



# CORS • SCRO

Canadian Operational Research Society  
Société canadienne de recherche opérationnelle

## Administrative Handbook

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## **CORS ADMINISTRATION**

### **Administrative Positions**

All files for Administrative Positions are housed in Google Drive. The CORS Secretary has administrative access.

### **CORS Council**

The Council is made up of the elected Officers of the Society, four elected Councillors, the Immediate Past President, a representative designated by each local section of the Society, and the Standing Committee Chairs, if not otherwise a Council Member.

### **Executive Committee**

The Executive Committee is made up of the elected Officers of the Society, the four elected Councillors, the Immediate Past president, and the Standing Committees Chairs.

### **Elected Officers**

The elected officers of the Society are the President, Vice-President, Secretary, and Treasurer.

### **Elected Councillors**

Four councillors are elected to Council, each to serve a two-year term. The terms are offset by one year to ensure continuity.

### **Standing Committees**

Awards Committee  
EDI Committee  
Education Committee  
Membership Committee  
Past Presidents Advisory Board  
Program Committee  
Public Relations Committee  
Publications Committee  
SIG Committee

### **Ad hoc Committees**

Practice Prize  
Student Paper Competition  
Award of Merit  
Financial Planning  
Nominating  
Travelling Speakers Program

### **Appointed Positions**

INFOR Editor  
Bulletin Editor  
IFORS Representative  
Membership Services  
Web Administrator

## **Duties and Responsibilities of Administrative Positions**

### **Directors and officer's insurance**

As a result of a motion on September 16, 2022 CORS/SCRO purchased \$1,000,000 Directors and officer's insurance policy from PROLINK Insurance Inc. The contact is:

Andrew Spencer

Account Executive

Tel: 416-644-7715

Email: AndrewS@prolink.insure

150 King Street W. Suite 2401

P.O. Box 16, Toronto, ON M5H 1J9

### **President**

- Oversees the general management of the Society in accordance with CORS Constitution.
- Examines the Society's achievements and performance in the light of Council approved decisions and policies and initiates or encourages new ideas of relevance to the Society.
- Acts as the official public representative of the Society, representing the views and interests of the Society:
  - at conferences and meetings, either in person or by written submission
  - in dealings with other societies and associations (UKORS, EURO, INFORMS)
  - in communicating with government agencies (NSERC, SSHRC, CIHR).
- Maintains contact with Local Section Presidents.
- In consultation with the Secretary, sets the agenda for meetings of the Society (AGM), the Executive Committee and CORS Council.
- Chairs meetings of the Society, the Executive Committee and CORS Council.
- Ex-officio member of the Nomination Committee, the Financial Planning Committee, and each Standing Committee.
- Contact by phone the winners of the CORS Award of Merit and Service Award to offer congratulations and to extend an invitation to attend Awards Banquet at the CORS National conference. The initial contact is to be followed up with an official congratulatory letter.
- Emails thanks to the reviewers of the Student Paper Competition, Undergraduate Category. (May 2018)
- Updates and passes the Rivett Mug to the incoming President at the AGM.

### **Vice-President**

- Assists the President in the performance of duties.
- Assumes the duties of the President in the President's absence or in the event the President resigns.
- Is a member of the Financial Planning Committee. (September 2009)
- Chairs the Program Committee (June 1, 2011)
- Chairs the Special Interests Group Committee (May 29, 2013)
- Chairs the Awards Committee (September 20, 2013)

### **Secretary**

#### **Council Meetings**

- Responsible for ensuring Council holds meetings according to a timetable agreed upon in the first meeting of a newly established Council. The following timetable is typically followed (although, through a vote of Council, it may be changed through the course of the year):
  - last day of CORS National Conference (1<sup>st</sup> meeting of newly established CORS Council)
  - last Friday of September (2<sup>nd</sup> meeting of Council\*)
  - last Friday of November (3<sup>rd</sup> meeting of Council\*)
  - last Friday of January (4<sup>th</sup> meeting of Council\*)
  - last Friday of March (5<sup>th</sup> meeting of Council\*)
  - first day of CORS National Conference (Last meeting of Council in conference city)

- \*Since 2010, only one of these meetings takes place in person, at a venue agreed upon by Council members. This venue should be one that does not result in unreasonable costs for the Society. All other meetings are held via Skype or conference call.
- In consultation with the President, prepares the agenda for Executive Committee meetings and makes arrangements for meeting location, teleconferencing, etc.
- Ensures the distribution of meeting materials at least one week in advance of the meeting.
- Records minutes of the meeting and distributes, in a timely manner, a final report to CORS Council members.

### **Annual General Meeting (AGM)**

- Responsible for ensuring that the local organizing committee of the CORS National Conference has accommodated and made arrangements for the Annual AGM luncheon. Usually, the AGM is held on the 2<sup>nd</sup> official day of the conference (Tuesday).
- In consultation with the President prepares the agenda for the Annual General Meeting and ensures that it is approved at the 5<sup>th</sup> Council meeting.
- Prepares the Secretary's Report for presentation at the AGM and ensures that it is approved at 6<sup>th</sup> Council meeting for presentation at the AGM. The Secretary's Report is to consist of membership statistics and the main motions passed by Council since the last AGM.
- Distributes the meeting agenda, Secretary's Report, and minutes of last AGM to members at the AGM.
- Records the minutes of the AGM and ensures that they are approved by the Council and available for distribution at the next AGM.

### **Annual Election**

- If an election is warranted, coordinates the election process with the Membership Services provider ensuring that:
  - a ballot, the biographical sketches of the candidates and a return, addressed and stamped envelope, is mailed to the membership by the first week of April;
  - a response date of no later than the 30<sup>th</sup> of April be specified on the ballot or a date not less than a full week before the Annual AGM;
  - the results of the vote and the names of the successful candidates are communicated to Council on or before its 6<sup>th</sup> meeting;
  - new Members of Council, whether elected or acclaimed, are invited to the 1<sup>st</sup> meeting of Council.

### **Miscellaneous Duties**

- Prepares a list of all award recipients and prize winners conferred at the CORS National Conference and ensures that it is included as part of the minutes of the 1<sup>st</sup> Council meeting.
- Prepares a list of new council executives, sends to the Editor-in-Chief of INFOR, and attaches to minutes of first Council meeting.
- Serves as the IFORS representative. (Motion: September 18, 2009)
- Provides the Membership Services provider with updates to the CORS Handbook.
- In coordination with the Treasurer, updates the list of officers with Corporations Canada after the AGM.
- The CORS President, CORS Secretary, and CORS Treasurer are listed as directors of the corporation at <https://ised-isde.canada.ca/site/corporations-canada/en> The CORS Secretary is responsible to update this information annually and to file the required annual report with Industry Canada.

### **Treasurer**

- Maintains the Society's financial accounts and prepares any reports or forms associated with the financial affairs of the Society e.g., GST payment, maintaining the nonprofit status of Society.
- Maintains the Society's bank account.
- Provides a report on the current financial position of the Society at each council meeting.

- Responsible for any disbursements of funds associated with operation and maintenance of the Society including but not necessarily limited to CORS Councillors, membership services, Local Section dues allocation, CORS Awards, the GSCS program, the Graduate Student Funding to Attend CORS Conferences program CORS National Conference, Journal INFOR, CORS Council, IFORS subscription fees.
- In January, communicates with the Executive of Local Sections the need to submit a year-end financial report to qualify for their share of membership dues.
- Chairs the Financial Planning Committee.
- Provides a draft of the Treasurer's Report to Council no less than 3 weeks prior to the AGM. The report consists of a table showing the previous year's projected budget; the actual budget; and the budget projected for the upcoming year.
- Presents the Treasurer's report at the AGM.
- Appoints, in consultation with Council an auditor to review the Society's financial accounts, including, if necessary, an audit of the books of the National Conference.

