

# SOUTHERN MANAGEMENT ASSOCIATION

AN AFFILIATE OF THE ACADEMY OF MANAGEMENT

## BY-LAWS

Revised: 2012

### ARTICLE I—COMMITTEES: COMPOSITIONS AND DUTIES

The Standing Committees of the Association shall be: the *Program Committee*, *Best Paper Committee*, *Nominating Committee*, *Finance Committee*, *Hunt Sustained Outstanding Service Award Committee*, *Consortium Coordinator Selection Committee*, *Ethics Committee*, *Ethics Adjudication Committee* and any other standing committees approved by the President and Association officers. The President shall be an ex-officio member of all committees.

The President may appoint, with the advice of the Association Officers, such special committees he/she, the Association officers, or the membership believe are necessary. The life of all such committees shall expire with the completion of a specified assignment or at the end of the next annual meeting.

1. All policies of the association must be approved by the Association Officers. Any important questions of policy interpretation or application shall be submitted by the President to the Association officers for their recommendation.

In the case of extraordinary conditions, such as a national emergency, rendering one or more annual meetings as impracticable, the Association Officers are charged with responsibility for association maintenance and preservation of its finances and records until a new slate of officers has been elected and new committee chairpersons have been appointed. (The Association Officers may not obligate the association for indebtedness in addition to that already existing in excess of unencumbered funds in the Treasury).

2. The *Program Committee* shall be responsible for planning, organizing, and staging the association annual meeting, and such special meetings as may be called by the President with the Association Officers' approval. The Program Committee shall secure papers and speakers and perform such other duties as may be required by its responsibility. The Vice-President-Program Chair shall act as Chairperson of the Program Committee.
3. The *Best Paper Committee* shall be responsible for recommending to the Vice President-Program Chair the recipients of the annual Best Paper Award and the annual Doctoral Student Best Paper Award. The Vice President-Program Chair shall appoint the committee members.
4. The *Nominating Committee* shall develop a slate of nominees for Association Officer positions, as described in the Constitution, and conduct the annual election.

5. The *Finance Committee* shall (1) execute the Southern Management Association Officers' policy regarding financial management of Southern Management Association assets (i.e., one year's expenses kept in cash and the rest of the association's financial resources placed in an endowment), (2) audit or arrange for an audit of the organization's financial statements on a regular basis, and (3) suggest policy changes to the Southern Management Association Officers regarding financial management and strategy. The Finance Committee shall consist of four members in addition to the current Southern Management Association Treasurer who will serve ex-officio. One member of the Finance Committee will be a Southern Management Association Officer. One new member of the Finance Committee will be appointed by the President each year to serve a 3-year term. No member may serve a consecutive term. The Committee will select its own chair from among the voting members of the Committee.
6. The *James G. (Jerry) Hunt Sustained Outstanding Service Award Committee* shall solicit nominations and recommend an award recipient to the Southern Management Association Officers each year. The committee will be composed of a chair appointed by the Southern Management Association President and four long-term Southern Management Association members selected by the chair. The four members of the committee vote on the recipient and the committee chair will break any ties. The committee may contain current Southern Management Association Officers and should include at least one former Southern Management Association President. The award winner from the previous year should be asked to serve on the committee.
7. The *Consortium Coordinator Selection Committee* shall solicit nominations and recommend an incoming Doctoral Consortium Co-Coordinator to the Southern Management Association Officers each year. The Southern Management Association President will appoint three people who have experience with the doctoral consortium to serve on this committee. If any consortia other than the Doctoral Student Consortia will be held in a given year, this committee will recommend a coordinator(s) for those consortia as well.
8. The *Ethics Committee* shall consist of the Past President (Chair) and two Board members who will be appointed by the Past President for an indefinite term.
9. The *Ethics Adjudication Committee* shall consist of a Chair and two additional members all three appointed by the Past President from the SMA membership at large. Members of this committee should have a history of serving in SMA leadership positions.
10. The chairpersons of all standing committees shall report to the President and shall annually render a report of the activities and accomplishments of their committees. Such reports shall be made known to the association members at the annual meeting.

