

Constitution of the SIM Division

**THE CONSTITUTION OF
THE SOCIAL ISSUES IN MANAGEMENT DIVISION
OF THE ACADEMY OF MANAGEMENT**

ARTICLE I. NAME

The name of this organization shall be the Social Issues in Management Division of the Academy of Management (hereinafter referred to as “the Division”).

ARTICLE II. PURPOSE AND OBJECTIVES

Section 1 – Purpose. The purpose of the Division is to promote research and teaching in the field of social, ethical and governance issues and other public policy matters constituting the internal and external environments of organizations and, therefore, affecting the study and practice of management.

Section 2 – Objectives. The objectives of the Division are:

- a. To stimulate research, learning, teaching, and improved practice in applied settings by (a) encouraging, supporting and disseminating research in the field, (b) publishing and disseminating information related to innovations in teaching and curriculum design, and (c) providing standards of scholarly and intellectual integrity.
- b. To provide for the interchange of professional ideas, research, and other information relating to social, ethical and governance issues and other public policy matters, including between practitioners and academicians, by presenting a program at the Annual Meeting of the Academy of Management which includes competitive paper sessions, symposiums, forums, open discussion, workshops, panels, lectures, business meetings and social gatherings.
- c. To provide opportunities for Division members to build professional networks and thus encourage wider acquaintance, fellowship, closer cooperation, and the pooling of knowledge with those in other academic disciplines interested in and affected by social, ethical and governance issues and other public policy matters constituting the internal and external environments of organizations.
- d. To engage in such other activities and services of interest to the membership of the Division within the charter granted by the Academy of Management.

ARTICLE III. MEMBERSHIP

Membership shall be open to any voting member of the Academy of Management in accordance with the Academy of Management requirements for professional division membership.

ARTICLE IV. DIVISION OFFICERS AND DUTIES

Section 1 – Division Officers. The officers of the Division shall consist of the following officers elected by the membership in accordance with Article V of the Constitution of the Social Issues in Management Division: (1) a Division Chair, Division Chair-Elect, Program Chair, Program Chair-Elect, Treasurer, Webmaster, and six Representatives-at-Large; (2) the Immediate Past Chair; (3) a Secretary/ Editor; and (4) other such officers as may be deemed necessary and appointed by the Division Chair.

Section 2 – The Division Chair. The Division Chair is the chief executive officer of the Division. The Division Chair administers all affairs of the Division with the assistance of the Governance Committee and under the coordination of the President-elect of the Academy of Management, in conformance with its policies for professional divisions. The Division Chair is responsible for the conduct of the Division's activities in a manner that will assure accomplishment of the Division's purpose and objectives, subject to the provisions of the Division's Constitution and By-Laws, and the Constitution and By-Laws of the Academy of Management. The Division Chair appoints the Chairs of all Division Committees.

The Division Chair shall preside at all meetings of the Division and specifically the Annual Business Meeting of the Division. At that annual meeting, the Division Chair is also primarily responsible for interacting with and supervising all individuals and organizations furnishing awards and prizes for Division activities, although such responsibilities can be delegated to other division members at the discretion of the Division Chair. The Division Chair shall also serve as Chair of the Division's Governance and Executive Committees. The Division Chair shall furnish the Division Chair-Elect copies of all official business of the Division.

Section 3 – The Division Chair-Elect. The Division Chair-Elect assists the Division Chair by carrying out such duties as may be delegated by the Division Chair. The Division Chair-Elect shall act for the Division Chair in case of the Division Chair's absence or disability. The Division Chair-Elect shall work in liaison with the Program Chair to assure that preconference and conference activities receive media coverage through the Division Newsletter, the Academy of Management Newsletter, and the Marketing and Social Media Specialist of the Academy of Management. The Division Chair-Elect shall serve on the Governance and Executive Committees of the Division. The Division Chair-Elect shall automatically become the Division Chair at the close of the Annual Meeting of the Academy of Management.

