committed to supporting a chapter of the Alpha Iota Delta international Honor Society.
Dr. Mary Smith is committed to serve as faculty sponsor for the chapter of Alpha Iota Delta at my university.
Very truly yours,
John V. Richardson, Chair
Decision Sciences Department

EXHIBIT B

EXHIBIT B SPECIFICATION OF STANDARDS FOR APPROPRIATE COURSES

This is a specification of the standards which should be applied in judging the appropriateness of the courses selected for recognition by Alpha Iota Delta as decision sciences courses and/or information systems courses. Such courses may be found as a part of formal programs centered on any of several specialties—not just those which are called Decision Sciences or Information Systems.

PROGRAM PHILOSOPHY

The primary requirement is that the faculty perceive the candidate's program as one which is concerned with the entire decision analysis process, not simply formal modeling. While modeling competence may be a prerequisite to decision sciences in some applications, modeling alone is not enough. Emphasis must be placed on the context of the decision for which the model or system is providing information. Stress should be placed on the individual and organizational values which are affected by a decision and on the subjective elements of decision making. Parameterization, with all its associated data problems, should be considered.

Particular attention should be given to the rationale which underlies various decision processes. A study of variations in the form of presentation of information and the resulting differences in impact on how decisions are made should be considered. In short, decision sciences is more than a collection of courses which teach mathematical models.

SPECIFIC SKILLS

Academic programs, however, idealistically defined, must at some point be translated to specific skills. In Decision Sciences there are at least four fundamentally distinct skill areas which should be treated to some extent.

1. Problem Isolation Ability

Students must be given help in perceiving and truly understanding value

structures which exist in organizations. They must be given a broad view, so that they can understand the systems implications of particular problem formulations and their proposed solutions.

2. Data Sense

Students should be made aware of data complications which usually exist in any real situation. They should be given experience in judging data relevance and materiality, contradictions and voids. They should be exposed to the differences between measurement and apparent measurement and to the use of decision support systems.

3. Modeling Competence

Students should understand the role of formal models in organizational problem solving. They should know that models may provide some relevant information and structure in many situations, but hardly ever present the answer. They should be able to appreciate the value and uses of abstraction (as a shorthand device to isolate some main effects and relationships) and have a broad view of available models - not just as applied mathematics disciplinary models, which may be useful. Competence in modeling must certainly include some understanding of when not to use models as well as knowledge of when to use them.

4. People Skills

Students should be given opportunities to understand and work with others, to elicit their cooperation and active support. It is necessary to work with others, in order to obtain a systems view. They should understand the impact of proposed decisions on people and should be able to grasp people-oriented subjective elements in a situation. They should understand how to sail their work so that it receives proper attention in the decision-making apparatus of an organization.

SPECIFIC COURSES

The skills mentioned above can be imparted in a number of different ways. No attempt is made here to specify the packaging of particular courses. Some technique courses, in which problem-solving processes are stressed, are certainly acceptable. Methodologies which probably will be employed in most certified programs will usually include some of the following: cases, work-study programs, and student projects involving real problems.

EXHIBIT C

EXHIBIT C SAMPLE PETITION FOR A CHARTER
We, the undersigned, accept the responsibilities of membership and submit this, our petition, for the chartering of a chapter of Alpha Iota Delta on our campus. We accept the leadership responsibility for ensuring that our chapter achieves an enduring reputation for scholastic excellence on our campus and append hereto the Constitution of our chapter which has been approved by unanimous vote of the undersigned.
Chapter Sponsor-Dr. Mary Smith
Petitioners-Allen Adams
Barbara Barton
Charles Caldwell
Donna Davis
Earl Easton

EXHIBIT D

EXHIBIT D
SAMPLE CHAPTER CONSTITUTION
Article I.—Name
The name of this organization shall be the Alpha Chapter of the international honorary society Alpha Iota Delta at State University.
Article II.—Purpose
The purposes of Alpha Chapter are to confer distinction for academic excellence in the decision sciences and information systems; promote the infusion of the functional and behavioral areas of administration with the tools, concepts, and methodologies of the decision sciences and information systems; and promote professional fellowship among students, faculty, and administrators who share a common interest in the development of decision sciences and information systems.
Article III.—Membership
1. There are five classes of membership: undergraduate students; graduate students; members of a sponsoring institution's faculty, research, or administrative staffs; chapter alumni; and honorary. Undergraduate and graduate members shall comprise the active chapter membership.
2. To be eligible for election as an undergraduate student by a chapter of the society, the nominee must have completed four decision sciences courses, be in the upper 10 percent of his/her class and have high ethical and moral ideals.
3. To be eligible for election as a graduate student by a chapter of the society, the nominee must have completed four decision sciences courses, be in the upper 20 percent of his/her class and have high ethical and moral ideals.
4. To be eligible for election as a member of the sponsoring institution's faculty, research, or administrative staff by a chapter of the society, the nominee shall ordinarily be a person of outstanding distinction in the decision sciences and/or in the sponsoring institution. Such members may be admitted to membership in the chapter by unanimous vote of the chapter.