## **ARTICLE II—REQUIREMENT FOR QUORUM**

The members officially registered as present and in good standing shall constitute a quorum of all association business meetings. The association shall hold at least one business meeting each year, unless prevented by national emergency.

## **ARTICLE III—DUES**

1. Southern Management Association annual dues shall be set by the Association Officers and collected by the Treasurer through the Southern Management Association website.
2. Persons may apply and be accepted for membership at any time during the calendar year. Annual dues are payable upon acceptance and are due yearly thereafter.
3. Members in arrears on dues shall be dropped from the association membership. Former members dropped for nonpayment of dues may be reinstated upon payment of the current year's dues.

## **ARTICLE IV—FISCAL RESPONSIBILITY**

1. Association activities and affairs shall be conducted in a fiscally responsible manner.
2. Individual association members are not responsible for association debt.
3. In the event of dissolution of the Southern Management Association, assets shall be distributed exclusively for educational or scientific purposes related to the field of management.

## **ARTICLE V—APPOINTED POSITIONS (EX-OFFICIO, NON-VOTING)**

1. The Editor of the *Journal of Management* shall be chosen for a three-year term by the Association Officers upon nomination by a selection committee appointed by the president, and shall have full responsibility of the *Journal* (e.g., selection of a Review Board, administration, policies for submission and acceptance, etc.), subject to policy and strategy guidelines established by the Association officers. The *Journal* Editor shall present a formal statement on the status of the *Journal* at the annual meeting.
2. The *Communications Coordinator* shall be chosen for a three-year term by the Association Officers, upon nomination by a selection committee appointed by the President. The Communications Coordinator shall direct all activities connected with the *Newsletter's* production subject to policy and strategy guidelines

- established by the Association Officers. The *Newsletter* shall be published at least twice per year. The Communications Coordinator shall present a formal statement on the status of the *Newsletter* at the annual meeting. In addition, the Communications Coordinator shall ensure that the Southern Management Association website is kept up-to-date.
3. The *Archivist* shall be chosen for an indefinite term by the Association officers, upon nomination by a selection committee appointed by the President. The Archivist shall direct all activities connected with transferring the existing Southern Management Association archives to electronic media suitable for storage on the Southern Management Association website subject to policy and strategy guidelines established by the Association Officers.
  4. A *Doctoral Consortium Co-Coordinator* shall be chosen each year for a three-year term by the Executive Committee upon nomination by a selection committee appointed by the President. There ordinarily will be two Co-Coordinators, (one serving his/her first year of the three-year term, and the other serving the second year of the third year term) and one Consortium Chair (the third year of the three-year term). During the first year, specific responsibilities will include securing speakers and organizing the program. During the second year, responsibilities will include (a) coordinating space needs with the Conference Program Chair, (b) recruiting participants, (c) coordinating registration and student stipends with the Southern Management Association Treasurer, and (d) reporting on the status and activities of the consortium at the annual meeting. In the third year, this individual will serve as the *Doctoral Consortium Chair* who will oversee and coordinate all consortia taking place at each annual conference.
  5. The *Placement Director* will be chosen for an indefinite term by the Association Officers upon nomination by a selection committee appointed by the President. The Placement Director will oversee all activities related to operating placement services on the Southern Management Association website as well as during the annual Association meeting under direction from the Association Officers.
  6. The *Conference Coordinator* will be chosen for an indefinite term by the Association Officers upon nomination by a selection committee appointed by the President. The Conference Coordinator will oversee all activities related to the hotel arrangements and logistics for the annual conference.

## **ARTICLE VI—AMENDMENTS**

Amendment of the By-Laws shall be by a two-thirds vote of the members present at the annual meeting, but not less than 25 percent of those eligible to vote, or by a simple majority of all votes recorded on-line through the Southern Management Association website using a process sponsored by the Association Officers. 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.