



SOUTHWEST ACADEMY OF MANAGEMENT

BYLAWS

Approved changes in August 2015 include:

1. The appointment of two graduate students to the Executive Board,
2. Combining the positions of Secretary and Newsletter Editor,
3. Combining the positions of Program-Chair Elect and Proceedings Editor,
4. Moving the duties of catering from Program Chair elect to President Elect,
5. Combining the Web Master and Historian positions.
6. Adding duties to Representatives-at-large to learn the workings of the board/groom for higher positions
7. Addition of an Advisory Board composed of past presidents to be consulted by the Immediate Past President on an ad hoc basis

Revised August 2015

SOUTHWEST ACADEMY OF MANAGEMENT

BYLAWS

ARTICLE I. Membership

1. Membership in the Southwest Academy shall be available to individuals interested and engaged in advancing the theory and philosophy of management through teaching, research, practice, or publication. The candidate shall share the objectives of the Southwest Academy.

Candidates for membership shall be as follows, provided that the number of executives shall be limited to not more than twenty-five percent (25%) of the total membership. For purposes of this provision, an executive is defined as one who spends over fifty percent (50%) of his or her time in non-academic professional management.

- a. A teacher of management in a college or university holding the rank of instructor, lecturer, assistant professor, associate professor, professor, research professor, or distinguished professor, or emeritus professor (not eligible for Member Emeritus status, as described in section 3);
 - b. A graduate student with an interest in management;
 - c. An executive who has made a significant contribution to management theory or philosophy in published form or is distinguished in the practice of management; or
 - d. A manager holding a policy level or administrative position in business, governmental, education, or other type of organization, providing the individual has made significant contributions to the theory, art, science, and/or practice of management thorough research, teaching, top-level policy making, or other activities that in the opinion of the executive Committee helps further the goals of the Southwest Academy.
2. Application for membership in the Southwest Academy shall be filed with the Treasurer-Membership Chair. Election to membership shall be in accordance with procedures to be established by the Treasurer-Membership Chair to carry out the intent expressed in the purpose and membership qualifications articles of the Constitution, and in agreement with such stipulations as may appear in the Bylaws.
 3. A member shall become a Member Emeritus on application to the Treasurer-Membership Chair and whenever the following conditions have been fulfilled:
 - a. Continuous, fully-paid membership in the Southwest Academy of the ten (10) years immediately preceding qualification as a Member Emeritus.
 - b. Retirement from regular gainful employment as a teacher, consultant, or manager, due to reaching retirement age or due to poor health.

c.

ARTICLE II. Structure

1. *The Executive Committee*

In addition to the responsibilities of the Executive Committee specified by the Constitution, the Executive Committee shall

- a. Resolve any disputes among the elected officers.
- b. Fill officer vacancies prior to the end of an elected term.
- c. Appoint additional officers as needed on an ad hoc basis. Appointment shall be approved by the membership at the next annual meeting, if practicable.
- d. Approve any operating policies or procedures for the functioning of the organization that are not provided by the Constitution or Bylaws until such can be acted upon by the membership at the next annual meeting.
- e. Perform other activities as necessary to execute those responsibilities specified by the Constitution and Bylaws.

2. *Elected Officers*

The elected officers of the Southwest Academy shall be the Immediate Past President, President, President Elect, Program Chair, Program Chair Elect, Treasurer-Membership Chair, Secretary, and the three Representatives at Large.

- a. The Immediate Past President. The Immediate Past President shall
 1. Serve on the Executive Committee.
 2. Chair the Nominating Committee and conduct the election of officers.
 3. Coordinate and conduct the Doctoral Student and/or Junior Faculty Consortium.
 4. Serve as liaison between past presidents and current board on ad hoc basis
- b. The President. The President shall
 1. Succeed the current Immediate Past President at the termination of the Immediate Past President's year in office.
 2. Chair the Executive Committee and serve as the chief executive officer of the Southwest Academy.

