

# **Bylaws of the Management History Division of the Academy of Management**

## **Article 1: Name**

The name of the Division shall be the Management History Division.

## **Article 2: Goals and Objectives**

The Management History Division is a Division of the Academy of Management that exists for the promotion of interest in, and study of, management history, historical methodologies and historical analysis of management's past and present. The Division seeks to achieve these goals primarily through activities run in conjunction with the Academy of Management's Annual Meeting. Such activities include, but are not restricted to, the holding of Professional Development Workshops, Symposia, refereed paper sessions, the selection of papers for the Academy's Best Paper Proceedings, and the awarding of Division awards. In seeking to achieve these objectives, the Division aims to work cooperatively with other Divisions of the Academy of Management and the officers of the Academy.

## **Article 3: Relationships with the Academy of Management**

As a Division of the Academy of Management, the Management History Division is bound by the Academy's By-laws and organizational policies. To the extent that a By-law of this Division is found to be in conflict with that of the Academy, the Academy's By-law will take precedence to the extent of the inconsistency.

## **Article 4: Membership**

1. Membership of the Division is open to current financial members of the Academy of Management who are in good standing and who comply with these By-laws.
2. It is expected that each member will comply with the Academy's Code of Ethics.
3. Any breaches of the Academy's Code of Ethics may be referred to the Division Chair who may, after investigation, refer the matter to officers of the Academy in accordance with the procedures in the Code of Ethics.

## **Article 5: Divisional Officers, Duties, Terms of Office and Succession**

1. The leadership and administration of the Division consists solely of elected officers who constitute the Executive.
2. The Officers of the Division consist of two types, these being (a) "Leadership Track Positions" (Professional Development Workshop Chair, Program Chair, Division Chair Elect, Division Chair and Division Past Chair) and (b) "other Divisional Officers" (Member-at-Large Representative, Graduate Student / Junior Faculty Representative, Treasurer, Divisional Historian, Communications Director).
3. Only elected Officers of the Division have voting rights at Executive meetings.
4. The term of office for Executive members who are in the Leadership Track shall begin and end at the conclusion of the relevant Annual Business Meeting. In the case of the Professional Development Chair, their term of office on the Executive will commence at the closure of the Annual Meeting that follows their election. In the case of the "other Divisional Officers", their term of office on the Executive will commence at the closure of the Annual Meeting that follows their election. If, at the Annual Business Meeting, an outgoing Executive member is not in attendance, then the newly elected member may assume their position at the Annual Business Meeting. Otherwise, newly elected Executive Officers who are yet to commence their formal term of office will have attendance and speaking rights but not voting rights.
5. The Leadership Track positions include a Professional Development Workshop (PDW) Chair, Program Chair, Division Chair Elect, Division Chair and Division Past Chair.

- a. The Leadership Track sequence commences when a Division member is elected Professional Development Workshop Chair in an annual election, conducted through electronic ballot of the entire eligible membership by officers of the Academy in accordance with Academy's Bylaws and organizational policies.
- b. The Professional Development Chair is responsible for:
  - i. Overseeing the Division's Professional Development programme.
  - ii. Issuing the "call for papers" for the Division's forthcoming Annual Meeting that relates to the Professional Development Workshops.
  - iii. Selecting, in accordance with the Academy's Bylaws and organizational policies, which proposed Professional Development Workshops will be held in association with the Annual Meeting.
  - iv. Where appropriate, working cooperatively with representatives of other Divisions so as to bring about jointly sponsored Professional Development Workshops.
  - v. Making appropriate room bookings for the Professional Development Workshops held at the Annual Meeting, through the procedures and mechanisms developed by the Academy.
  - vi. Organising catering and drinks for the Divisional social held at the Annual Meeting.
  - vii. The Professional Development Chair shall make a written report, prior to the Annual Meeting, to both the Division Chair and the Division Newsletter Officer on the number of Workshops and any matters arising that are worthy of note.
- c. The Professional Development Workshop Chair's term of office is one year. It concludes at the close of business of the Annual Meeting at which they were responsible for the Workshops. At this point they transition to the role of Program Chair.
- d. The office of Program Chair is, at the close of each Annual Meeting, occupied by the person who has completed a term as Professional Workshop Development Chair.
- e. The Program Chair is responsible for, in accordance with the Academy's procedures for the Annual Meeting concerned, the following:
  - i. Overseeing the Division's Program of Refereed Paper Sessions, Round Table Sessions and Symposia Sessions.
  - ii. Issuing the "call for papers" for the Division's forthcoming Annual Meeting that relates to the above.
  - iii. Overseeing the selection and allocation of reviewers for the various papers and symposia submitted to the Division for inclusion in the Annual Meeting.
  - iv. Issuing the "call for papers" for the Division's forthcoming Annual Meeting.
  - v. Selecting, on the basis of the reviews provided, the appropriate papers and symposia to be included in the Annual Meeting.
  - vi. Making appropriate room bookings for the Paper Sessions and Symposia, held at the Annual Meeting, through the procedures and mechanisms developed by the Academy.
  - vii. Selecting which papers will be included in the Academy's Best Paper Proceedings.
  - viii. Selecting which papers will be awarded the various awards provided by the Division.
  - ix. Making appropriate room bookings, through the procedures developed by the Academy, for the Divisional Business Meeting, Divisional Social event, Divisional Executive meetings, and any other official Divisional meetings held at the Annual Meeting.