### **Councillors**

- Participate with other members of the Executive Committee in running the Society.
- Undertake special projects at the behest of the Council.

### **Past President**

- Assists Council and the President with maintaining continuity with the work at the National Council.
- Acts as Chair of the Nominating Committee.
- Ensures that a Call for Nominations for open positions on CORS Council is included in the January/February issue of the CORS-SCRO Bulletin.
- Ensures that biographical sketches of nominees are included in the March/April issue of the CORS-SCRO Bulletin.
- Reports to Council at its March meeting whether it is necessary to conduct an official election of officers to CORS Council. If the number of candidates does not exceed the number of available positions on Council, the candidates will be declared elected by acclamation.
- Is a member of the Financial Planning Committee. (September 2009)
- Responsible for administration of the Traveling Speakers Program including sending out a message in the fall, via the Mailing List, which provides details on how to apply for TSP funding.
- Chairs the Past President's Advisory Committee (May 20, 2013)

### **Education Committee Chair**

- Chairs the Education Committee which consists of the Chairs of the Student Paper Competition. (Motion: June 17, 2009)
- Oversees the Student Paper Competition.
- Administers the CORS Diploma program.
- Administers the Graduate Student Funding to Attend CORS Conferences program and the Graduate Student Conference Support program. (Motion March 2022 to remove SSHRC funding from competition)
- Responsible for providing the Webmaster with the information needed to keep the OR Programs in Canada page of the CORS website current and accurate.
- Advise Council on matters relating to OR education.
- Works with institutions interested in establishing courses in OR.
- Presents the Education Committee Report at the AGM. The report consists of a summary of CORS Diploma recipients by Institution, GSCS and CORS Conference funding by Section.

### **Membership Chair**

- Acts as the primary liaison between the CORS Executive Committee and the Membership Services provider.
- Ensures that the contractual obligations of the Membership Services provider are met.
- Chairs the Membership Retention and Recruitment Committee.

### **Program Committee Chair**

- Chairs the Program Committee which consists of the CORS VP (Committee chair), the previous conference/program chair, and next conference/program chair. (Motion: June 1, 2011)
- Acts as the primary liaison between the CORS Executive Committee and the Program Chair of the CORS National Conference program.
- Responsible for all aspects of the CORS National Conference program.

### **Public Relations Committee Chair**

- Prepares proposals for publicizing the Society and its activities generally and submits these to Council for approval.
- Ensures that Society publicity material is up to date.
- Oversees the preparation of new publicity material as directed by Council.
- Prepares media releases as appropriate.
- Maintains a mailing list for distributing CORS membership brochures, Society promotional material, conference posters etc.
- Establishes arrangements with Canadian Universities to have CORS membership brochures posted on bulletin boards in faculties of OR, Business Administration, Systems Science etc. and to make brochures available to students who wish to apply.

### **Publications Chair**

- Acts as Editor-in-Chief or Editor of INFOR.
- Deals with the National Research Council to obtain financial support for INFOR.
- Participates with the INFOR Editorial Board in formulating editorial policies.
- Appoints associate editors to INFOR.
- Oversees the publication of the CORS-SCRO Bulletin.

### **Bulletin Editor**

- Oversees the publication of the CORS Bulletin four times a year generally in: January, March, July, and October.
- Determines the content and solicits contributions to the issue.
- Provides the Membership Services provider with all the material required to assemble and format the issue including translations, pictures etc.
- Proofreads and approves the issue for publication and distribution.

### **Social Media**

LinkedIn: CORS has a presence on LinkedIn (<https://www.linkedin.com/company/canadian-operational-research-society/about/>). The account is associated with email address [info@cors.ca](mailto:info@cors.ca) and access to add content can be granted by the Membership Services provider. Permission for access will be granted by the President as appropriate.

Twitter: The @CORS\_President twitter handle is the responsibility of the CORS president. Access will be granted as part of the normal Vice-President to President hand-off procedure.

## **CORS Membership Services**

### **Responsibilities**

CORS Membership Services is responsible for the provision of timely and accurate membership services as established and specified in the contract between Erla Anderson and the Canadian Operational Research Society (January 1, 2021). These include but are not necessarily limited to the following:

- Processing new and renewing members.
- Storing the CORS shared folders.
- Maintaining the accuracy of the CORS Membership Database.
- Reporting on membership activity.
- Reporting on monthly banking activity.
- Maintaining the CORS Online Membership Directory.
- Administering the CORS Mailing List.
- Issuing CORS Diplomas.
- Assembling and formatting the CORS Bulletin in close association with the Editor.
- Coordinating and producing all awards and certificates presented at the CORS Annual Conference.
- Updating and maintaining the accuracy of the CORS website.
- Preparing the Annual Membership Report.
- Answering general inquiries about the Society or redirecting inquiries to appropriate CORS officers.
- Providing local member information to Section and Chapter Presidents as required.
- Liaising with the publisher for the purposes of distributing the INFOR Journal to the membership.

**Operations Guide for CORS**

Last Revised: March 30, 2018

Date	Description of Event or Task
4 <sup>th</sup> week of January	4 <sup>th</sup> Meeting of Council Executive to be held on the last Friday of the month. Decisions regarding the recipients of the Solandt and Larnder Awards are to be approved at this meeting. Nominations for Council positions discussed.
End of January or Early February – General	Issue 1 of the INFOR Journal to be published and distributed.
	Issue Number 1 of Bulletin to be distributed to the membership. Should also include a Call for Nominations for Council positions.
January 15	Renewal notices sent via email to the membership with a letter from the President.
February 15	Notice sent via the Mailing List to members that membership fees are due April 1.
March 15	Reminder message sent via email to those who have not yet paid.
Last week of March	5 <sup>th</sup> Meeting of Council Executive to be held on the last Friday of the Month. Decision on recipients of the Award of Merit and Service Award should be made at this meeting. Determination of whether an election to fill Council positions is required.
April 1	Membership fees due.
April 15	Reminder message sent via email to those who have not yet paid.
April – General	Issue Number 2 of the Bulletin distributed to the membership. Issue is the preconference issue and includes the biographies of nominees for Council positions. Should give notice of important items to be discussed at the Annual General Meeting. Issue to announce the recipient of the Larnder Prize and include biography.
	Election of new Council members is conducted if necessary.
May 15	Reminder message sent via email to those who have not yet paid.
May – General	CORS Awards and Certificates sent to organizers of the CORS National Conference.
	CORS National Annual Conference generally held unless another date and month is established to accommodate joint conference hosting.
	Meeting of CORS Council held in the host city of the CORS Conference. This is the meeting where Local Sections report on their activity throughout the year; and the motions of the Executive Council throughout the year presented and approved by Council.
	Annual General Meeting of the Society held in conjunction with CORS Conference. Year-end reports of various Standing Committees and the Annual Membership Report are presented as well as the motions approved by Council throughout the year. New Council Members announced and introduced. Important items presented and discussed by the membership.
	CORS Annual Awards Banquet held during the CORS Conference, generally the Tuesday evening.
	1 <sup>st</sup> Meeting of CORS Council held the last day of the CORS National Conference. Appointments of Standing Committee Chairs to be made at this meeting. A plan for Council meetings through the year should also be determined at this meeting.
	Issue Number 2 of the Journal INFOR to be published and distributed.
CORS website updated to reflect all prize winners, election results and all other pertinent information from the meetings held at the CORS National Conference.	

