

**THE SOUTHWEST ACADEMY OF MANAGEMENT  
CONSTITUTION**

**ARTICLE I. The name of the Association**

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

**ARTICLE II. Objectives**

*1. Primary Objective.*

To promote the advancement of teaching, research, and practice in the field of management. To achieve this objective, the Southwest Academy shall provide a forum 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.

*2. 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 similar to the Southwest Academy.
- f. To promote and participate in other activities which are compatible with the objectives of the Southwest Academy.

## **ARTICLE III. Structure**

### *1. Officers*

The elected officers of the Southwest Academy shall be **the Immediate**-Past-President, President, President-Elect, Program Chair, Program Chair-Elect, Secretary, Membership Chair, and the three Representatives-At-Large. These officers shall perform duties specified by the By-Laws. The appointed officers of the Southwest Academy include the Editor of the Southwest Academy of Management Proceedings, the Editor of the Southwest Academy of Management Newsletter, **Southwest Academy of Management Director of Electronic Media, Innovation Champion**, and the Southwest Academy of Management Historian. Other officers may be appointed as needed subject to the provisions of the By-Laws and their duties specified by the Executive Committee of the Southwest Academy.

### *2. Executive Committee*

- a. The Executive committee shall be comprised of all elected officers.
- b. The duties of the Executive Committee shall be specified by the Constitution and By-Laws.

### *3. Terms of Office of Elected Officers*

- a. All officers, except the Secretary, Membership Chair, and the three Representatives-At-Large, shall be elected for a period of one year. The term of office shall begin on the Monday following the close of the annual meeting and terminate the Monday following the end of the next annual meeting.
- b. The Secretary shall be elected for a period of three years commencing and ending the three year period as specified above for the other officers.
- c. The Membership Chair shall be elected for a period of three years commencing and ending the three year period as specified above for the other officers.
- d. The three Representatives-At-Large shall be elected for a period of three years commencing and ending the three year period as specified above for the other officers.

- e. After serving one year in that office, the President will automatically succeed to the office of **Immediate**-Past-President.
- f. After serving one year in that office, the President-Elect will automatically succeed to the office of President.
- g. After serving one year in that office, the Program Chair will automatically succeed to the office of President-Elect.
- h. After serving one year in that office, the Program Chair-Elect will automatically succeed to the office of Program Chair.

#### 4. *Terms of Office of Appointed Officers*

- a. All appointed officers shall be appointed for a period of three years. The term of office shall begin on the Monday following the close of the annual meeting and terminate the Monday following the end of the annual meeting three years hence.
- b. **The Innovation Champion must be a Past-President of the Southwest Academy of Management.**
- c. Only the Historian **and Innovation Champion** of the Southwest Academy of Management may be reappointed by the President with the advice and consent of the Executive Committee.

#### 5. *Nominating Committee*

- a. The Nominating Committee for officers shall consist of the **Immediate**-Past-President, President, and one member appointed by the Executive Committee who is not an officer. The **Immediate**-Past-President shall be Chairman of the Nominating Committee.
- b. The Nominating Committee shall follow the processes specified by the By-Laws in nominating and electing officers.

#### 6. *Committees*

- a. Each officer may appoint committees as needed to assist in executing functions within the scope of the responsibilities of the office as specified by the By-Laws.
- b. The Executive Committee may create special committees as needed subject to the conditions specified by the By-Laws and Constitution.

- c. The tenure of any appointed committee shall be one year concurrent with the tenure of the officers. Exceptions to this provision must obtain approval from the vote of the membership of the Southwest Academy to be specifically provided for by the Constitution and By-Laws.

#### *7. Removal of Officers*

An officer may be removed from office according to the procedure provided in the By-Laws.

### **ARTICLE IV. Membership**

1. There shall be two classes of membership—Voting and Associate.
2. Requirements for membership are those specified in the By-Laws.
3. Membership fees shall be set by the Executive Committee within the limits provided in the By-Laws.

### **ARTICLE V. By-Laws**

1. The conduct of the business shall be governed by the By-Laws.
2. The responsibilities of the officers and the Executive committee not specified in the Constitution shall be specified in the By-Laws.
3. The provisions of the By-Laws may not conflict with the Constitution from which they are derived.

### **ARTICLE VI. Constitutional Amendments**

1. This Constitution may be amended at any time by a two-thirds vote of the members voting, but not less than 25 percent of the members in good standing must vote. This vote shall be taken by mail ballot **or electronic ballot**, under conditions that will insure the secrecy and accuracy of the vote. Any twenty members of the Southwest Academy may, by written request, cause the Executive Committee to take a ballot on proposed amendments.
2. Any proposals to amend this Constitution must be submitted to the members at least thirty days before the closing date for the ballot. A report of the results of the ballot must be made at least thirty days **after** the closing date for the ballot. A report of the results of the ballot must be made at the next annual meeting of the Southwest Academy.

