



SOUTHWEST ACADEMY OF MANAGEMENT

The Southwest Academy of Management
A regional affiliate of the Academy of Management
CONSTITUTION

ARTICLE I. NAME

The name of the association shall be "The Southwest Academy of Management" (hereafter referred to as SWAM).

ARTICLE II. MISSION & PURPOSE

Mission

To promote the advancement of teaching, research, and practice in the academic field of management. To achieve this objective, SWAM shall provide an annual conference and other mechanisms for the interchange of ideas, experience, and information among educators in collegiate schools of business and others who have an interest in the development, extension, unification, and application of knowledge pertaining to management.

Purpose

SWAM is organized for exclusively religious, charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under said Section 501(c)(3) of the Internal Revenue Code of 1986. Specifically, SWAM will provide educational programs to the public.

Collateral Objectives

- a. To promote a wider acquaintance and closer cooperation among those interested in the theory and practice of management.
- b. To stimulate research and creative thinking by members and to disseminate the results from such activities as broadly as possible.
- c. To participate in activities which will promote management education and development.
- d. To promote and enhance the status of the management educator and the management practitioner in our society.
- e. To cooperate with other societies and associations which have objectives and interests like SWAM.
- f. To promote and participate in other activities which are compatible with the objectives of SWAM.

31 *ARTICLE III. MEMBERSHIP*

- 32 1. Membership in SWAM shall be available to individuals interested and engaged in advancing the
33 theory and philosophy of management through teaching, research, practice, or publication. The
34 candidate shall share the mission and objectives of SWAM.
- 35 2. Candidates for membership shall submit their application to the Membership Chair. Procedures to
36 be elected into the membership shall follow the provisions in the by-laws.

37 *ARTICLE IV. EXECUTIVE COMMITTEE COMPOSITION, OFFICERS, and DIRECTORS.*

38 **1. Executive Committee**

- 39 1.1. The Executive Committee includes all officers and directors of SWAM. Each member has equal responsibility and
40 power to carry out the mission and objectives of SWAM.

41 **2. Officers**

- 42 2.1. The elected officers of the Southwest Academy shall be the Immediate Past President, President,
43 President Elect, Vice President-Program Chair, and Vice President Elect. The Officers are elected and
44 move through a five year cycle of progressive leadership in SWAM.

45 2.1.1. The Immediate Past President. The Immediate Past President shall serve a term of one year, to commence
46 immediately following their one year term as president. They serve on the Executive Committee, chair the
47 Nominating Committee and conduct the election of officers. The Immediate Past President coordinates and
48 conducts Doctoral Consortium.

49 2.1.2. The President. The President shall preside over all organization meetings, and delegate this authority as
50 required to maintain organizational functioning. The President shall chair the Executive Committee and serve
51 as the chief executive officer of the Southwest Academy. They should conduct the activities of the Southwest
52 Academy in a manner that assures the accomplishment of its objectives, subject to the provisions of the
53 Constitution and Bylaws, and the concurrence of the Executive Committee in matters of policy. The President
54 shall authorize expenditures of the Southwest Academy's funds, report on the status and progress of the
55 Southwest Academy at its annual meeting, and ensure a smooth transition is made between outgoing and
56 incoming officers. Upon completion of their term as President, the President assumes the office of Immediate
57 Past President.

58 2.1.3. The President Elect. The President Elect shall act for the President in the President's absence
59 or inability to carry out the responsibilities of the office. The President Elect appoints and
60 chairs the Distinguished Educator, Best Paper Award, and Best Reviewer Committees. In
61 addition, the President Elect organizes the reception and all other necessary catering at the
62 annual meeting with full responsibility for all arrangements necessary. Execution of these
63 duties should be carefully coordinated with the Program Chair and the Executive
64 Committee. The President Elect shall coordinate and conduct the Junior Faculty Consortium.
65 The President elect shall perform other duties as may be assigned by the President, the
66 Constitution, or the Bylaws. The President Elect's succession to the office of the President
67 shall not be affected by having to assume the office of the current President, if necessary.
68 Following their term as President Elect, they shall assume the office of President.