June 15	Reminder message sent via email to those who have not yet paid.
June – General	Ballot regarding important items discussed at AGM undertaken if necessary.
July 15	Reminder message sent via email to those who have not yet paid.
July – General	Issue Number 3 of the Bulletin distributed to the membership.
August 1	Reminder message about membership fees sent from the CORS president.
August 15	Membership Services provider sends list of overdue members to Section and Chapter Presidents.
August – General	Issue 3 of the Journal INFOR to be published and distributed.
Last week of September	2 <sup>nd</sup> Meeting of Council held on the last Friday of the month.
October 1	Memberships of those 6 months overdue automatically discontinued.
End of October/ Early November – General	Issue Number 4 of the Bulletin distributed to the membership. Issue includes Call for Nominations of Awards and new Competition information and deadlines. Issue 4 of the Journal INFOR to be published and distributed.
Last week of November	3 <sup>rd</sup> Meeting of Council held on the last Friday of the month.

## **CORS AWARDS AND COMPETITIONS**

### **Harold Larnder Prize**

Last Revised: Based on a motion passed by Council at its meeting on January 22, 2021 (honorarium for the recipient of the Larnder, Solandt, and Merit Award is increased by \$75, and certificates will only be printed and not framed). Revised: Based on a motion passed by Council at its meeting on November 29, 2013.

### **Description**

The Harold Larnder Prize is awarded annually to an individual who has achieved international distinction in operational research. The prize winner delivers the Harold Larnder Memorial Lecture, on a topic of general interest to operational researchers, at the National Conference of the Canadian Operational Research Society.

### **Award**

A certificate and expenses to attend the conference. The honourarium is increased by \$75 as compensation to frame the certificate.

### **Selection Considerations**

The nominee should be internationally recognized for having made important contributions to Operational Research. Recipients can be from anywhere in the international community. Suggestions for nominations should be forwarded to the Vice-President (chair of the committee).

### **Administration of the Award**

The Awards Committee is responsible for nominating a recipient, with input from the local conference organizing committee.

### **Important Dates and Deadlines**

<b>Date</b>	<b>Task</b>
September to December	The Awards Committee solicits and evaluates potential nominees for the award, with input from the conference organizing committee. A call for nominations should be sent via the Bulletin and/or Mailing List.
By January 31	The Awards Committee recommends to council a nominee for the award. Council then must approve the selection. To be awarded the prize, the nominee must be able to attend the upcoming CORS conference – the chair of the Awards committee is responsible for contacting the nominee and ensuring this is the case. If the selected nominee is unable to attend, another selection must be made and approved by Council.
By Feb. 28	The Awards Committee Chair then contacts the winner and provides background material to the winner on Harold Larnder. The Conference Chair is then advised of the winner, and then must make arrangements for the Larnder Lecturer to attend the Conference. Expenses of the Winner are to be submitted to the CORS Treasurer for reimbursement. The Awards Committee Chair ensures that the Bulletin Editor makes the announcement of the Larnder Lecture Winner in the March/April issue of the Bulletin and provides a biography and/or profile of the recipient. The Awards Committee Chair submits the information to OR/MS Today for publication, as well as to IFORS
At least 6 weeks before conference	The Awards Committee Chair is to provide Membership Services with the name of the Larnder Winner as it is to appear on the certificate.
At least 4 weeks before conference	Membership Services to prepare a template of certificate and send it to the Awards Committee to review.

At least 3 weeks  
before conference  
At least one full  
week before  
conference

Membership Services to produce Official Certificate.

If the Membership Services provider is not attending the conference, then the certificates must be sent, via courier (at CORS expense), to the conference organizing committee. The Membership Services provider can bring the certificates to the conference, if attending.

Larnder Memorial  
Lecture at the  
CORS Conference

At the conference, the CORS President introduces the Harold Larnder Prize Winner and, either immediately before or after the Harold Larnder Memorial Lecture, presents the certificate to the Winner. At the conference Awards Banquet, it is customary to once again acknowledge the Larnder prize winner. The winner should be asked (in advance) if they wish to say a few words at the banquet.

## **Omond Solandt Award**

Last Revised: Based on a motion passed by Council at its meeting on November 29, 2013. Revised: January 19, 2011, based on material submitted for inclusion is Volume 45 Number 1 (February 2011) of the Bulletin. In response to direction of Council November 26, 2010.

### **Description**

The Omond Solandt Award is presented to an organization, private or governmental, that is deemed to have made an outstanding contribution to Operational Research in Canada.

### **Award**

The Omond Solandt Award plaque.

### **Selection Considerations**

It is the responsibility of the Awards Committee, with input from the Local Conference Organizing Committee, to select the recipient of the Solandt Award. Where possible, the nominee is a local organization, or a regional or national organization that is significant to the local area.

### **Administration of the Award**

The Awards Committee is responsible for nominating a recipient, with input from the local conference organizing committee.

### **Important Dates and Deadlines**

<b>Date</b>	<b>Task</b>
September to December	The Awards Committee solicits and evaluates potential nominees for the award, with input from the conference organizing committee. A call for nominations should be sent via the Bulletin and/or Mailing List.
By January 31	The Awards Committee puts forward a nominee to CORS council. CORS Council must approve the selection.
By February 28	The Awards Committee Chair informs the winner and invites the recipient to send a representative to accept the award at the Awards Banquet at the upcoming CORS Conference.
At least 6 weeks before the conference	The Awards Committee Chair provides Membership Services with the name of the winner and the inscription to appear on the Omond Solandt Award plaque. The Chair should also provide Membership Services with the name of the person who will be attending to accept the Award on behalf of the recipient.
At least 5 weeks before the conference	Membership Services arranges for the plaque to be produced. Finished plaque to be delivered to the Chair of the Local Conference Organizing Committee (by the Membership Services provider in person or via courier).
Upon receipt of plaque	Local Conference Chair to send confirmation of receipt of plaque to Membership Services.
At the CORS Conference	CORS President introduces and presents the plaque to the winner at the Awards Banquet.
Before end of June	Awards Committee Chair to submit a synopsis of the organization including the rationale for its selection as the Solandt winner to the Bulletin Editor for inclusion in the post conference issue of the Bulletin and on the CORS website.

### **Eldon Gunn Service Award**

Last Revised: Based on a motion passed by Council at its meeting on January 22, 2021. Revised: Based on a motion passed by Council at its meeting on November 29, 2013. Revised January 20, 2011, based on material submitted for inclusion in Volume 45 Number 1 (February 2011) of the Bulletin. In response to direction of Council November 26, 2010.

### **Description**

The Eldon Gunn Service Award is presented to members of the society who have made outstanding contributions of time and service to the society: at the national or local level, as conference organizers or as editors of CORS publications. Eldon Gunn was a major contributor to the society since the early 1980s and to operational research in Canada since the 1970s. He was one of the first recipients of the Service Award in 1987, after serving on council and acting as conference chair for the 27<sup>th</sup> annual conference in Halifax in 1985. He went on to serve as president of the society in 1991 and continued his service with passion up until his passing in 2016.

### **Award**

A certificate. The honourarium is increased by \$75 as compensation to frame the certificate.

### **Selection Considerations**

Eligibility is determined based on the point system outlined below. As a guideline, winners should be at or above the 2000-point level. Typically, three to four awards will be given each year. In exceptional circumstances self-nominations will be accepted.

