



Division Bylaws

ORGANIZATIONAL BEHAVIOR DIVISION BYLAWS

(Adopted August, 1997)
(Revised September, 2015)

Bylaws for
Organizational Behavior Division
Academy of Management

ARTICLE I. NAME

The name of this organization shall be the Organizational Behavior Division of the Academy of Management, hereinafter referred to as the Division.

ARTICLE II. MISSION AND OBJECTIVES

1. The Mission

The mission of the Organizational Behavior Division is to encourage the discovery, dissemination, and application of knowledge about the behavior of individuals and groups in organizations so as to enhance individual well-being and organizational performance.

2. Objectives

We will fulfill that mission by:

Encouraging organizational behavior research using multiple perspectives and multiple methods.
Fostering links between researchers, practitioners, and teachers to enhance our research, teaching, and practice.
Serving the developmental needs of our members.
Providing a link to other professional groups.
Representing the discipline on professional issues

ARTICLE III. MEMBERSHIP

Membership in this Division is open to any member of the Academy of Management who is interested in the Division's mission and objectives.

ARTICLE IV. MEETINGS

1. Business Meetings

The Division shall hold one regularly-scheduled business meeting each year at the annual meeting of the Academy of Management. Other business meetings may be scheduled as necessary by the Executive Committee.

2. Executive Committee Meetings

The Executive Committee of the Division shall hold two regularly-scheduled meetings each year, one of which will be held in conjunction with the annual meeting of the Academy of Management.

3. Parliamentary Authority

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Division in all cases where they are not inconsistent with these Bylaws and any special rules of order the Division may adopt.

ARTICLE V. OFFICERS AND THEIR DUTIES

1. Officers

The elected officers of the Division shall be the Past Division Chair, Division Chair, Division Chair Elect, Program Chair, Program Chair Elect, and nine Representatives at Large. Appointed officers will include the Technology Coordinator, Treasurer, Catering Representative, Newsletter Editor, Program Developer Manager and the Chairs of any committees that the Executive Committee deems necessary to serve the needs of the membership. Examples of such committees would be (but are not limited to) the International Committee, the Making Connections Committee, and the Student Representative Committee. Additional officers may be appointed to other roles at the discretion of the Executive Committee.

2. Executive Committee

- a. The Executive Committee shall be comprised of all elected officers.
- b. The Executive Committee shall fill officer positions that become vacant prior to the end.
- c. The Executive Committee shall appoint additional officers as needed.
- d. The Executive Committee shall approve any operating policies or procedures necessary for the functioning of the organization which are not provided by the Bylaws until such can be acted upon by the membership.
- e. The Executive Committee shall perform other activities as necessary to execute those responsibilities specified by the Bylaws.

3. Terms of Office of Elected Officers

- a. All officers except for the Representatives at Large shall be elected for a period of one year. The term of office shall begin on the Monday following the close of the annual meeting and terminate on the Monday following the end of the next annual meeting.
- b. The nine Representatives at Large shall be elected for a period of three years, commencing and ending the three-year period as specified above for the other officers. Terms of the Representatives at Large shall be staggered.
- c. After serving one year in that office, the Division Chair will automatically succeed to the office of Past Chair.
- d. After serving one year in that office, the Division Chair Elect will automatically succeed to the office of Division Chair.
- e. After serving one year in that office, the Program Chair will automatically succeed to the office of Division Chair Elect.
- f. After serving one year in that office, the Program Chair Elect will automatically succeed to the office of Program Chair.

4. Duties of Elected Officers

- a. The Past Division Chair shall
 - (1) Serve on the Executive Committee.
 - (2) Take on special assignments as requested by the Division Chair to advance strategic priorities of the Division.
 - (3) Organize and chair the Division's Lifetime Achievement Award and Cummings Scholar Award committees.
- b. The Division Chair shall
 - (1) Serve as the chief officer of the Division and lead the Division in the accomplishment of strategic priorities as well as administer all affairs of the Division in coordination with the Division's Executive Committee, the officers of the Academy of Management, and the Academy's Professional Divisions Policy Committee.
 - (2) Preside over business meetings of the Division and at such meetings present a report on the status of the Division.
 - (3) Make arrangements for and preside over Executive Committee meetings.
 - (4) Oversee the expenditures of the Division's budget and be accountable to the membership for proper management of all Divisional expenditures and activities.