Section 4 – The Program Chair. The Program Chair shall be responsible for planning and supervising the Division's program at the Annual Meeting of the Academy of Management, subject to the program guidelines established by the Program Chair of the Academy of Management and the Division guidelines established by the Governance Committee. The Program Chair shall serve on the Governance Committee of the Division. The Program Chair shall automatically assume the office of Division Chair-Elect at the close of the Annual Meeting of the Academy of Management.

Section 5 – The Program Chair-Elect. The Program Chair-Elect shall be responsible for planning and supervising the Division’s pre-conference program at the Annual Meeting of the Academy of Management, subject to the program guidelines established by the Program Chair of the Academy of Management and the Division guidelines established by the Governance Committee. The Program Chair-Elect shall serve on the Governance Committee of the Division. The Program Chair-Elect shall automatically assume the office of Program Chair at the close of the Annual Meeting of the Academy of Management.

Section 6 – Representatives-at-Large. The primary responsibility of the six Representatives-at-Large is to serve on the Governance Committee of the Division and enhance the governance process of the Division by giving more members of the Division an opportunity to participate in the decision-making within the Division, both in terms of electing the members of the Governance Committee and in serving on that Committee. Each Representative-at-Large is elected for a fixed three-year term in order to provide administrative continuity to the governance of the Division. Terms of office are staggered in that only two Representatives-at-Large will be elected in a given year for a full three-year term. If a Representative-at-Large office becomes vacant before the expiration of the fixed three-year term for that office, the individual nominated and elected to complete the unexpired term, in accordance with the nomination and election procedures set forth in Article V, shall serve out only the remaining term.

In selecting nominees for Representatives-at-Large, consideration should be given to individuals who have served the Division, are regular attendees and participants at the Annual Meetings of the Division, and thus, have shown an interest in division affairs; and/or can provide new and innovative input into the decision making of the Division. In furtherance of the Division’s concerns with social, ethical and governance issues affecting organizations, nomination consideration should also be given to: (a) the minority constituencies of the Division, (b) Division members from small private colleges as well as large public institutions of higher learning (c) Division members who hold junior and intermediate faculty rank, (d) individuals who come from the non-academic sector, and/or (e) Division members from countries other than the United States, to provide international representation. No individual may serve two consecutive terms on the Governance Committees as Representative-at-Large, but after the lapse of one year may again be nominated and elected to the Governance Committee.

Section 7 – The Immediate Past Chair. The outgoing Division Chair shall serve as the Immediate Past Chair and as a member of the Governance and Executive Committees for one year following her/his term as Division Chair. The outgoing Division Chair (Immediate Past Chair) may not be re-elected by the membership to the position of Division Chair for a second consecutive term but after a lapse of one year may be appointed to any Division committee or elected as a Representative-at-Large, subject to the nomination and election provisions of Article V, Section 1. The Immediate Past Chair is responsible for planning and supervising the annual nomination process for the Division.

Section 8 - Treasurer. The Treasurer reports to the Executive Committee and is a voting member of the Governance Committee. The Treasurer is responsible for preparing (a) the annual budget for the Division, (b) the actual results for the Division, and (c) an analysis of any variances between the budget and the actual results. The Treasurer is to report on the financial results of the Division to the Executive Committee whenever requested by the Executive Committee and to the membership at the Annual Business Meeting of the Division. The Treasurer is responsible for authorizing and/or approving all cash payments that are to be made by the Academy of Management on behalf of the Division. The Treasurer will act as the liaison between the Controller of the Academy of Management and the Division on all financial and monetary matters. The Treasurer must respond to any communication from anyone on the Executive Committee concerning any financial matters of the Division. The term of office is for three years. The Treasurer may stand for re-election.

The Treasurer must adhere to the provisions of the *Treasurer's Guidebook*, as published annually by the Academy of Management. The *Treasurer's Guidebook* is a thorough document that lists the duties and responsibilities of the Division Treasurers as well as some of the Academy of Management's internal control procedures.