3. Conduct the activities of the Southwest Academy in a manner that assures the accomplishment of its objectives, subject to the provisions of the Constitution and Bylaws, and the concurrence of the Executive Committee in matters of policy.
 4. Authorize expenditures of the Southwest Academy's funds.
 5. Preside at all meetings of the Southwest Academy, but may delegate this responsibility to the President Elect.
 6. Present a report on the status and progress of the Southwest Academy at its annual meeting.
 7. Bear primary responsibility for seeing that a smooth transition is made between outgoing and incoming officers.
- c. The President Elect. The President Elect shall
1. Succeed the current President at the termination of the President's year in office.
 2. Act for the President in the President's absence or inability to carry out the responsibilities of the office. The President Elect's succession to the office of the President shall not be affected by having to assume the office of the current President.
 3. Appoint and chair the Distinguished Paper Award Committee.
 4. Appoint and chair the Distinguished Reviewer Committee.
 5. Organize the reception and all other necessary catering at the annual meeting with full responsibility for all arrangements necessary. Execution of this duty should be carefully coordinated with the Program Chair and the Executive Committee.
 6. Perform other duties as may be assigned by the President, the Constitution, or the Bylaws.
- d. The Program Chair. The Program Chair shall
1. Succeed the current President Elect at the termination of the President Elect's year in office.
 2. Serve as the Program Chair of the annual meeting with full responsibility for all arrangements necessary for the program. Execution of this duty should be carefully coordinated with the Executive Committee.
 3. Perform other duties as may be assigned by the President, the President Elect, the Constitution, or the Bylaws.

- e. The Program Chair Elect/Proceedings Editor. The Program Chair Elect shall
 1. Succeed the current Program Chair at the termination of the Program Chair's year in office.
 2. Assist the Program Chair with the annual meeting.
 3. Coordinate and conduct the evaluation of paper sessions at the annual meeting.
 4. Publish the annual Proceedings for the Southwest Academy in conjunction with the Webmaster
 5. Prepare and conduct a training session at the annual meeting for Track Chairs and volunteers.
 6. Perform other duties as may be assigned by the Program Chair, the President, the President Elect, the Constitution, and the Bylaws.

- f. The Treasurer-Membership Chair. The Treasurer-Membership Chair shall
 1. Exercise full responsibility for the funds of the Southwest Academy.
 2. Issue checks, collect dues from the membership, keep complete and accurate books of account showing all receipts and disbursements, and present a report of the Southwest Academy's financial status at its annual meeting.
 3. Serve as chair of the membership committee.
 4. Actively recruit new members encourage the other members of the Executive Committee to do so.
 5. Report the current membership data at the annual meeting.
 6. Maintain an accurate current membership roster.
 7. Perform other duties as may be assigned by the President, the President Elect, the Constitution, or the Bylaws.

- g. The Secretary/Newsletter Editor. The Secretary shall
 1. Keep minutes of the Executive Committee meetings and all business meetings of the Southwest Academy.

2. Working with the Treasurer-Membership Chair, publish a membership directory for the Southwest Academy.
 3. Publish and distribute two issues of the Southwest Academy of Management newsletter.
 4. Perform other duties as may be assigned by the President, the President Elect, the Constitution, or the Bylaws.
- h. The Representatives at Large (3). The Representatives at Large shall
1. Provide opportunities for the general membership to express concerns and desires with regard to the operation of the Southwest Academy.
 2. Provide input to the Executive Committee regarding the expressed concerns and desires of the general membership.
 3. The two most senior Representatives-at-Large shall co-chair the Distinguished Educator Committee.
 4. The most senior Representative-at- Large shall work with the Program Chair to determine which papers are student papers and help with the preparation of the Program
 5. The second most senior Representative-at- Large shall work with the President- elect to choose foods for the activities associated with the conference
 6. The Junior Representative-at-Large will work with the Secretary/Newsletter Editor to create two newsletters.
 7. Perform other duties as may be assigned by the President, the President Elect, the Constitution, or the Bylaws.