c. The Division Chair Elect shall

- (1) Serve as secretary for the Division's business meetings.
- (2) Take on special assignments as requested by the Division Chair to advance strategic priorities of the Division.
- (3) Act for the Division Chair in the Chair's absence.

d. The Program Chair shall

- (1) Be responsible for the development and coordination of the OB Division program at the annual Academy of Management meeting.

e. The Program Chair Elect shall

- (1) Work with the Program Chair on the development and coordination of the OB Division program at the annual Academy of Management meeting.

f. The Representatives at Large shall

- (1) Coordinate the various consortia, PDWs, awards, and other activities of the OB Division, and support the Division Chair in advancing strategic priorities of the Division. Specific responsibilities shall be designated by the Division Chair.
- (2) Assume any other responsibilities requested by the Division Chair and/or the Executive Committee.

5. Terms of Office of Appointed Officers

a. All appointed officers shall be appointed for a three-year term. These appointments can be renewed at the discretion of the Executive Committee. The term of office shall begin on the Monday following the close of the annual meeting and terminate after three years. The Executive Committee also has the option to terminate the appointment early if the work is completed or if the Executive Committee deems that the work is not being performed in a manner that serves the membership's needs.

b. Members of the committees shall be appointed and removed by their respective committee chairs.

6. Duties of Appointed Officers

a. The Committee Chairs shall perform duties that will be worked out with the Division Chair on an ad hoc basis to support strategic priorities of the Division.

b. The Technology Coordinator shall

- (1) Coordinate all of the Division's electronic communications (website, news releases, and listserv).
- (2) Generate a "communication flow strategy."
- (3) Coordinate the work of web content subcommittees.

c. The Treasurer shall

- (1) Maintain the Division's financial records and transactions.
- (2) Provide semi-annual financial reports to the Executive Committee.
- (3) Assist the Executive Committee to establish a strategic financial plan.

d. The Catering Representative shall

- (1) Manage catering and logistics for the annual and midyear meetings.
- (2) Attend AOM and OB meetings and manage logistics onsite.
- (3) Assist the Division Chair on catering and ordering issues as needed.

e. The Newsletter Editor shall

- (1) Communicate news to members, including coordinating and disseminating newsletters.
- (2) Send Constant Contact communications to members.
- (3) Provide input on communications enhancement to better meet current and future needs of members.

f. The Program Developer Manager shall

- (1) Assist the Program Chair and Program Chair Elect with Program Developer.
- (2) Coordinate and input information to Program Developer.
- (3) Provide input on program enhancements to better meet current and future needs of members.

ARTICLE VI. ELECTION OF OFFICERS

The elected officers of the Division shall be a Past Division Chair, Division Chair, Division Chair Elect, Program Chair, Program Chair Elect, and six Representatives at Large.

1. The Executive Committee shall serve as the Nominating Committee.
2. The Nominating Committee shall issue a call to the membership requesting nominations for the positions of Program Chair Elect, Representatives at Large, and any other elected positions that may have come open. The Nominating Committee will generate additional nominations to develop a slate of candidates for each position.
3. There will be a minimum number of two names on the election ballot for each open position. It is the responsibility of the Division Chair to ensure that the individual whose name is to appear on the ballot is a member of the Division and is willing to serve in the position for which he or she is nominated.
4. The nominated slate of officers will contain no more than one person from any university.
5. No person can appear on the final ballot as a nominee for more than one office. If the nominating ballots from the membership result in a person qualifying as a nominee for more than one office, the Nominating Committee will decide which office they are slotted for.
6. The election ballot will list the candidates for each position together, in random order, without specifying the origin of the nomination. The ballot will also include a biographical sketch of each candidate running for a specific position.
7. The vote count for each candidate shall be considered confidential information and shall not be disseminated. The Division Chair shall notify each candidate of the winner of the election.
8. The Division Chair shall be responsible for coordinating the election process with the Academy and overseeing the election using a web-based ballot system.

ARTICLE VII. REMOVAL OF OFFICERS

The Division will follow the academy-level policies for removal of officers.

ARTICLE IX. AMENDMENTS

1. Any proposed amendment must be made available to the Division's members at least one month prior to a vote on the amendment.
2. Amendment of the Bylaws shall be by a majority of those members voting through a web-based ballot sponsored by the Executive Committee.