Section 9 - Webmaster. The Webmaster reports to the Executive Committee and is a voting member of the Governance Committee. The Webmaster is responsible for designing and maintaining the Division website, managing the SIM listserv, and contributing to other aspects of the Division's internet presence. The Webmaster is to report on the status of the website to the Executive Committee whenever requested by the Executive Committee and to the membership at the Annual Business Meeting of the Division. The Webmaster is responsible for working with the Executive Committee, Committee Chairs, and other Division members to determine the objectives of and obtain content for the website. He or she will act as the liaison between the Academy of Management and the Division on matters relating to the Division's internet presence. Finally, the Webmaster will provide any advice regarding the Division's internet presence to the SIM Executive Committee and the Division as required. The term of office is for three years. The Webmaster may stand for re-election.

Section 10 – Secretary/Editor. The Secretary/Editor shall be responsible for keeping a record of the Division's Annual Business Meeting. The Secretary/Editor shall serve as editor and publisher of the Division's newsletter. The Secretary/Editor shall serve on the Governance Committee of the Division as an ex-officio member. The Secretary/Editor is appointed by the Division Chair with the advice and consent of the Executive Committee. The term of office of the Secretary/Editor is at the pleasure of the Division Chair for a one-year term and may be reappointed.

Section 11 – Appointed Officers. The Division Chair may appoint such other officers as may be deemed necessary by the Division Chair and designate their duties. These appointed officers serve for a one-year term and may be reappointed.

Section 12 – Tenure of Office. In accordance with the Constitution of the Academy of Management, the tenure of all elected and appointed officers will extend from the close of the yearly meeting of the Academy of Management to the end of the next annual meeting. Representatives-at-Large, the Treasurer, and the Webmaster have a three-year tenure. Outgoing officers are responsible for settling financial obligations incurred during their term by the end of the current Academy of Management fiscal year.

ARTICLE V. NOMINATION AND ELECTION OF OFFICERS

Section 1 – Nominations. The Nominating Committee shall annually solicit write-in nominations for Treasurer, Webmaster, Program Chair-Elect and all Representatives-at-Large to be elected in that year (normally this will be two Representatives-at-Large). The Nominating Committee itself shall not nominate any past Division Chair for the office of Program Chair-Elect.

The Nominating Committee will review the nominations submitted by the membership and other candidates of their choice, subject to the above limitations. A slate of candidates (no fewer than two candidates for Program Chair-Elect; no fewer than two candidates for each Representative-at-Large position; and at least one candidate for the Treasurer and the Webmaster position) shall be presented to the membership by electronic balloting (administered by the Academy of Management) in accordance with the provisions of Section 2, Article V of the Constitution of the Social Issues in Management Division.

In order to enhance administrative continuity and offer the Division the benefits of accumulated experience, the Nominating Committee shall automatically nominate: (1) the Program Chair-Elect for the position of Program Chair; and (2) and the Program Chair for the position of Division Chair-Elect. Although these offices of Division Chair-Elect and Program Chair will be filled by succession, the Nominating Committee will be responsible for assuring that the names of the Division Chair-Elect and Program Chair appear on the ballot, along with a line for a write-in candidate for each office. Thus, Division members will have the opportunity to affirm their support (or non-support) of candidates for the offices of Division Chair-Elect and Program Chair at each annual election.

Section 2 – Nomination Committee & Election Process. Chaired by the Immediate Past-Chair, the Nominating Committee will manage the nomination and election process to include, but not be limited to the following:

- a. Issuing a Call for Nominations for all vacancies to the entire membership of the Division through the online process provided by the Academy of Management headquarters.
- b. Submitting a final slate of candidates to the membership. Election shall follow the online balloting process as provided by the Academy headquarters. Through this process, ballots will be made available to all dues-paying members of the Division.
- c. A biographical sketch from each nominee shall be included with the ballot.
- d. Listing candidates for each office alphabetically on the ballot.