<b>Responsibility</b>	<b>Point Value (Per year served)</b>
<b>CORS Council</b>	
President	500
Vice-President	350
Secretary	300
Treasurer	300
Councillor	250
Appointed Member	200
Past President	250
<b>International Conference</b>	
Conference Chair	350
Committee Chair	300
Committee Member	200
<b>National Conference</b>	
Conference Chair	300
Committee Chair	250
Committee Member	200
<b>Publications</b>	
Bulletin Editor	200
INFOR Editor	350
INFOR Special Issue	250
Others	150
<b>Local Council</b>	
President	250
Vice-President	175
Secretary	150
Treasurer	150
Others	100
Past President	100

## Concurrent appointments

Suppose that a nominee served in two positions in the same year, which are worth  $x$  and  $y$  points according to the above. If one position is for CORS National and one is for a local section, then the nominee shall receive  $x + y$  points. If both positions are for a local section or both positions are for CORS National, then the nominee shall receive  $\max(x,y)$  points.

## Administration of the Award

**Committee Members:** Awards Committee

### Timeline

<b>Date</b>	<b>Task</b>
October 1	CORS Vice-President to submit Call for Nominations for potential recipients to the Bulletin Editor for inclusion in the October and January issues of the Bulletin.
End of January	The CORS Vice-President verifies the information submitted for the various nominees and reports to the CORS Council on potential recipients at its January meeting.
End of February	Deadline for nominations.
End of March	Nominees presented to CORS Council for approval at its March meeting.
April 1	CORS President to contact winners by phone offering congratulations and extending invitation to attend Awards Ceremony. CORS President to follow up initial contact with Official Letter. CORS President to inform Membership Services and Committee Chair which winners will be attending the event.
1 <sup>st</sup> Week of April	CORS Vice-President to provide Membership Services with the names of the winners. If the winner will not be attending the ceremony, a mailing address should also be provided. The CORS Vice-President should also indicate which certificates are to be produced in French.
2 <sup>nd</sup> Week of April	Membership Services to prepare templates of certificates and send them to the CORS Vice-President for review.
3 <sup>rd</sup> Week of April	Membership Services to produce Official Certificates.
At least one full week in advance of Conference Date	Membership Services to send by Priority Post a package containing all certificates required for the Awards Ceremony to the Local Conference Chair.
CORS Annual Conference	CORS Vice-President introduces and presents certificates to the recipients at the Awards Banquet.
Before end of June	CORS Vice-President to submit names of winners and a brief description of justification for the award to the Bulletin Editor for inclusion in the post conference issue of the Bulletin and on the CORS website.

## **Practice Prize Competition**

Last revised: November 2013 based on material submitted for inclusion in Volume 47 Number 4 of the Bulletin.

### **Description**

The Practice Prize Competition recognizes the outstanding application of OR by practitioners in Canada, and it attracts quality papers to the CORS Annual Conference.

### **Award**

The Prize Committee will determine, at its discretion, First, Second, and Honourable Mention awards and the distribution of up to \$1800 in prize money according to the extent to which the finalists have reported on a completed, practical application with results that had a significant, verifiable, and (preferably) quantifiable impact on the performance of the client organization. Every member of the winning teams receives a certificate.

### **Eligibility**

The applicant must be a resident of Canada. The submission must include work completed over the last two years, but the entire project may have taken place over a longer period. The project may include published work, but it cannot have been previously submitted to this competition.

### **The Process**

By **February 28** applicants must submit electronic copies of the following to the Chair of the Practice Prize Committee:

1. An abstract, not exceeding 500 words, outlining the successful application of OR.
2. A letter from an executive of the client organization attesting that the application had an impact and giving permission for the project to be presented at the CORS Annual Conference.
3. The names, titles, phone numbers and email addresses of all authors and of at least one executive of the client organization.

By **March 31** the Judging Committee, consisting of three past winners of the Practice Prize, will select up to four finalists according to the following criteria:

1. The challenge of the application of OR and the significance of the problem.
2. The quality of the analysis and modeling, and implementation of the results.
3. The impact on the client organization.

By **April 30**, the finalists must:

1. Submit a detailed written report, not exceeding 25 pages in the body, presenting a "case history" of the project describing its development from start to finish and focussing on the challenges and results.
2. Submit a one-page project summary including key messages and best practices, suitable for publication in the CORS Bulletin and on the CORS website.
3. Present the project at the Practice Prize Sessions at the CORS National Conference.

Based on the written report and the oral presentation the judges will determine the prizes to be awarded and announced at the banquet. The committee reserves the right not to award any prize.

As soon as the Judging Committee has selected the finalists, the Chair must advise the Conference Organizing Committee so that the papers can be added to the conference schedule. When the winners are determined, the Chair must advise Membership Services to arrange for the preparation of the award certificates, advise the treasurer on how the prizes are to be dispersed, and forward the one-page project summary of the winner(s) to the Bulletin Editor for inclusion in the next edition.

## **Student Paper Competition**

Last Revised: January 24, 2020. Some changes regarding awards, selection considerations and judging have been made to reflect current practices and requirements. For more details, please see reference document Education Chair Update January 24, 2020.

### **Description**

Each year CORS conducts a student paper competition to recognize the contribution of a paper either directly to the field of operational research through the development of methodology or to another field through the application of operational research. The competition serves to showcase the high quality of OR education in Canada as well as the excellence of the new generation of operational researchers. Prizes are awarded in two categories: Undergraduate and Open.

### **Requirements**

The applicant must be enrolled as a full-time student in a Canadian institution, in an undergraduate, masters, or PhD program during the school year 2023–2024. Canadians who are studying outside of Canada are also eligible. Papers for which all applicants are undergraduates may be submitted to either category: Open or Undergraduate, but not to both. Papers for which some authors are graduate students must be submitted to the Open category. MBA students (and other specialized master students) must submit to the Open category with their applied projects. Published papers are eligible for the competition only if their initial submission date (for publication) is after the previous year's CORS Annual Conference.

Supervisors and industry partners may appear as coauthors on the paper, but the first authors must be the applicants. The applicants must have made substantial contribution to the project and have written the paper with only minor editorial assistance. If the paper includes such non-student authors, the supervisor should include information about the roles of the various authors when confirming the eligibility of the students.

All competitors should apply for CORS student funding by the deadline in case they become a finalist.

### **The entry includes**

1. Abstract of 200 words or less. Author's name, address, phone number, and email address. Make sure the abstract clearly highlights the motivation, contribution, and potential impact of the paper.
2. Academic institution and supervisor's name, if applicable.
3. Indication of whether the team is planning to attend the CORS Annual Conference if selected as finalists. Note that papers selected as finalists must be presented at the conference to further be considered for first prize or honourable mention.
4. A PDF copy of the paper:
  - a. No longer than 35 pages (with minimum 1-inch margins, maximum 34 lines per page, and minimum font size of Times 11) including all figures, tables, appendices, and references.
  - b. The submitted paper must not contain any information identifying the authors or their institutions.
5. An email from the supervisor attesting that the participant is indeed the first author of the article submitted to the competition must be sent to the competition chair. Supervisors must agree to be part of the competition's arbitration committee, which requires the evaluation of three competition documents in April. If this is not possible, the supervisor should designate an appropriate alternate member of the committee.