5. To be eligible for election as an honorary member, the nominee shall ordinarily be a person of outstanding distinction in the decision sciences or be a distinguished decision maker.

6. Election as a chapter member automatically carries with it election to the international society.

7. Active chapter members shall automatically become alumni of the chapter upon graduation.

8. The criteria set forth in this article shall comprise the sole basis for determination of eligibility for membership.

Article IV. --Method of nomination and Election to Membership

Members may be nominated by a chapter sponsor or by an active member.

Article V.--Removal from Membership

A member of a chapter may be removed from membership by two thirds vote of active chapter members or by the sponsor, subject to approval of the International Board of Directors.

Article VI. --Privileges of Membership

Only active members of a chapter are privileged to hold office in a chapter.

Article VII. --Officers

1. Officers. The officers of the chapter shall be President, Vice President, Secretary-Treasurer, and such other officers as may be deemed necessary from time to time by the chapter.

2. Terms of Office. The officers of the chapter shall serve from year to year.

3. Methods of Nomination. The President shall appoint a nominating committee of at least three distinguished members to present a slate of

officers to the chapter at the annual meeting. Additional nominations may come from the floor during the chapter meeting.

4. Method of Election. Election shall be by majority vote of the members present at the chapter meeting.

5. Duties of the Officers

The *President* shall be the chief executive officer of the chapter and shall be responsible for planning and conducting the affairs of the chapter. The President shall preside at the chapter meetings and shall coordinate activities with the Chapter Sponsor.

The *Vice-President* shall serve as general assistant to the President. The Vice-President shall carry out such duties as may be assigned by the President. The Vice-President shall act as President in the event of the President's absence or inability to serve.

The *Secretary-Treasurer* shall serve as the recording secretary for the chapter Board of Directors, shall keep and publish the Constitution, keep the minutes of all meetings, maintain the membership roll, and keep other records and perform other duties usual to the office of Secretary.

The Secretary-Treasurer shall also receive all funds, publish an annual budget and financial statement, shall be responsible for an accurate and complete reporting of the financial affairs of the chapter. The Secretary-Treasurer is also responsible for the safekeeping of funds and for the sound financial operation of the chapter consistent with the plans and programs of the President. The Secretary-Treasurer shall make the chapter's records available for use by the President.

Article VIII—Changes in Constitution

1. No article shall be added to this Constitution and no part shall be amended or annulled except by formal proposal, discussion, and ballot approval by at least two thirds of the members present at a regular business meeting of the chapter.

2. Proposal for change in the Constitution may be made by the chapter Board of Directors or by petition of at least 10 percent of the members of the chapter.

3. A proposed change in the Constitution shall be submitted to the active membership of the chapter at least two weeks before the meeting in which the proposed change is voted upon.

4. The International Office must approve amendments to the Constitution. In cases where the proposed chapter change is not in accord with international policies and procedures, the chapter may not implement the change.

5. A complete history of amendments to the Constitution shall be kept in the file of the society by the Secretary-Treasurer.

EXHIBIT E

**EXHIBIT E
SAMPLE MEMBER DATA SHEET**

<u>ALPHA ALPHA Chapter</u>	Sponsoring Institution <u>State University</u>
<u>10/31/2000 Date Submitted</u>	Chapter Sponsor(s): <u>John V. Richardson</u>
	Sheet No. <u>1 of 2</u>

No. Name	Address	Class
1 John V. Richardson Inducted on 10/15/2000	HOME: 9 Elm Street Center, GA 33333 Email: SCHOOL: Decision Sciences Department State University Centerville, GA 33333	M.B.A.
2. Allen Adams Inducted on 10/15/2000	HOME: 12 East Main Street Decatur, GA 30032 Email SCHOOL: State University P.O. Box 21 Centerville, GA 33333	Junior
3. Barbara Barton Inducted on 10/15/2000	HOME: 100 Hope Street Athens, GA 30601 Email: SCHOOL: State University P.O. Box 27 Centerville, GA 33333	M.S. DSc