- e. Ensuring that each nominee is willing to serve if elected.
- f. Reporting the final results to the nominees as well as other Division officers, no later than July 1. The vote count shall be considered confidential information and shall not be disseminated further.
- g. Submitting the election results to the membership.

Section 3 – Vacancy or Non-Performance. In the event that any officer is unable to serve, thereby causing a vacancy, the Governance Committee shall, as soon thereafter as possible, appoint a replacement to serve in that office until the next annual election. In the event that an officer fails to carry out the duties of the office after assumption of office such failure shall be called to the attention of Governance Committee. As a last resort, a replacement may be appointed by the Governance Committee to serve in that office until the next annual election.

ARTICLE VI. COMMITTEES

Section 1 – Committees. The committees of the Division shall consist of (1) a Governance Committee, (2) a Nominating Committee, (3) an Executive Committee, (4) designated Standing Committees, (5) designated Awards Committees, and (6) any other ad hoc committees appointed by the Division Chair.

Section 2 – The Governance Committee. The Governance Committee shall consist of the Division Chair, Division Chair-Elect, Program Chair-Elect, Treasurer, Webmaster, the six Representatives-at-Large, and the Immediate Past Chair. The Secretary/Editor is an ex-officio member of the Committee. The Committee serves as the governing body of the Division between Annual Meetings of the Academy of Management. The principal function of the Governance Committee is to advise the Division Chair on matters of policy and provide an opportunity for greater involvement of the Division membership in the governance of the Division. The Governance Committee is also responsible for developing and implementing meeting guidelines and procedures to ensure the competitive and anonymous selection of professional and innovative papers and program proposals to be presented at the Annual Meeting of the Division. The Governance Committee is chaired by the Division Chair.

Section 3 – The Nominating Committee. The Nominating Committee shall consist of the Division Chair, the Division Chair-Elect, the Immediate Past Chair, and two other members nominated and elected by the members present at the Annual Business Meeting. This election shall be by secret ballot with each member present casting one vote for each of two candidates. The two nominees receiving the largest number of votes shall be elected to the Nominating Committee. The Division Chair will remind the membership prior to the secret balloting about the importance of broad geographical demographic and academic representation on the Nominating Committee. The Nominating Committee shall be chaired by the Immediate Past Chair.

Section 4 – The Executive Committee. The Executive Committee shall consist of the Program Chair-Elect, the Program Chair, the Division Chair, the Division Chair-Elect,

and the Immediate Past Chair. The principal function of the Executive Committee is to assist the Division Chair in the performance of her/his duties.

Section 5 – Standing Committees. The Standing Committees of the Division shall consist of:

- a. The Curriculum Development Committee. The Division Chair will appoint and designate the Committee Chair, who serves at the pleasure of the Division Chair. The Committee Chair will then appoint the remaining members of the Committee with the advice of the Division Chair. The principal function of the committee is to promote the development of new curriculum materials and concepts and improve teaching in the field.
- b. The Research Committee. The Division Chair will appoint and designate the Committee Chair, who serves at the pleasure of the Division Chair. The Committee Chair will then appoint the remaining members of the Committee with the advice of the Division Chair. The principal functions of the Committee are to promote research in the field and to plan the research workshop(s) to be held annually at the Annual Meeting of the Academy of Management.
- c. The Membership Committee. The Division Chair will appoint and designate the Committee Chair, who serves at the pleasure of the Division Chair. The Committee Chair will then appoint the remaining members of the Committee with the advice of the Division Chair. The principal functions of the Committee are to recruit new members and to retain old members.