### **Selection Criteria**

- Contribution of the paper either directly to the field of operational research through the development of methodology or to another field through the application of operational research
- Originality
- Writing style, clarity, organization, and conciseness of the paper

## Awards

- Prizes are awarded per paper. The cheque is sent to the first author, and allocation of prize money is up to the co-authors.
- Open Category: First Prize \$500, Honorable Mention \$100. One award per team.
- Undergraduate Category: First Prize \$200, Honorable Mention \$50. One award per team.
- All papers selected as finalists receive a certificate.
- If an undergraduate student wins the Open Competition, no undergraduate prize will be awarded.
- Honourable mentions will be provided if there is no winner.

Where applicable, conference organizers are encouraged to provide early-bird registrations and banquet tickets for the finalists (one ticket per finalist, or group).

## Administration of the Award

**Committee Chair:** Appointed by CORS Council.

**Committee Members:** Committee membership (judges) are selected by the Committee Chair.

## Important Dates and Deadlines

<b>Date</b>	<b>Task</b>
1 <sup>st</sup> Meeting of new CORS Council October 1	Appointment of Student Paper Competition Committee Chair.  Committee Chair to submit an announcement to the Bulletin Editor for inclusion in the Fall and subsequent issues of the Bulletin and to Membership Services so that updates to the appropriate web pages can be made.
By the end of the Year End of March	Committee Chair selects Committee members Deadline for competition entries. Chair of the Committee to be in receipt of copies of the papers to be considered in the competition.
By the third week of April End of April	Winners of the competition are chosen.  The Committee Chair informs the winner(s) of the open competition and extends the invitation to present the paper at the Annual Conference. Winners are to be advised that receipts are to be submitted to CORS Treasurer for the reimbursement of expenses. The Committee Chair sends the name of the winners to Membership Services and to the Chair of the Conference Organizing Committee along with the title of the winning papers. Mailing addresses for anyone not going to attend the Annual Conferences are also to be provided. Where appropriate, the Committee Chair should request the French version of the Certificate. Membership Services to prepare certificate templates and send them to the Committee Chair for review.
At least one full week before date of Annual Conference Before end of June	Membership Services to produce and mail (where necessary) certificates. Membership Services to send by Priority Post a package containing all certificates required for the Awards Ceremony to the Local Conference Chair.  Committee Chair to submit list of winners and description and/or abstract of winning papers to the Bulletin for publication in the post-conference issue and on the CORS website.

## **Award of Merit<sup>1</sup>**

Last Revised: Based on a motion passed by Council at its meeting on January 22, 2021. Revised: January 19, 2011, based on material submitted for inclusion is Volume 45 Number 1 (February 2011) of the Bulletin. In response to direction of Council November 26, 2010.

### **Description**

The Award of Merit is presented annually to a current or past member of CORS in recognition of significant contributions to the profession of operational research.

### **Award**

A certificate. The honourarium is increased by \$75 as compensation to frame the certificate.

### **Selection Criteria**

Significant contributions to the profession of OR can include:

- being specially recognized as an operational research practitioner;
- the development of a methodology relevant to the use of operational research;
- the supervision and development of operational research competence in others;
- the promotion of operational research in Canada through talks, presentations, articles, books, or by other means.
- service to CORS at either the national or local level.

### **Administration of the Award**

**Committee Chair:** Immediate Past President of the Society

**Committee Members:** Immediate Past President and the two previous winners of the Award.

### **Important Dates and Deadlines**

<b>Date</b>	<b>Task</b>
October 1	Committee Chair to submit Call for Nominations for Award of Merit to the Bulletin Editor for inclusion in the October and January issues of the Bulletin. The Chair also contacts Committee members to advise them of their duties and to agree on a process.
End of January	Committee Chair to provide CORS Council with a status report on the Award (potential nominees etc.) at its January meeting. If warranted a Call for Nominations may be circulated on the CORS Mailing List.
End of March April 1	Nomination presented to CORS Council for approval at its March meeting. CORS President to contact the winner by phone offering congratulations and extending invitation to attend Awards Ceremony. CORS President to follow up initial contact with Official Letter. CORS President to inform Membership Services and Committee Chair whether the winner is attending the event.
1 <sup>st</sup> Week of April	Committee Chair to provide Membership Services with the name of the Award of Merit Winner and the certificate inscription. Membership Services should also be informed whether the recipient should have the certificate inscription appear in French. If the winner will not be attending the ceremony, a mailing address should also be provided.

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<sup>1</sup> Prior to 1983 the Society awarded the CORS Gold Medal. Initially, this award recognized the best paper published in INFOR, but then was given for the best paper published anywhere by a CORS member. The goals of the award were (1) to recognize the achievements and contributions of a CORS member and (2) to create an image of the ideal standards of the profession, as seen by CORS and thus serve to advance the level of professionalism in OR. As the process proved to be too complicated, the current format was adopted.

2 <sup>nd</sup> Week of April	Membership Services to prepare certificate template and send them to the Committee Chair for review.
At least one full week before date of Annual Conference CORS Annual Conference Before end of June	<p>Membership Services to produce Official Certificate.</p> <p>Membership Services to send by Priority Post or courier a package containing all certificates required for the Awards Ceremony to the Local Conference Chair.</p> <p>The Committee Chair introduces and presents the certificate to the Award of Merit Winner at the Awards Banquet.</p> <p>Committee Chair to submit a biography (including a picture) of the Award of Merit winner to the Bulletin Editor for inclusion in the post conference issue of the Bulletin and the CORS website.</p>

## **CORS DIPLOMA**

### **The CORS Diploma Program**

Last Revised: Based on discussion by Council at its meeting on June 10, 2020. Revised: February 1, 2018

#### **Description**

The CORS Diploma is awarded by the Canadian Operational Research Society, in association with participating Canadian universities, to recognize CORS members who have successfully completed a program of study which has included significant exposure to operational research in the following areas: OR techniques, probability and statistics, computers and systems, and applications of OR. Specific program criteria are outlined below. The objective of the Diploma is to encourage students to pursue an educational program in the field of operational research and to recognize their achievement in successfully completing such a program. It benefits the University by highlighting the fact that a student can gain significant exposure to operational research through a particular course of study offered at that university. It benefits CORS by encouraging students to pursue a career in OR and by attracting new members.

#### **Eligibility**

A candidate must be a student member or a full member of CORS to receive the Diploma. The minimum requirements are a 70 average in the 100-point grading system and a B- average in the letter grading system (or equivalent in other systems). This average is to be computed based on the courses that make up the CORS diploma program in a particular university. The participating universities can set higher standards.

#### **Program requirements**

The program of study must provide coverage of four broad areas as outlined below. At least seven courses must comprise the program, where a course is defined approximately as three hours of instruction per week over a semester of 12–13 weeks. This is not a rigid program of study. It is expected to vary somewhat between universities. While the number of courses in each area is not dictated to provide flexibility, it is expected that most programs will satisfy Area 1 and Area 2 requirements with two (or more) courses each. Areas 3 and 4 do not require a dedicated course as long as the material is adequately covered throughout the program.

#### **Area 1: Operational Research Techniques**

This area consists of the technical skills of operational research. It requires coverage of all of:

- linear programming
- simulation
- decision analysis

and at least three of:

- dynamic programming
- integer programming
- nonlinear programming
- heuristic optimization
- queueing
- production/inventory
- project management
- scheduling
- facility location/layout
- supply chain management/logistics

The program should give broad exposure to operational research, similar to the coverage of the major textbooks in the field.