3. *Appointed Officers*

The appointed officers of the Southwest Academy shall the Southwest Academy of Management Director of Electronic Media/Historian and two graduate student Representatives at Large. The President shall appoint the new Southwest Academy of Management Director of Electronic Media/Historian and the two graduate student Representatives at Large with the advice and consent of the Executive Committee one year prior to the expiration of the term of the incumbent.

The Southwest Academy of Management Director of Electronic Media/Historian. The Southwest Academy of Management Director of Electronic Media shall

1. Develop, maintain, and update the Southwest Academy of Management website.
2. Coordinate with the Program Chair with respect to any electronic submission system used by the Southwest Academy.
3. Maintain the annual program and the Proceedings on the Southwest Academy's website.
4. Establish, maintain, and update the Southwest Academy's archives online
5. Attend all meetings of the Executive Committee.
6. Perform other duties as may be designated by the President, the Executive Committee, the Constitution, or the Bylaws.

Graduate Student Representative-at-Large (2) shall:

1. Provide opportunities for the Graduate student membership to express concerns and desires with regard to the operation of the Southwest Academy.
2. Provide input to the Executive Committee regarding the expressed concerns and desires of the Graduate Student membership.
3. Attend Executive Committee meetings at the SWAM annual conference (usually held Thursday morning and Friday at 5pm)
4. The most senior Graduate Representatives -at-Large shall act as a student advisor to the Distinguished Educator Committee.

The most senior Graduate Representative-at- Large shall work with the Program Chair and Past President:

- (1) to create a Call for Papers for Graduate Students and distribute/promote it to the Graduate students from the represented universities of the organization, and to those schools in the city and surrounding area of the conference
- (2) to determine which papers are student papers and help with the preparation of the Program
- (3) contact student authors and ask them to attend the Consortium

The second most senior Graduate Student Representative-at- Large shall work with the President- elect to choose foods for the activities associated with the conference

- (1) to promote the Graduate Student/Junior Faculty Consortium beginning 3 months prior to the closing date for pre- registration

Perform other duties as may be assigned by the President, the President Elect, the Constitution, or the Bylaws.

1. *Membership criteria.*

All elected or appointed officers must be members in good standing with the Southwest Academy of Management and at least one of the elected officers must be a member in good standing of the Academy of Management.

ARTICLE III. Election and tenure of office.

1. The nomination process shall be followed for any elected offices that shall be open for election. Nominations shall not be solicited for the Immediate Past President, the President, the President Elect, or the Program Chair. These offices are subject to an automatic succession, such that the Program Chair Elect/Proceedings Chair moves into the position of Program Chair, the Program Chair moves into the position of President Elect, the President Elect moves into the position of President, and the President moves into the position of Immediate Past President.
2. Each year the Chair of the Nominating Committee shall solicit nominations from the general membership for all open elected offices. (In order to preserve the well-being of the organization, in choosing nominees for Program Chair Elect/Proceedings Editor preference should be given to members who have served on the board as a Secretary/Newsletter Editor, Treasurer/Membership Chair, Representative-at-large for at least two years, Webmaster/Historian for at least two years, or track chair for 3 years.)
3. The member receiving the highest number of nominations for a particular office shall be listed on the election ballot, with other names as indicated below.
4. No person may appear on the final ballot as a nominee for more than one office. If the nomination process results in a person qualifying as a nominee for more than one office, then the person shall be listed on the election ballot for the office for which she or he received the most nominations. If the person receives an equal number of nominations for two different offices, then the person shall choose the office for which he or she shall stand for election.
5. In the event of ties in the nominations received for one office, the nominee shall be determined by a vote of the Executive Committee chaired by the Immediate Past President, who shall vote only in the case of a tie within the Executive Committee.
6. There shall be a maximum of three names on the election ballot for any office. In addition to the individual nominated through the nomination process, the Nominating Committee shall select at least one additional name based on the Nominating Committee's judgment as to potential leadership and contribution to the Southwest Academy's affairs.
7. In the event that no one is nominated for an open position, the Nominating Committee shall develop a slate of candidates for that position.