## THE SOUTHWEST ACADEMY OF MANAGEMENT

### BY-LAWS

#### ARTICLE I. Membership

1. The Southwest Academy shall have two classes of membership: Voting and Associate. The basic requirements for any membership are as follows: the candidate shall be 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. Specific requirements for membership are set forth below.
  - a. Candidates for voting membership shall be as follows provided that the number of executives shall be limited to no more than twenty-five percent of the total membership. For purposes of this provision, an executive is defined as one who spends over 50 percent of his or her time in non-academic professional management.
    - (1) A teacher of management in a college or university holding rank of **instructor, lecturer**, assistant professor, associate professor, professor, research professor, or distinguished professor,
    - (2) 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
    - (3) **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 through research, teaching, top-level policy making or other activities which in the opinion of the Executive Committee helps further the goals of the Southwest Academy.
  - b. Candidates for associate membership shall be:
    - (1) Graduate students with an interest in management.

2. Application for membership in the Southwest Academy shall be filed with the Membership Chair. Election to membership shall be in accordance with procedures to be established by the 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 By-Laws.
3. A member shall become a Member Emeritus on application to the **Membership Chair** and whenever the following conditions have been fulfilled:
  - a. Continuous, fully-paid membership in the Southwest Academy for the ten 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.

## **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 subject to the approval of the membership at the next annual meeting.
- d. Approve any operating policies or procedures necessary for the functioning of the organization which are not provided by the Constitution of By-Laws 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 By-Laws.

## 2. Elected Officers

The elected officers of the Southwest Academy shall be a **Immediate**-Past-President, **President**, President-Elect, Program Chair, Program Chair-Elect, Secretary, Membership Chair, 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 on officers.
  - (3) Coordinate and conduct the Junior Faculty and Doctoral Student Consortium.
- b. The **President**. The President shall
  - (1) Be chair of the Executive Committee and the chief executive officer of the Southwest Academy.
  - (2) Be responsible for the conduct of the Southwest Academy's activities in a manner that will assure the accomplishment of its objectives, subject to the provisions of the Constitution and By-Laws, and the concurrence of the Executive Committee in matters of policy.
  - (3) Preside at all meetings of the Southwest Academy, but may delegate this responsibility to the President-Elect.
  - (4) Present a report on the status and progress of the Southwest Academy at its Annual Meeting.
  - (5) Bear primary responsibility for seeing that a smooth transition is made to the 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 this person's absence or disability. 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) Perform other duties as may be assigned by the President, Constitution, or the By-Laws.

(4) Appoint and chair the Best Paper Award Committee.

(5) **Appoint and chair the Best Reviewer Committee.**

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) Act as 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, President-Elect, Constitution, or the By-Laws.

e. The Program Chair-Elect. 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) Organize the Annual Meeting reception with full responsibility for all arrangements necessary. Execution of this duty should be carefully coordinated with the Program Chair and the Executive Committee.

(5) Perform other duties as may be assigned by the **Program Chair**, President, President-Elect, Constitution, or the By-Laws.

f. The Membership Chair. The Membership Chair shall

(1) Serve as chair of the Membership Committee.

(2) Be responsible for the active recruitment of new members.

(3) Be responsible for reporting current membership data at the annual meeting.

(4) **Be responsible for maintaining an accurate current membership roster.**

- (5) Be responsible for annually publishing a Membership Directory.
- (6) Be responsible for the funds of the Southwest Academy.
- (7) Issue checks, collect dues from the membership, keep complete and accurate books of account showing all receipts and disbursements, and present a financial report of the Academy's affairs as its Annual Meeting.
- (8) Perform other duties as may be assigned by the President, President-Elect, Constitution, of the By-Laws.

g. The Secretary. The Secretary shall

- (1) Keep minutes of Executive Committee meetings, all business meetings of the Academy, and
- (2) Perform other duties as may be assigned by the President, President-Elect, Constitution, or the By-Laws.

h. The Representatives-At-Large. The Representatives-At-Large shall

- (1) Provide input for the general membership on concerns and desires to the Executive Committee.
- (2) Perform other duties as may be assigned by the President, President-Elect, Constitution, or the By-Laws.

### 3. *Appointed Officers*

The appointed officers of the Southwest Academy shall be the Southwest Academy of Management Proceedings Editor, the Southwest Academy of Management Newsletter Editor, Southwest Academy of Management Director of Electronic Media, Innovation Champion, and the Southwest Academy of Management Historian. The President shall appoint the new Southwest Academy of Management Proceedings Editor, the new Southwest Academy of Management Newsletter Editor, the new Southwest Academy of Management Director of Electronic Media, and the new Innovation Champion with the advice and consent of the Executive Committee one year prior to the expiration of the term of the incumbent. If the Southwest Academy of Management Historian is not reappointed, the President shall appoint the new Historian with the advice and consent of the Executive Committee one year prior to the expiration of the term of the incumbent.

- a. *Southwest Academy of Management Proceedings Editor.* The Southwest Academy of Management Proceedings editor shall
  - (1) Be responsible for publishing the Annual Proceedings for the Southwest Academy.
  - (2) Attend all meetings of the Executive Committee.
  - (3) Perform other duties as may be designated by the President, or Executive Committee, Constitution, or the By-Laws.
- b. *Southwest Academy of Management Newsletter Editor.* The Southwest Academy of Management Newsletter Editor shall
  - (1) Be responsible for publishing three issues of the Southwest Academy of Management Newsletter.
  - (2) Attend all meetings of the Executive Committee.
  - (3) Perform other duties as may be designated by the President, Executive Committee, Constitution, or the By-Laws.
- c. *Southwest Academy of Management Director of Electronic Media.* The Southwest Academy of Management Director of Electronic Media shall
  - (1) Be responsible for developing and maintaining the Southwest Academy of Management web site.
  - (2) Attend all meetings of the Executive Committee.