## **Area 2: Probability and Statistics**

This area consists of basic techniques in probability and statistics. It requires coverage of:

- Random variates and distributions,
- Estimation and hypothesis testing, and
- Regression

and at least two of:

- Analysis of Variance,
- Stochastic processes (Markov processes, renewal processes, or semi-Markovian queueing),
- Statistical testing (parametric and non-parametric),
- Quality control and reliability, and
- Time series (or other forecasting models).

## **Area 3: Computers and Systems**

This area consists of the basic tools of computer science that are used in operational research. It requires coverage of:

- Basic computer tools (such as spreadsheets, database management systems, and statistical analysis packages).
- Basic computer programming in any language (including but not limited to FORTRAN, BASIC, C, C++, Pascal, VB).

As well, exposure to one or more of the following is strongly encouraged:

- Management information systems
- Geographic information systems
- Decision support systems
- Expert systems
- Artificial intelligence

## **Area 4: Applications of Operational Research**

This area is designed to give exposure to the application of operational research in various settings. It could consist of project courses, seminars, or workshops in addition to standard means of course delivery. It could also be met by work experience (provided it was properly documented). It should illustrate the scientific method in problem solving, and discuss modeling issues such as data collection, model generation and revision, solution, implementation, verification, and validation. Functional areas include accounting, actuarial science, finance, logistics, marketing, operations, production, strategic planning, and transportation. The focus might be on a particular sector, such as agriculture, defence, government services, health care, manufacturing, or natural resources, or it could consist of a broad survey of applications.

## **Application**

To apply for the CORS Diploma, candidates must provide transcripts of their academic record (in English or in French) to the CORS Diploma contact person at the university from which they graduated. The application includes a form that is added to the transcript. Graduates of non-Canadian universities or a Canadian university that does not have a Diploma Contact Person should contact the National CORS Diploma Coordinator. The university contact person will review the submitted course list and ascertain whether the candidate satisfies diploma requirements. Both positive and negative recommendations need to be sent to the National CORS Diploma Coordinator. Once satisfied, the candidate's name will be forwarded to the National Coordinator with a recommendation for the issuance of the Diploma. At the direction of the National Coordinator, CORS Membership Services will issue and transmit the diploma to the recipient. All the CORS diploma requests will be handled by the Local Coordinators, and their decisions are final. The National Coordinator will intervene only if (a) the Local Coordinator is not available or (b) there is a disagreement with the decision of the Local Coordinator. In such cases, the applying member can contact the National Coordinator, however, all correspondence should be copied (cc) to the Local Coordinator. The National Coordinator and the Local Coordinator should discuss the matter, and then inform the applying member of the final decision. If there is disagreement between the National Coordinator and the Local Coordinator, the National Coordinator's decision takes precedence.

## **Administration of the CORS Diploma**

**CORS National Diploma Coordinator:** The CORS Diploma is administered by the Chair of the Education Committee who assumes the role of National Diploma Coordinator.

### **Specific Duties and Responsibilities**

- Define the requirements for the Diploma in broad terms.
- Advise CORS Council on the policies and procedures for the CORS Diploma program.
- Promote the CORS Diploma program in the Canadian OR community and ensure that as many universities as possible are participating.
- Review the course list of participating institutions and ensure that all CORS Diploma program requirements are met.
- Maintain regular contact with the University Diploma Coordinators, work with them to manage their programs, and remind them to submit lists of qualified diploma candidates.
- Act as the Diploma Coordinator for graduates of a non-Canadian university or a Canadian university that does not have a Diploma Contact Person.
- Transmit the names of qualifying Diploma recipients to CORS Membership Services.
- Provide the CORS Secretary with year-end summary statistics for the CORS Diploma program and provide a report at the year-end CORS Council meeting.

**University Diploma Coordinator:** The University Diploma Coordinator acts as the contact person for the CORS Diploma program at their institution. This person will be an ad hoc member of the CORS Education Committee and report to Council through this Committee.

### **Specific Duties and Responsibilities**

- Maintain contact with CORS Council through the National Diploma Coordinator. This will also entail advising the CORS Council on appropriate policies, definitions, and standards for the CORS Diploma.
- Define the precise courses making up the Diploma program at their institution, establish standards of achievement required for the awarding of the Diploma and ensure the overall quality of the program delivered at their university.
- In consultation with the CORS Diploma Coordinator, the University Diploma Coordinator will prepare a list of courses that they believe contribute to the course requirements for the Diploma. For each course, the University Contact Person should indicate the number of hours pertaining to the program and how these should be allocated to the broad areas of study established by CORS. This course list may be more than the minimum number of required courses. Note that not all students at a given university will necessarily take exactly the same courses.
- Identify students in the Diploma program.
- Notify the CORS National Coordinator when students have completed the requirements for the Diploma and provide the name of the recipient as it should appear on the Diploma, the preferred language for the Diploma (English or French), and whether the Diploma is to be mailed directly to the recipient or to the University Coordinator.
- Distribute the Diplomas to recipients. CORS encourages the University Diploma Coordinator to present the Diplomas to the students during (or shortly before or after) the convocation ceremonies. While each university has a different graduation ceremony, and this may be impossible in some institutions, CORS views it desirable to publicly honour the CORS Diploma recipients.

## **CORS Membership Services**

### **Specific Duties and Responsibilities**

- Confirm that the diploma recipient is a member of the Society.
- Produce and mail the Diplomas using electronic signatures of the CORS President and the National Coordinator.
- Maintain the CORS Diploma web pages on the CORS website

## CORS SPONSORSHIP AND FUNDING

### Graduate Student Funding to Attend CORS Conferences

Revised: March 2022 to remove SSHRC funding from competition. As a result of a motion on September 16, 2022, graduate student funding be given as an award instead of a reimbursement.

#### **Description**

CORS partially funds graduate students attending CORS annual meetings.

#### **Eligibility**

The candidate must:

- Be a Student Member of CORS
- Be enrolled in a graduate program in a field related to operational research
- Be studying at a Canadian university or a Canadian citizen or permanent resident studying abroad
- Attend the conference and present their registration receipt to receive any funding

#### **Selection Considerations**

The following criteria are to be used to determine the amount awarded to each eligible applicant:

- Whether the applicant is presenting a paper at the conference.
- Travel cost from student's home city to the conference.

#### **Application Process**

The application form for funding is available on the CORS website. Applications must be received at least two months before the conference date to receive full consideration. Applicants who meet this deadline will be notified at least one month before the conference date whether their application was successful.

#### **Administration of Funding**

The CORS Education Chair determines who will receive funding and the amount of the award. The CORS Treasurer administers the distribution of funds after receiving confirmation that the student attended the conference.

#### **Reimbursement Process**

Students must submit proof they attended the conference (e.g., boarding pass, selfie at conference site) within 30 days of the annual CORS/SCRO conference to [treasurer@cors.ca](mailto:treasurer@cors.ca) and MUST copy their supervisors on the email. The CORS/SCRO Treasurer administers the distribution of funds after receiving confirmation that the student attended the conference and will notify the student's supervisor.

## **Traveling Speakers Program**

Last Revised: November 29, 2019 (section president makes request). Revised: November 29, 2013 (expense claim process added). Revised: January 24, 2011 (administration added).

### **Description**

The Traveling Speakers Program (TSP) enables local sections to bring OR practitioners and researchers in Canada as speakers to their local events.

### **Administration**

The Immediate Past President acts as the Traveling Speakers Program coordinator.