8. Candidates for each office shall be listed together on the election ballot in alphabetical order, without distinguishing among the categories of nomination specified above. The ballot shall also include a brief (maximum of 50 words) biographical sketch of each candidate running for a specific position.
9. The Immediate Past President shall be responsible for conducting the election by mail or electronic ballot. The election shall begin at least ninety (90) days prior to the annual meeting.
10. In the case of ties in the election process, the winner shall be determined by a vote of the Executive Committee, chaired by the Immediate Past President, who shall vote only in the case of a tie within the Executive Committee.
11. The results of the election shall be announced at the annual meeting.
12. New officers and members of the Executive Committee shall take office on the final day of the annual meeting.
13. Each of the elected officers shall serve for one (1) year, with the exception of the Treasurer-Membership Chair, the Secretary/Newsletter Editor, and the Representatives at Large, who shall serve for not more than three (3) consecutive years. No officers shall be eligible for more than one successive election to the same office, but after the lapse of one year may again be nominated.

ARTICLE IV. Removal of officers

1. An officer may be removed by a two-thirds (2/3rds) vote of membership voting by mail or electronic ballot, provided that at least twenty-five percent (25%) of the membership votes.
2. A vote for removal may be initiated by a majority vote of the Executive Committee or a petition bearing verified signatures of twenty (20) members in good standing.
3. The Executive Committee shall submit the ballot to the membership within *thirty (30) days of the vote of the Executive Committee or verification of the signatures of the members on a membership petition*. The Executive Committee shall assure a fair vote, and shall also report the results to the membership and appoint the person to complete the term of office *within thirty (30) days of the conclusion of the balloting*.

ARTICLE V. Committee structure

1. The President shall be assisted in policy formulation and the operation of the Southwest Academy by such standing and special committees as are authorized in the Bylaws. These committees shall perform such duties as are specified in the Bylaws under the immediate direction of a Chairman or by the President.

2. The President may appoint, with the advice of the Executive Committee, special committees as are believed necessary. The life of all such committees shall expire with the completion of the specified assignment or after the next annual business meeting.
3. The standing committees shall be the Program Committee, the Nominating Committee, and the Membership Committee. The President shall be an ex-officio member of all committees. Members of the Program Committee and Membership Committee shall be appointed by their respective committee chairs.

ARTICLE VI. Affiliation with other organizations

1. The Southwest Academy shall maintain its affiliation with the Academy of Management as provided in the Constitution of the Academy of Management.
2. The Southwest Academy shall maintain an affiliation with the Federation of Business Disciplines.
3. The President and President Elect shall served as representatives on the Board of the Federation of Business Disciplines.
4. Any additional affiliations or changes in present affiliations must be approved by the membership. These changes should follow the same voting procedure as for amending the Constitution *and must also be permissible under the rules of the Academy of Management.*

ARTICLE VII. Archives

1. The Archives of the Southwest Academy shall be established and maintained at an appropriate setting, approved by the executive Committee and under the direction of the Historian.
2. The Southwest Academy of Management Historian, appointed by the President with the concurrence of the Executive Committee, shall serve a three (3) year term. The Historian may be reappointed.

ARTICLE VIII. Dues

1. Annual dues of the Southwest Academy shall be set by the Executive Committee, subject to approval of the membership.
2. An individual more than six months in arrears in payment of dues shall be dropped from membership in the Southwest Academy.

ARTICLE IX. Annual meeting

The Southwest Academy shall hold at least one business meeting each year, unless prevented by a national or regional emergency. Thirty (30) of those members in good standing officially registered for the annual conference and present at the business meeting shall constitute a quorum.

ARTICLE X. Amendments

Amendment of the Bylaws shall be by a two-thirds (2/3) vote of the members present at an annual business meeting or by a majority of those members in good standing voting through mail or electronic ballot sponsored by the Executive Committee. Any proposals to amend these Bylaws must be submitted to the members at least thirty (30) days before the closing date for the ballot, including a vote of the membership at the annual business meeting.