69 2.1.4. The Vice President-Program Chair. The Vice President-Program Chair shall serve as the
70 Program Chair of the annual meeting with full responsibility for all arrangements necessary
71 for the program. The Vice President-Program Chair is responsible for attending the site of
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76 the next SWAM conference, and receiving any information or training, as required. Should
77 SWAM coordinate with another entity to host a conference, the Vice President-Program
78 Chair serves as liaison to this organization. Execution of all duties related to the Southwest
79 Academy of Management Conference should be carefully coordinated with the Executive
80 Committee. They also perform other duties as may be assigned by the President, the
81 President Elect, the Constitution, or the Bylaws. The Vice President-Program Chair shall
82 succeed the current President Elect at the termination of the President Elect's year in office.
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84 2.1.5. The Vice President Elect. The Vice President Elect shall assist the Vice President-Program
85 Chair with the annual meeting, including coordinating and conducting the evaluation of
86 sessions at the annual meeting, and surveying attendees regarding their overall satisfaction
87 with the annual conference. They shall work to publish the annual Proceedings for the
88 Southwest Academy in coordination with the Vice President – Program Chair and Executive
89 Committee. The Vice President Elect shall prepare and conduct a training session at the
90 annual meeting for Track Chairs and volunteers. They shall perform other duties as may be
91 assigned by the Program Chair, the President, the President Elect, the Constitution, and the
92 Bylaws. The Vice President Elect shall succeed the current Program Chair at the termination
93 of the Vice President-Program Chair's one year in office.

94 **3. Directors**

95 3.1. Directors, as part of the Executive Committee, are elected for terms as described within.

96 3.1.1. The Treasurer. The Treasurer shall be elected for three full years. The Treasurer shall
97 exercise full responsibility for the funds of the Southwest Academy, including issue checks
98 or appropriate electronic distribution of funds, collect dues from the membership, keep
99 complete and accurate books of account showing all receipts and disbursements via an
00 appropriate financial management software, ensure IRS compliance related to non-profit
01 status (if applicable), and present a report of the Southwest Academy's financial status at its
02 annual meeting. The Treasurer shall perform other duties as may be assigned by the
03 President, the President Elect, the Constitution, or the Bylaws.

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05 3.1.2. The Secretary. The Secretary shall be elected for two full years. The Secretary shall keep
06 minutes of the Executive Committee meetings and all business meetings of the Southwest
07 Academy. They shall report the current membership data at the annual meeting. The
08 Secretary shall perform other duties as may be assigned by the President, the President
09 Elect, the Constitution, or the Bylaws.

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11 3.1.3. Membership Chair. The Membership Chair shall be elected for two full years. The
12 Membership Chair shall work with the Executive Committee and Graduate Members-at-
13 Large to recruit new members. They shall also work with the Social Media Coordinator to
14 create strategic posts on various outlets to communicate with current and potential
15 members about SWAM, the mission of SWAM, and the events of SWAM. They shall report
16 the current membership data at the annual meeting. They shall maintain an accurate
17 current membership roster. Working with the Website Director, they shall publish a
18 membership directory for the Southwest Academy.

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20 3.1.4. The Representatives at Large (3). The Representatives at large shall be elected for two full years. The
21 Representatives at Large shall publish and distribute four quarterly issues of the Southwest Academy of
22 Management newsletter. They shall provide opportunities for the general membership to express concerns
23 and desires with regard to the operation of the Southwest Academy. They shall provide input to the Executive
24 Committee regarding the expressed concerns and desires of the general membership. The Representatives at
25 Large shall work with the Vice President Elect to prepare and conduct a training session at the annual meeting
26 for Track Chairs and volunteers. They shall also work with the President Elect to coordinate and conduct the

27 Junior Faculty Consortium. They shall also perform other duties as may be assigned by the President, the
28 President Elect, the Constitution, or the Bylaws.

29 3.1.5. Proceedings Editor – The Proceedings Editor shall be elected shall be elected for two full years. Prior to the
30 annual conference, compile and publish on the SWAM website an electronic version of the proceedings
31 according to agreed upon guidelines approved by the Program Chair, Program Chair-Elect, and the President.
32 Remove from the electronic version of the proceedings any material not personally presented at the
33 conference. Attend all meetings of the Executive Committee. Perform other duties as may be assigned by the
34 President, Executive Committee, Executive Committee, the Constitution, or the By-Laws.

35 3.1.6. Media Director. The Media Director shall be elected for two full years. They shall develop, maintain, and keep
36 up-to-date SWAM website materials. Work with the Executive Committee to develop documents for
37 distribution, such as sponsorship presentations. Be responsible for establishing and maintaining SWAM's
38 archives. Coordinate with the Program Chair with respect to any electronic submission system used by SWAM.
39 Take pictures at the annual conference. Attend all meetings of the Executive Committee. Perform other duties
40 as may be designated by the President, the Executive Committee, the Constitution, or the By-Laws.