### **Program Details**

In order to keep costs in line while maximizing the CORS National profile, CORS sponsorship will be limited to 50% of the total expenses, up to a maximum of \$500 per speaker or \$1000 for a single event (conference, workshop). Other expenses can be covered by the local section. The program of the event must acknowledge the contribution of CORS. The president of the local section must contact the TSP Coordinator to obtain approval for funding at least one month in advance of the event date.

Payment will be made by the CORS Treasurer upon receipt of the Expense Form

(<https://cors.ca/sites/default/files/documents/expenses.pdf>).

The president of the local section fills out the application form

(<http://www.cors.ca/sites/default/files/documents/tsp.pdf>) and submits the form to the TSP Coordinator.

## CORS POLICIES

### Policies Relating to Membership

#### Invoicing of the Membership Timeline

October 1	Website ready to accept payment of fees for the upcoming membership year. A message sent out via the Mailing List advising members that the site is open, for those who wish to submit before year end.
January 15	Reminder notices for the upcoming membership year for those who have not paid are sent via email with a due date of April 1.
February 15	Notice sent via Mailing List reminding members that membership fees are due on April 1 (and thanking those who have already submitted). The message should include the information on how to do this with the appropriate links to the website and could be combined with a reminder about the conference and that members get a discount.
March 15	Message sent via email to those members who have not yet paid reminding them that we have not yet received their membership fees.
April 1	Due date for payment of membership fees for current year. Members not renewing by this date are considered overdue.
April 15	Reminder message sent via email to those who have not yet paid, reminding them that the fees are overdue. It should include a note asking those who wish a paper invoice to contact the membership services provider to ask for one to be sent.
May 15	Reminder message sent via email to those who have not yet paid.
June 15	Reminder message sent via email to those who have not yet paid.
July 15	Reminder message sent via email to those who have not yet paid.
August 1	Reminder message from CORS president, for those who wish to continue membership in CORS, or a "sorry to see you go" message to those who do not.
August 15	Send list of overdue members to Section and Chapter Presidents (or alternate) for their review. Individual members should be contacted where warranted.
October 1	Memberships of those 6 months overdue automatically discontinued.

## **Emeritus Members**

Last Revised: Based on a motion passed by Council at its meeting on November 26, 2004.

The CORS **Emeritus** membership designation is to be given to those retired CORS members who have received the *CORS Service Award* and the *CORS Award of Merit*. A CORS **Emeritus** member is awarded a complimentary lifetime membership with all regular membership benefits including a subscription to INFOR Journal and the CORS-SCRO Bulletin; access to the Online Membership Directory; and notices of OR activities across the country and in local sections.

## **Corporate Partners**

Last Revised: March 28, 2008, Adopted. November 28, 2008, Council approved a fee of \$375 for corporate membership logo programming on the website.

CORS will have a Corporate Partners option for organizations at a cost of \$150 a year. It will include free job advertising on the CORS Mailing List and website and a company profile on the CORS website with a link to the company's webpage.

## Revenue Sharing Arrangement with Local Sections and Chapters

Last Revised: Based on a motion passed by Council at its meeting on November 29, 2013.

### **General Statement**

Sections do not generate revenue from their operations. Thus, funding for local sections flows from the national executive to the local section under a dues revenue sharing arrangement between the national executive and the local sections. To be eligible for the dues share, sections are required to submit an annual financial account.

### **Policies**

Sections are entitled to 30% of the dues of their members up to the first \$1,000 of dues and 15% on all remaining monies. To access their dues, sections are required to submit a brief statement of their activity report and financial activities for the past year as well as a budget for the coming year. A copy of the bank statement (showing the balance at the end of the fiscal year – March 31) must be submitted along with the report. Sections must send their financial statements to the CORS Treasurer within two months from the end of the fiscal year (i.e., by May 31). Dues that are not claimed by a section within the two-month period will become part of general revenues.

The sections should be active (organize speaker series, workshops, etc.) to receive section dues. Towards the end of the fiscal year, the treasurer will send an email to sections indicating to them their available share of dues and the procedure to collect them. Another email reminder will be sent a week before the report due date.

### **Notes**

Section shares will be allocated using an activity-based budget model. As such section shares should be calculated using the following formula:

Section Shares of Dues =  $\max [0, 1.3 * \text{bank balance} - \min (\max (\text{last year expenses}, \text{next year budget}), \text{old section shares dues as in (1)})]$

The above formula stipulates that a section will not get additional funds if they had no activity last year and they are not planning to have any activities in the coming year, or their current bank balance has enough to cover 130% of their next year budget. If they have a lower amount, they get the difference between what they are asking for and their balance.

The National Treasurer should contact section treasurers or presidents to get an update on their accounts. In case the section is dormant, an effort should be made to reactivate the section or withdraw the account balance and add it to the CORS National account.

The section shares of dues will be activity-based rather than dues-based. (Hassini, Bischak)

### **Relevant Motions of Council**

**1996 AGM:** At the 1996 Annual General Meeting, a motion was presented to change the allocation of the dues to the local sections. As required, a vote was taken by mail ballot. Unfortunately, even though the motion passed by a wide margin, the result cannot be accepted. The ballot incorrectly stated that the local section would collect 5%, rather than 15% of the dues after the first \$1,000. While the vote will be redone after the 1997 A.G.M., Council passed the following motion to implement the change for 1996–97: “As per the Constitution, the 1996–97 local section dues allocation shall be 20%. In cases where the local section would have received more under the formula proposed at the 1996 A.G.M., a special one-time section incentive will be awarded equal to the difference, provided that the local section fulfills the requirements for dues allocation.”

**November 30, 2007:** The procedure for allocating section shares of dues will be changed. (Blake, Gendron)

**May 12, 2008:** Formalization of the administrative process for distributing unclaimed section dues.

## **Allocation of Conference Profits to Local Sections and Chapters**

Local sections will receive 20% on the first \$5000 in Conference profits; 10% on the Conference profits between \$5000 and \$10000; and 5% on the Conference profits over \$10000.

### **Relevant Motions of Council**

**May 27, 1997, AGM:** The following change in the allocation of conference profits to the Local Sections was discussed at the 1997 Annual General Meeting in Ottawa and later put to a vote by letter ballot: *The current allocation of conference profits to the Local Sections is to be changed from 10% of the conference profit to 20% on the first \$5000 in Conference profits; 10% on the Conference profits between \$5000 and \$10000; and 5% on the Conference profits over \$10000.*

The result of the letter ballot was 117 for with three against.

**March 26, 2004:** Conference Chairs are required to arrange that the accounts of the Conference be finalized and closed no later than six months from the date of the conference (Moved: Ganjavi, Gendron passed unanimously).

## **Use of the CORS Mailing List**

Last Revised: May 17, 2004, Adopted in Banff. November 25, 2006, Change in fee schedule. No fee for the distribution of Job Postings submitted by CORS members.

### **The Mailing List will only be used for the following purposes**

1. To transmit messages regarding the activities and business of the Society as requested by the president, vice-president, past president, treasurer, or secretary.
2. To transmit the Bulletin as well as requests from the Editor for submissions to the Bulletin.
3. To transmit information as required for membership services and management. This includes requests from the executive of local sections to send notices to targeted groups within CORS, for example, to members of the local section.
4. To transmit announcements about conferences, conference sessions, special journal issues as requested by paid members of CORS, provided that the activities are related to Operational Research in its broadest sense.
5. Job Ads of general interest to CORS Members.
6. Commercial Ads of general interest CORS Members

### **Fees for Mailing List use**

1. There is no charge for items 1, 2, 3, and 4.
2. There is no charge for item 5 if submitted by a paid member of CORS; otherwise, the cost is to be one-half the cost of a Bulletin ad, but free if it appears as a paid ad in the bulletin.
3. The cost of six to be equal to the cost of a Bulletin ad, but free if it appears as a paid ad in the bulletin.

