



SOUTHWEST ACADEMY OF MANAGEMENT

The Southwest Academy of Management
A regional affiliate of the Academy of Management
BY LAWS

ARTICLE I. COMMITTEES and CONDUCT OF BUSINESS.

1. The standing committees shall be the Executive Committee, Program Committee, Nominating Committee, Membership Committee, Distinguished Paper Committee, Distinguished Reviewer Committee, and the Distinguished Educator Committee. The President shall be an ex-officio member of all committees where he/she is not a defined member.

1.1. Executive Committee

1.1.1. The Executive Committee composition is defined by the constitution.

1.1.2. The Executive Committee meetings are, generally, governed by Robert's Rules of Order.

1.1.3. Quorum of Executive Committee meetings.

1.1.3.1. Quorum of Executive Committee meetings is defined as 50% of the Committee PLUS one.

1.1.4. All members of the Executive Committee have one vote.

1.1.4.1. The treasurer, as an appointed member, will vote, and include input (i.e., enter comments into the official meeting minutes) from the SWAM Finance committee as part of the record on votes pertaining to any and all financial commitments.

1.1.5. All members and must be synchronously present either physically or electronically to vote.

1.2. Program Committee

1.2.1. Chaired by the Vice-President - Program Chair. Responsible for planning, organizing, and executing the association annual meeting. Meetings of the Program Committee may be arranged by the President and/or Program Chair. The Program Chair, in consultation with the President, forms the Program Committee on a yearly basis.

1.3. Nominating Committee

1.3.1. Chaired by the Immediate Past-President comprised of the Immediate-Past-President, President, and President Elect.

29 *1.4. Membership Committee*

30 1.4.1. Chaired by Membership Chair. Meetings of the membership committee may be arranged by the
31 President and/or Membership Chair. The Membership Chair, in consultation with the President,
32 forms the committee on a yearly basis, consisting of at least three members, inclusive of the
33 chair.

34 *1.5. Finance Committee.*

35 1.5.1. The Finance Committee shall consist of four members in addition to the current SWAM
36 Treasurer who will serve ex-officio. One member of the Finance Committee will be a SWAM
37 Officer. One member will be a SWAM director. One new member of the Finance Committee will
38 be appointed by the President each year to serve a 3-year term. No member may serve a
39 consecutive term. The Finance Committee will select its own chair from among the voting
40 members of the Finance Committee.

41 1.5.1.1. The Finance Committee shall execute SWAM's policy regarding financial
42 management, including:

43 1.5.1.1.1. Recommend maximum scholarship amounts for the coming conference based
44 on projected expenses and attendance.

45 1.5.1.1.2. Ensuring one year's expenses kept in cash and the rest of the association's
46 financial resources placed in an endowment. Thorough accounting and explanation
47 must be supplied and recorded each year this does not occur.

48 1.5.1.1.3. Audit or arrange for an audit of the organization's financial statements on a
49 regular basis by a team of graduate or undergraduate accounting students at a
50 University affiliated with a SWAM member. This audit must be completed by
51 Accounting students in an Accounting Department, and led by an Accounting
52 professor.

53 1.5.1.1.4. Recommend, yearly, annual membership dues and conference fees, no later
54 than September 1 of each year.

55 1.5.1.1.5. Suggest policy changes to SWAM's financial management and strategy.

56 *1.6. Distinguished Reviewer Committee.*

57 1.6.1. Chair and committee appointed by Program Chair.

58 *1.7. Distinguished Paper Committee.*

59 1.7.1. Chair and committee appointed by Program Chair.

60 *1.8. Distinguished Educator Committee.*

61 1.8.1. The senior most serving Representative at Large (RAL) shall co-chair the Distinguished Educator
62 Committee with the most senior and willing past Distinguished Educator. The remaining
63 members must include two willing and able past Distinguished Educators OR two additional
64 members, not nominated for the award, selected by the co-chair RAL, to determine the selection
65 of a winner.

66 2. *Ad-Hoc Committees*

- 67 2.1. Each officer may appoint committees as needed to assist in executing functions within the scope of the
68 responsibilities of the office as specified by Constitution.
- 69 2.2. The Executive Committee may create special committees as needed subject to the conditions specified by the By-
70 Laws and Constitution.
- 71 2.3. The tenure of any appointed committee shall be concurrent with the tenure of the officers in their current
72 positions appointing them.

