



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, at any time.
36 Procedures to 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.

48 2.1.2. The President. The President shall preside over all organization meetings, and delegate this authority as
49 required to maintain organizational functioning. The President shall chair the Executive Committee and serve
50 as the chief executive officer of the Southwest Academy. They should conduct the activities of the Southwest
51 Academy in a manner that assures the accomplishment of its objectives, subject to the provisions of the
52 Constitution and Bylaws, and the concurrence of the Executive Committee in matters of policy. The President
53 shall authorize expenditures of the Southwest Academy's funds, report on the status and progress of the
54 Southwest Academy at its annual meeting, and ensure a smooth transition is made between outgoing and
55 incoming officers. Upon completion of their term as President, the President assumes the office of Immediate
56 Past President.

57 2.1.3. The President Elect. The President Elect shall act for the President in the President's absence
58 or inability to carry out the responsibilities of the office. The President Elect appoints and
59 chairs the Distinguished Educator, Best Paper Award, and Best Reviewer Committees. In
60 addition, the President Elect organizes the reception and all other necessary catering at the
61 annual meeting with full responsibility for all arrangements necessary. Execution of these
62 duties should be carefully coordinated with the Treasurer, Program Chair, and the Executive
63 Committee. The President Elect shall coordinate and conduct the Junior Faculty Consortium.
64 The President elect shall perform other duties as may be assigned by the President, the
65 Constitution, or the Bylaws. The President Elect's succession to the office of the President
66 shall not be affected by having to assume the office of the current President, if necessary.
67 Following their term as President Elect, they shall assume the office of President.

68 2.1.4. The Vice President-Program Chair. The Vice President-Program Chair shall serve as the
69 Program Chair of the annual meeting with full responsibility for all arrangements necessary
70 for the program. Should SWAM coordinate with another entity to host a conference, the
71 Vice President-Program Chair serves as liaison to this organization. Execution of all duties
72

76 related to the Southwest Academy of Management Conference should be carefully
77 coordinated with the Executive Committee. They also perform other duties as may be
78 assigned by the President, the President Elect, the Constitution, or the Bylaws. The Vice
79 President-Program Chair shall succeed the current President Elect at the termination of the
80 President Elect's year in office.

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82 2.1.5. The Vice President-Program Chair Elect. The Vice President-Program Chair Elect shall assist
83 the Vice President-Program Chair with the annual meeting, including coordinating and
84 conducting the evaluation of sessions at the annual meeting, and surveying attendees
85 regarding their overall satisfaction with the annual conference.

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87 2.1.5.1. They shall work to publish the annual Proceedings for the Southwest Academy in
88 coordination with the Vice President – Program Chair and Executive Committee.

89 2.1.5.2. The Vice President-Program Chair Elect shall prepare and conduct a training
90 session at the annual meeting for Track Chairs and volunteers.

91 2.1.5.3. The Vice President-Program Chair Elect is responsible for attending the site of the
92 next SWAM conference (i.e., the site where they will serve as Vice President – Program
93 Chair), and receiving any information or training, as required. This visit shall be
94 coordinated and assigned either by an entity engaged with SWAM to coordinate the
95 conference or by the SWAM Executive Board itself, no later than 9 months prior to the
96 upcoming conference (e.g., in July the year prior to a March conference). SWAM will
97 reimburse the Vice President-Program Chair elect for approved travel costs related to
98 these trainings that are not covered by the organization delivering the training (i.e., if
99 that organization is not SWAM).

00 2.1.5.4. The Vice President-Program Chair Elect shall perform other duties as may be
01 assigned by the Program Chair, the President, the President Elect, the Constitution,
02 and the Bylaws. The Vice President-Program Chair Elect shall succeed the current
03 Program Chair at the termination of the Vice President-Program Chair's one year in
04 office.

05 **3. Directors**

06 3.1. Directors, as part of the Executive Committee, are elected for terms as described within.

07 3.1.1. The Treasurer. The Treasurer shall be elected for three full years. The Treasurer shall
08 exercise full responsibility for the funds of the Southwest Academy, including issuing checks
09 or appropriate electronic distribution of funds, collecting dues from the membership,
10 keeping complete and accurate books of accounts, showing all receipts and disbursements
11 via an appropriate financial management software, ensuring IRS compliance related to non-
12 profit status (if applicable), and presenting a report of the Southwest Academy's financial
13 status at its annual meeting. The Treasurer shall perform other duties as may be assigned by
14 the President, the President Elect, the Constitution, or the Bylaws.

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16 3.1.2. The Secretary. The Secretary shall be elected for two full years. The Secretary shall keep
17 minutes of the Executive Committee meetings and all business meetings of the Southwest
18 Academy. The Secretary shall perform other duties as may be assigned by the President, the
19 President Elect, the Constitution, or the Bylaws.

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21 3.1.3. Membership Chair. The Membership Chair shall be elected for two full years. The
22 Membership Chair shall report the current membership data at the annual meeting. The
23 Membership Chair shall work with the Executive Committee and Graduate Members-at-
24 Large to recruit new members. They shall also work with the Social Media Coordinator to
25 create strategic posts on various outlets to communicate with current and potential
26 members about SWAM, the mission of SWAM, and the events of SWAM. The Membership

27 chair shall maintain an accurate current membership roster. Working with the Website
28 Director, they shall publish a membership directory for the Southwest Academy.