Section 6 – Awards Committees. The Awards Committees of the Division shall consist of:

- a. The Doctoral Dissertation Award Committee. The Division Chair will appoint and designate the Chair of the Committee, who serves at the pleasure of the Division Chair. The Committee Chair will then appoint the remaining members of the Committee with the advice of the Division Chair. The principal function of the Committee is to give an annual award to the best doctoral dissertation published that year in the research field of the Division.
- b. The Book Award Committee. The Division Chair will appoint and designate the Chair of the Committee who serves at the pleasure of the Chair. The committee Chair will then appoint the remaining members of the Committee with the advice of the Division Chair. The principal function of the committee is to select the annual recipient of the Book Award to be presented at each Annual Business Meeting of the Division.
- c. The Best Paper Award Committee. The Division Chair will appoint and designate the Chair of the Best Paper Award Committee who serves at the pleasure of the Chair. The Committee Chair will then appoint the remaining members of the Best Paper Award Committee with the advice of the Division Chair. The principal function of the committee is to select each year, for the purposes of an annual award, the best paper submitted to the Division and published in the Annual Proceedings of the Academy of Management with the award to be presented at each Annual Business Meeting of the Division.

- d. The Sumner Marcus Award Committee. The Sumner Marcus Award Committee shall consist of the Immediate Past-Chair, the Division Chair and the Division Chair-Elect. The Sumner Marcus Award is annually given to a SIM member for outstanding leadership to the field. The principal function of the Committee is to select the annual recipient of the Sumner Marcus Award to be presented at the Annual Business Meeting of the Division.
- e. Other awards may be given by the Division after approval by the Executive and Governance Committees and approval by the SIM membership. Procedures for selecting and presenting the awards will be comparable with those of existing awards.

Each of the Awards Committees identified in Section 6 shall develop written guidelines setting forth the criteria governing the identification of candidates for their respective award(s) and the subsequent selection of the winner(s) of these award(s). These guidelines shall be disseminated to the membership of the Division to ensure impartiality in the selection of award winners and encourage members of the Division to participate in these awards.

Section 7 – Other Committees. The Division Chair shall appoint such other committees as he/she deems necessary, subject to consultation with the Governance Committee. Membership on these committees will be determined by the Division Chair. Such membership shall provide, so far as is possible, for broad geographic, demographic, and academic representation. Particular attention shall be given to individuals of junior or intermediate faculty rank as a means of encouraging newer members of the Division to become active in the governance of the Division.

ARTICLE VII – MEETINGS

Section 1 – Annual Business Meeting. There shall be an Annual Business Meeting of the Division held at the Annual Meeting of the Academy of Management. Elected and appointed officers and committee chairs of the Division shall report to the membership at this Annual Business Meeting on the status and progress of those Division activities for which they are responsible, thereby ensuring that the Division membership is better informed about Division activities and can, therefore, participate more fully in the decision making of the Division. The time and place of the Annual Business Meeting shall be published in the program for the Annual Meeting of the Academy of Management.

Section 2 - Other Meetings. Other Division meetings may be held as deemed necessary by the Division Chair and/or the Governance Committee.

ARTICLE VIII – PARLIMENTARY AUTHORITY

Section 1 – Parliamentary Rules. The rules and procedures contained in the latest edition of Robert's Rules of Order shall govern in all matters to which they are applicable and to

the extent to which they are applicable and to the extent to which they are not inconsistent with the Constitution and By-Laws of the Division.

Section 2 – Parliamentarian. A Parliamentarian may be appointed by the Division Chair for each meeting of the division to advise, upon request of the Division Chair, with respect to parliamentary procedure.

ARTICLE IX – RATIFICATION AND AMENDMENTS

Section 1 – Proposed Amendment(s). Subsequent amendment(s) to this Constitution may be proposed by (1) a vote of three-fifth of the Governance Committee, (2) a unanimous vote of the Executive Committee, or (3) a written request signed by five percent (5%) of the voting members of the Division. All such proposed amendments shall be in writing and shall include a 100-150 word explanation of the rationale supporting the amendment so that the Division membership may be better informed as to the merits of the amendment. All such proposals to amend this Constitution must be submitted to the members of the Division at least thirty (30) days prior to a vote on the proposed amendment(s).

Section 2 – Adoption of Amendment(s). After ratification of this Constitution, it may be amended by a majority vote of all members voting through the online Division Amendment Process provided by the Academy of Management.