73 *ARTICLE II. REMOVAL OF OFFICERS, COMMITTEE MEMBERS, OR MEMBERS.*

- 74 1. In the Event that an officer is not performing duties, or violates the standards of ethics of the Academy
75 of Management (to which SWAM, as a regional affiliate of AoM, subscribes), the officer or director may
76 be removed by a majority of the Executive Committee
- 77 2. A vote for removal of an officer may be initiated by a majority vote of the Executive Board.
- 78 3. The Executive Board shall submit the ballot to the membership within *thirty (30) days of the vote of the*
79 *Executive Board*. The Executive Board shall assure a fair vote and shall also report the results to the
80 membership and appoint a person to complete the term of office *within thirty (30) days of the conclusion*
81 *of the balloting*.
- 82 4. An officer may then be removed by a two-thirds (2/3rds) vote of membership voting by mail or
83 electronic ballot, provided that at least fifty (50%) of the membership votes.
- 84 5. If there is a desire to remove the entire Executive Committee, then a petition filed by more than 50%
85 of the membership is required. This process would be run by the most recent and willing ex-past
86 president. That ex-president would then also be responsible for running an election with at least two
87 potential slates of officers.

88 *ARTICLE III. DUES and FEES.*

- 89 1. Annual dues of SWAM shall be set by the Executive Committee, in consultation with the Finance
90 Committee, and must be approved by a majority vote of the Executive Committee.
- 91 2. An individual more than twelve months in arrears in payment of dues shall be dropped from
92 membership in SWAM, automatically, by the Treasurer or Membership Chair.

93 *ARTICLE IV. MEETING QUORUM.*

- 94 1. At any meeting where the full SWAM membership is requested, members officially registered and current with dues who
95 are present will constitute a quorum. At least one such meeting per year will take place, either in-person or electronically,
96 unless prevented by an emergency.

97 *ARTICLE V. APPOINTED POSITIONS.*

- 99 1. Appointed positions must attend and participate in Executive Meetings.
- 00 2. Appointed positions below do not hold voting rights in Executive Meetings.
- 01 2.1. The Co-Editor of the Organization Management Journal.
- 02 2.1.1. This position will be selected according to the provisions set forth in the current memorandum of understanding
03 with the Eastern Academy of Management. The co-editor will report on the journal status at each Executive

Committee meeting, and maintain an active existence with SWAM.

2.1.1.1. The Co-Editor will provide a full report at each SWAM conference to members.

2.1.1.2. The Co-Editor will attend each SWAM Conference as a participant on the journal panel, should the Program chair request it.

2.2. Graduate Student Representatives-At-Large (3).

2.2.1. The Executive Committee will nominate individuals who are graduate students in management or a related field. The President, in consultation with the Doctoral Consortium Coordinator and Program Chair, will appoint up to three individuals to fill the three Graduate Student Representative-At-Large positions.

2.2.1.1. Graduate Representatives-At-Large serve a term of up to 3 years, or until they graduate from their PhD program.

2.2.1.1.1. Upon graduating from their PhD program, the individual serves through the END of the upcoming SWAM annual conference, unless they are elected or appointed into a different SWAM position prior to the end of the upcoming annual conference.

2.2.2. The Graduate Student Representatives-At-Large attend ALL SWAM Executive Committee meetings as non-voting members.

2.3. The Doctoral Consortium Coordinator.

2.3.1. Appointed by the Program Chair, in consultation with the Executive Committee, on a yearly basis.

2.4. The Conference Coordinator.

2.4.1. The conference coordinator may be a current officer or director of SWAM. This person will be appointed by the President following a nomination period AND a recommendation by the Executive Committee to the President from among the nominated individuals.

2.4.1.1. The term of the conference coordinator is renewable by the President on a yearly basis.

2.4.1.2. The Conference Coordinator will serve as a liaison to hotels, service establishments, or vendors related to SWAM conference activities.

ARTICLE VI. AMENDMENTS.

1. Amendment of the By-Laws shall be approved by a simple majority of all votes recorded on-line through an electronic vote conducted by SWAM using a process sponsored by the Executive Committee. This vote may be taken at an annual meeting or conducted on-line, but in either instance under conditions that will ensure secrecy and accuracy.
2. Any individual that is a current SWAM member may propose an amendment to the By Laws.
 - 2.1. Amendment proposals will be announced to current members through the website and through an electronic mail format. Proposals will include an explanation of the amendment and a track changes document showing current versus proposed language.
3. Any proposals to amend the By Laws must be submitted to members for a vote at least 15 days before the closing date for a ballot. A report of the results of the ballot must be made no more than thirty days after the closing date for the ballot. Approved By Law amendments become effective immediately.

44 **CHANGE LOG**

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

46 Revised 10-21-2022

47 Revised with member comments 1-23-2023

48 Presented to Membership 1-23-2023

49 Vote closed 2-24-2023

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