29
30 3.1.4. The Representatives at Large (3). The Representatives at large (RAL) shall be elected for two full years. The
31 Representatives at Large shall publish and distribute four quarterly issues of the Southwest Academy of
32 Management newsletter. The RAL will create and distribute a survey to gauge member satisfaction following
33 annual meetings. RALs will also collect, analyze, and report this data to the Executive Committee. The RALs
34 will also then post summarized and anonymous quantitative data (absolutely NO written feedback will be
35 published) for membership at large. The Representatives at Large shall work with the Vice President Elect to
36 prepare and conduct a training session at the annual meeting for Track Chairs and volunteers. They shall also
37 work with the President Elect to coordinate and conduct the Junior Faculty Consortium. They shall also
38 perform other duties as may be assigned by the President, the President Elect, the Constitution, or the
39 Bylaws.

40 3.1.5. Proceedings Editor – The Proceedings Editor shall be elected shall be elected for two full years. Prior to the
41 annual conference, compile and publish on the SWAM website an electronic version of the proceedings
42 according to agreed upon guidelines approved by the Program Chair, Program Chair-Elect, and the President.
43 Remove from the electronic version of the proceedings any material not personally presented at the
44 conference. Attend all meetings of the Executive Committee. Perform other duties as may be assigned by the
45 President, Executive Committee, Executive Committee, the Constitution, or the By-Laws.

46 3.1.6. Media Director. The Media Director shall be elected for two full years. They shall develop, maintain, and keep
47 up-to-date SWAM website materials. Work with the Executive Committee to develop documents for
48 distribution, such as sponsorship presentations. Be responsible for establishing and maintaining SWAM's
49 archives. Coordinate with the Program Chair with respect to any electronic submission system used by SWAM.
50 Take pictures at the annual conference. Attend all meetings of the Executive Committee. Perform other duties
51 as may be designated by the President, the Executive Committee, the Constitution, or the By-Laws.

52 3.1.7. Marketing Director. The Marketing Director shall be elected for two full years. Working with the Program
53 Chair and the Executive Committee to offer social media ideas and mechanisms for marketing to increase
54 membership and annual conference participation. Annually receive a membership list from the Membership
55 Chair and work with the Membership Chair to develop a distribution list for reaching potential members.
56 Distribute material to the membership or potential members as requested by members of the Executive
57 Committee. Attend all meetings of the Executive Committee. Perform other duties as may be designated by
58 the President, the Executive Committee, the Constitution, or the By-Laws.

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

- 60 1. The nomination process shall be followed for any elected offices that become open for election, through
61 attrition or otherwise. The elections for Treasurer follow specific guidelines outlined after the other
62 election procedures.
- 63 2. No association officer shall be eligible for more than one successive election to the same office, but after
64 the lapse of one term any officer may be nominated for the same office.
- 65 2.1. All offices, except treasurer.
- 66 2.1.1. Each year the Chair of the Nominating Committee shall announce open positions.
- 67 2.1.2. The Chair of the Nominating Committee will then solicit nominations from the general
68 membership for the open, elected offices. The Nominating Committee shall, after reviewing
69 nominations, put forth no more than TWO names for each open Officer position. Preference for
70 open Officer positions may be given to individuals having served SWAM in any capacity,
71 including officer, director, or track chair.
- 72

73 2.1.3. No person may appear on the final ballot as a nominee for more than one office. If the
74 nomination process results in a person qualifying as a nominee for more than one office, then
75 the person shall be contacted by the Nominating committee, and the individual nominated will
76 provide their office preference. They will be placed on the ballot for their preferred office.
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78 2.1.4. Candidates for each office shall be listed together on the election ballot in alphabetical order,
79 without distinguishing among the categories of nomination specified above. The ballot shall also
80 include a brief (maximum of 100 words) biographical sketch of each candidate running for a
81 specific position.
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83 2.1.5. The Immediate Past President shall be responsible for conducting the election via electronic
84 ballot. The election shall begin at least ninety (90) days prior to the annual meeting.
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86 2.1.6. In the case of ties in the election process, the winner shall be determined by a vote of the
87 Executive Committee, held in a meeting chaired by the Immediate Past President, who shall
88 vote only in the case of a tie within the Executive Committee.
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90 2.1.7. The results of the election shall be announced immediately to members to allow for travel to the annual
91 meeting for newly elected members.
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93 2.1.8. New officers and members of the Executive Committee shall take office on the final day of the
94 annual meeting.
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96 2.2. Nomination and Election procedures for Treasurer.

97 2.2.1. Individuals desiring to be nominated to the position of treasurer will submit a statement of
98 interest and a summary of qualifications to both the nominating committee and an audit
99 committee consisting of the Immediate Past President, President, Vice-President, and
00 Treasurer (outgoing).

01 2.2.2. The Immediate Past President, in consultation with the Nominating Committee, will submit up
02 to four names for the election of a treasurer.

03 2.2.3. The Treasurer will be elected by vote of the full Executive Committee, via a secure electronic
04 vote.

05 2.2.4. All results must be reported out, in full, to membership to allow for travel to the annual
06 meeting for the newly elected treasurer.
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08 *ARTICLE VI. MEETINGS*

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

12 *ARTICLE VII. CONSTITUTIONAL AMENDMENTS*

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

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

21 *ARTICLE VIII. BY-LAWS*

- 22 1. The conduct of the business shall be governed by the By-Laws.
- 23 2. The provisions of the By-Laws may not conflict with the Constitution.

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26 **CHANGE LOG**

27 Edited from version obtained via Executive Committee emails 2-14-2019

28 Revised 10-21-2022

29 Revised with member comments 1-23-2023

30 Presented to Membership 1-23-2023

31 Vote closed 2-24-2023

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