41 3.1.7. Marketing Director. The Marketing Director shall be elected for two full years. Working with the Program
42 Chair and the Executive Committee to offer social media ideas and mechanisms for marketing to increase
43 membership and annual conference participation. Annually receive a membership list from the Membership
44 Chair and work with the Membership Chair to develop a distribution list for reaching potential members.
45 Distribute material to the membership or potential members as requested by members of the Executive
46 Committee. Attend all meetings of the Executive Committee. Perform other duties as may be designated by
47 the President, the Executive Committee, the Constitution, or the By-Laws.

48 *ARTICLE V. ELECTION AND TENURE OF OFFICE.*

- 49 1. The nomination process shall be followed for any elected offices that become open for election. The
50 elections for Treasurer follow specific guidelines outlined after the other election procedures.
- 51 2. No association officer shall be eligible for more than one successive election to the same office, but after
52 the lapse of one term any officer may be nominated for the same office.
 - 53 2.1. All offices, except treasurer.
 - 54 2.1.1. Each year the Chair of the Nominating Committee shall solicit nominations from the general
55 membership for all open elected offices. The Nominating Committee shall, after reviewing
56 nominations, put forth no more than TWO names for any open Officer position. Preference for
57 open Officer positions may be given to individuals having served SWAM in any capacity,
58 including officer, director, or track chair.
 - 59 2.1.2. No person may appear on the final ballot as a nominee for more than one office. If the
60 nomination process results in a person qualifying as a nominee for more than one office, then
61 the person shall be contacted by the Nominating committee, and the individual nominated will
62 provide their office preference. They will be placed on the ballot for their preferred office.
 - 63 2.1.3. Candidates for each office shall be listed together on the election ballot in alphabetical order,
64 without distinguishing among the categories of nomination specified above. The ballot shall also
65 include a brief (maximum of 100 words) biographical sketch of each candidate running for a
66 specific position.
 - 67 2.1.4. The Immediate Past President shall be responsible for conducting the election via electronic
68 ballot. The election shall begin at least ninety (90) days prior to the annual meeting.
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73 2.1.5. In the case of ties in the election process, the winner shall be determined by a vote of the
74 Executive Committee, held in a meeting chaired by the Immediate Past President, who shall
75 vote only in the case of a tie within the Executive Committee.
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77 2.1.6. The results of the election shall be announced immediately to members to allow for travel to the annual
78 meeting for newly elected members.
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80 2.1.7. New officers and members of the Executive Committee shall take office on the final day of the
81 annual meeting.
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83 2.2. Nomination and Election procedures for Treasurer.

84 2.2.1. Individuals desiring to be nominated to the position of treasurer will submit a statement of
85 interest and a summary of qualifications to both the nominating committee and an audit
86 committee consisting of the Immediate Past President, President, Vice-President, and
87 Treasurer (outgoing).

88 2.2.2. The Immediate Past President, in consultation with the Nominating Committee, will submit up
89 to four names for the election of a treasurer.

90 2.2.3. The Treasurer will be elected by vote of the full Executive Committee, via a secure electronic
91 vote.

92 2.2.4. All results must be reported out, in full, to membership to allow for travel to the annual
93 meeting for the newly elected treasurer.
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95 *ARTICLE VI. MEETINGS*

96 1. An “academic conference” shall be organized where SWAM members commune to promote the advancement of
97 teaching, research, and practice in the academic field of management, unless prevented by a national or regional
98 emergency.

99 *ARTICLE VII. CONSTITUTIONAL AMENDMENTS*

00 1. This Constitution may be amended at any time by a two-thirds vote of the members voting, but not less than 30
01 percent of the members in good standing must vote. This vote shall be taken by mail ballot or electronic ballot, under
02 conditions that will insure the secrecy and accuracy of the vote. Any ten percent of SWAM may, by written (including
03 electronic mail with electronic signature) request, cause the Executive Committee to take a ballot on proposed
04 amendments.

05 2. Any proposals to amend this Constitution must be submitted to members for a vote at least thirty days before the
06 closing date for a ballot. A report of the results of the ballot must be made no more than thirty days after the closing
07 date for the ballot. Approved amendments become effective immediately.

08 *ARTICLE VIII. BY-LAWS*

09 1. The conduct of the business shall be governed by the By-Laws.

10 2. The provisions of the By-Laws may not conflict with the Constitution.
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13 **CHANGE LOG**

14 Edited from version obtained dated
15 Revised 10-21-2022
16 Presented to Membership 10-24-2022
17 Voted
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