



# 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.

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.

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 passed (32 for and 8 against / 102 active members) 2-24-2023. New document accepted.

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