### **Responsibilities**

1. Items 1, 2, and 3 are the responsibility of Membership Services under the existing agreement. Item 4 and 5 (if submitted by a paid CORS member) will be performed as an additional service at no charge, but the amount of activity will be monitored.
2. Items 5 and 6 are the responsibility of Membership Services.

## **Guidelines for CORS Reimbursements**

This policy sets guidelines for how a person can request reimbursements from CORS. These reimbursements will typically be related to involvement with CORS council meetings, Traveling Speakers Program, or annual Conference. Given that it is hard to have guidelines that would encompass all circumstances, the following guidelines are formed around the understanding that a person that requires reimbursement from CORS would bill for reasonable expenses.

### **Council Meetings**

The expenses of CORS Councillors are covered by CORS for the November and March Council meetings. Expenses to attend the Council meetings held as part of the CORS National Conference and the AGM are only covered if the member cannot fund their own travel.

### **Receipts**

Travel and accommodation expenses should be reasonable in nature and amount and properly supported by original receipts except for private vehicle allowances.

### **Eligible Accommodation Expenses**

Reimbursement is limited to a single room rate per traveler.

When room cancellation is necessary, it is the responsibility of the traveler to ensure that this is done in advance so that no penalties are incurred.

### **Eligible Travel Expenses**

Travelers are encouraged to find the lowest available fare. Unless accompanied with a medical certificate, first or business class tickets will only be reimbursed at the coach/economy level.

Travelers who use their private vehicles will be reimbursed at a kilometre allowance rate based on rate used at their institution.

### **Eligible Meal Expenses**

Travelers will be reimbursed for reasonable meals. Travelers may choose to either submit original receipts or use a per diem rate similar to those used at their institutions.

## **Special Interest Group (SIG) Policy**

Last Revised: Based on a motion passed by Council at its meeting on August 19, 2011.

CORS encourages members with common interest in an area within or related to operational research to form a CORS Special Interest Group (SIG). A SIG provides a mechanism to promote CORS, the SIG area, and the SIG members, as well as the opportunity for CORS members with common interests to interact and network. CORS will act as a facilitator to help achieve these goals.

### **Formation of a SIG**

A CORS SIG can be formed if a letter addressed to the CORS president, signed by at least 25 CORS members, is submitted to CORS Council detailing:

- The SIG's main research interest(s).
- The SIG's name.
- The twenty-five founding members.
- The president of the SIG, and any other executive positions or administrative structure agreed upon among the SIG members.

And committing to

- Strive to keep membership at a minimum of twenty-five members.
- Restrict membership to CORS members.
- Organize a stream of talks at each CORS annual conference.
- Meet at least once a year, preferably at the CORS annual conference.
- Provide a report on the SIG's activities during the preceding year, preferably through a newsletter submitted to the CORS Bulletin.

### **CORS Approval and Commitment**

The CORS Council, upon determining that the SIG's focus area is appropriate for a CORS SIG, approves the formation of the SIG. Electronic signatures, such as email messages, are acceptable.

CORS commits to

- Assist each CORS SIG by administering a dedicated Mailing List.
- Provide a room for a SIG meeting at the CORS Annual Meeting.
- Collect information about SIG membership when CORS members renew their membership information.
- Publish SIG membership information in the CORS membership directory.
- Promote SIG activities by providing information about SIGs and SIG-organized events on the CORS web site.

### **Termination**

CORS will consider a SIG to be terminated if it fails to meet any one of the requirements outlined above for two consecutive years. The CORS president will send a termination letter to the SIG president.

## **SIG Funding Policy**

As a result of a motion on September 16, 2022 CORS/SCRO which allocates \$1,000 annually to each Special Interest Group according to the following policy:

### **Objective**

The objective of the SIG Funding policy is to provide financial support to CORS/SCRO SIGs to undertake activities that will strengthen the SIG communities and the overall CORS/SCRO community. These activities should be open to all SIG members and reasonable efforts should be made to ensure maximum participation. When possible, CORS/SCRO members interested in the SIG should be included even if they are not currently SIG members. To support the activities of CORS/SCRO SIGs and to allow SIGs to provide hospitality at events, CORS/SCRO will allocate \$1,000 per year to each SIG. The funding must

be spent during the fiscal year and leftover funds are not carried forward to the next fiscal year. The event must acknowledge the contribution of CORS/SCRO.

### **Expenses**

Example eligible expenses include:

- Hospitality during SIG meetings at the annual conference (Coffee and cookies, Wine and cheese, light meals, etc.)
- SIG Conference or workshop expenses (hospitality, guest speakers, venues, equipment, etc.)
- Outreach, education and recruitment efforts related to the SIG focus

Ineligible expenses include:

- Stipends or honorariums

If in doubt about eligible expenses, please email [treasurer@cors.ca](mailto:treasurer@cors.ca)

Note that this funding is in addition to funding provided to SIGS student competition winners.

### **Claims Process**

To simplify the management of this process and to avoid the need for SIGs to open bank accounts, the allocated funds will remain in the central CORS/SCRO bank account. To claim this funding and be reimbursed for money spent by a SIG member, submit receipts and the Expense Reimbursement Form ([www.cors.ca](http://www.cors.ca)) to [treasurer@cors.ca](mailto:treasurer@cors.ca) If the funds are used for hospitality during the CORS/SCRO annual meeting, the expenses may be paid directly by CORS/SCRO to the conference organizers. In this case, contact [treasurer@cors.ca](mailto:treasurer@cors.ca) and the conference chair. The deadline to submit expenses is March 1 of the current fiscal year.

### **Guidelines for Establishing a New Local Section**

Last Revised: Based on a motion passed by Council at its meeting on November 19, 2021.

#### **General Information:**

- Name and email address of person submitting the application
- Indication whether this is a new or reactivation application
- If new: the region that is seeking to form a new section
- If new: proposed name of the section
- If reactivation: name of the section

#### **Additional information:**

- Local Section Officers: President (name, email, phone number, address, title); Vice-President (name); Secretary (name); Treasurer (name)
- Petition: A petition signed by twenty-five or more interested CORS members in good standing
- Local Section Bylaws: Prepare a set of bylaws to govern your Local Section. Here is an example that can be used as a template: <http://www.cors.ca/Section/Calgary/?q=content/constitution>
- Note to Bylaw No. 11 (Local Sections) and Bylaw No. 12 (Management of Local Sections) from the CORS Constitution: (<http://www.cors.ca/documents/CORS-Constitution-Feb2017.pdf>)

### **Guidelines for Establishing a New Student Chapter**

Last Revised: Based on a motion passed by Council at its meeting on November 19, 2021.

#### **The process to start a new Student Chapter requires the following information:**

##### **General Information:**

- Name of university and department
- Name and email address of person submitting the application
- Indication whether it is a new or reactivation application
- Department website link
- Faculty Advisor name
- Faculty Advisor email address
- Faculty Advisor title

##### **Additional information:**

- Chapter Officers: Faculty Advisor, President, Vice-President, Secretary, Treasurer
- Petition: A petition signed by ten or more interested CORS members in good standing. The letter of petition should be signed by the faculty advisor and the petitioning officers.
- Chapter Bylaws: Prepare a set of bylaws to govern your Student Chapter. Here is an example that can be used as a template: (<https://org.mie.utoronto.ca/bylaws/>)