(3) Perform other duties as may be designated by the President, Executive Committee, Constitution, or the By-Laws.

d. Innovation Champion. The Innovation Champion shall

(1) Be responsible for fostering and implementing some change initiative identified by the President and Executive Committee.

(2) Attend all meetings of the Executive Committee.

(3) Perform other duties as may be designated by the President, Executive Committee, Constitution, or the By-Laws.

e. Southwest Academy of Management Historian. The Southwest Academy of Management Historian shall

(1) Be responsible for establishing and maintaining the Southwest Academy's archives.

(2) Attend Executive Committee meetings at the request of the Committee.

(3) Perform other duties as may be designated by the President, Executive Committee, Constitution, or the By-Laws.

4. Membership in the Academy of Management

All elected or appointed officers must be members in good standing with the Academy of Management and the Southwest Academy of Management.

### **ARTICLE III. Election and Tenure of Office**

1. Program Chair-Elect

Nominations for this office will include the following procedures.

a. Each year the Chair of the Nominating Committee will send the membership a nominating ballot, which calls for each member to nominate candidates for this office. The member receiving the highest number of write-in votes will be listed on the election ballot with other names as specified below.

b. There will be a maximum of three names on the election ballot for this office. In addition to the one nominated through the nominating ballot, the Nominating Committee will select **at least one** additional name based on the

Nominating Committee's judgement as to potential leadership and contribution to the Southwest Academy's affairs.

- c. No person can 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, the conflict will be resolved as follows:
  - (1) If a person qualifies "automatically" as a nominee for an office (see By-Laws, Article III, 1, b) the person's name will appear on the final ballot as a nominee for that office.
  - (2) If the member nominating ballots result in a person qualifying as a nominee for more than one office, the person will be a nominee for the office for which (s)he received the most nominating votes.
  - (3) If the member nominating ballots result in a person qualifying as a nominee for more than one office and receiving an equal number of votes for those offices, the person will be a nominee for the higher (or highest) office.
- d. In the event that no one is nominated, the nominating committee shall develop a slate of candidates for that position.
- e. In case of ties during the nomination process, the nominee will be determined by vote of the Executive Committee chaired by the Immediate-Past-President, who shall vote only in the case of a tie by the Executive Committee.
- f. The election ballot will list the candidates together, in alphabetical order, without distinguishing among the categories of nomination specified above. The ballot will also include a brief (maximum of 50 words) biographical sketch of each candidate running for a specific position. The Immediate-Past-President shall be responsible for conducting the election by mail or electronic ballot.

## 2. Secretary

The Secretary will be nominated by the same process as the Program Chair-Elect every third year, so as to provide continuity in the office.

## 3. Membership Chair

The Membership Chair will be nominated by the same process as the Program Chair-Elect every third year, so as to provide continuity in the office.

## 4. Representative-At-Large

A Representative-At-Large will be nominated each year using the same process as the Program Chair-elect. In addition, the nominated Representative-At-Large must not be from the same state as the member leaving office.

- a. The Ballot, containing nominees for all positions to be elected, shall be mailed or electronically posted at least 90 days in advance of the Annual Meeting. The results of the election shall be announced at the Annual Meeting. New officers and members of the Executive Committee shall take office on the first Monday immediately following the Annual Meeting.
- b. In case of ties during the election process, the winner will 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 by the Executive Committee.
- c. Each of the elected officers shall serve for one year, with the exception of the Secretary, Membership Chair, and the Representatives-At-Large, who will serve for not more than three 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 vote of membership voting by mail or electronic ballot provided that at least 25 percent 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 members in good standing.
3. The Executive Committee shall be responsible for conducting the ballot, assuring a fair vote, reporting the results to the membership and appointing the person to complete the term of office.

#### **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 By-Laws. These committees will perform such duties as are specified in the By-Laws 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 Membership Committee. The President shall be 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 affiliation with Federation of Business Disciplines.
3. The President and President-Elect shall serve 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.

#### **ARTICLE VII. Archives**

1. The Archives of the Southwest Academy will 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, will serve a three-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 the approval of the membership.
2. A member more than six months in arrears in payment of dues shall be dropped from the Southwest Academy.

#### **ARTICLE IX. Annual Meeting**

1. The Southwest Academy shall hold at least one business meeting each year, unless prevented by national emergency. Thirty of those members officially registered at the Annual Meeting as present and in good standing shall constitute a quorum of all business meetings of the Southwest Academy.

#### **ARTICLE X. Amendments**

1. Amendment of the By-Laws shall be by a two-thirds vote of the members present at an Annual Business Meeting or by a majority of those members voting through mail or electronic ballot sponsored by the Executive Committee.