- x. The Program Chair shall make a written report, prior to the Annual Meeting, to both the Division Chair and the Division Newsletter Officer on the number of Papers and Symposia submitted for review, the number accepted, and any matters arising that are worthy of note.
- f. The Program Chair's term of office is one year. It concludes at the close of business of the Annual Meeting where they were responsible for the duties associated with this role. At this point they transition to the role of Division Chair Elect.
- g. The office of Division Chair Elect will, at the close of each Annual Meeting, be occupied by the person who has completed a term as Program Chair. The term of office will be one year, and at the conclusion of the subsequent Annual Meeting the Division Chair Elect will assume the role of Division Chair.
  - i. The Division Chair Elect will chair any Executive Meeting, held either in person or via electronic means, at which the Division Chair is absent.
  - ii. In the event of incapacity of the Division Chair, the Division Chair Elect will assume the Chair's role for the period of the incapacity.
  - iii. In the event of the Division Chair's resignation, the Chair Elect shall, subject to Executive endorsement, assume the Chair's position for the remainder of the previous Chair's term. At the completion of that term, they shall complete their own term of one year's duration. The Division Chair Elect shall represent the Division in those duties allocated by the Chair and/or the Divisional Executive.
  - iv. The Chair Elect will, in association with the Chair and Past Chair, serve on the Division's Nominating Committee.
- h. The office of Division Chair is, at the close of each Annual Meeting, occupied by the person who has completed a term as Division Chair Elect. The term of office is for one year, and at the conclusion of the subsequent Annual Meeting the Division Chair will assume the role of Past Chair.
- i. The Division Chair is the principal office bearer of the Division and will, unless decided otherwise by a two-thirds majority of a full meeting of the Executive, represent the Division's interest in official dealings with the Academy and its officers.
  - i. The Division Chair will chair all meetings of the Executive, whether held in person or by electronic means.
  - ii. The Division Chair will be responsible for the calling of Divisional Executive meetings on a quarterly basis, or more regularly as circumstances require.
  - iii. The Division Chair shall Chair the Divisional Business Meeting at the Annual Meeting.
  - iv. The Division Chair shall make a report to the Business Meeting that includes details on Division membership numbers, finances and summaries of the information provided to them by both the Program Chair and the Professional Workshop Development Chair.
  - v. At the conclusion of the Business Meeting, the Division Chair shall pass the Chair's gavel to the Chair Elect.
- j. The office of Past Division Chair is, at the close of each Annual Meeting, occupied by the person who has completed a term as Division Chair. The term of office is one year and at the conclusion of the subsequent Annual Meeting, the person's period on the Executive will conclude.
  - i. The Past Division Chair shall, in accordance with the Academy's policies and procedures, be responsible for overseeing the election of office-bearers in the Division and for any other ballots that need to be held.

- ii. The Chair Elect and Chair will, in association with the Past Chair, serve on the Division's Nominating Committee.
  - iii. In the event of resignation of the Division Chair, which would lead to vacancy for position of Past Chair, the Past Chair shall serve an additional term as Chair, subject to their agreement and Executive approval.
- 6. In addition to the Leadership Track positions, the Division has the following elected officer bearers: Treasurer, Member-at-Large, Graduate Student/Junior Faculty Representative, Division Historian and Communications Director. The term of office for the Treasurer, Member-at-Large, Graduate Student/Junior Faculty Representative, Division Historian and Communications Director is for a fixed three year term and subject to election.
- 7. Elections for the positions of Treasurer, Member-at-Large, Graduate Student/Junior Faculty Representative, Division Historian and Communications Director, when required, will be held in conjunction with that for the position of Professional Development Workshop Chair.
- 8. The term of office for Treasurer, Member-at-Large, Graduate Student/Junior Faculty Representative, and Division Historian commences at the conclusion of the Annual Meeting that follows their election. They shall, however, have attendance and speaking rights at the Executive Meeting held in conjunction with this Annual Meeting. If the outgoing Executive Officer for the relevant position is not in attendance that they may assume their office at the Annual Meeting that follows their election.
- 9. The Treasurer manages the Division's finances, which will be based on allocations from the Academy.
  - a. The Treasurer will provide the necessary funding, as available, for the payment of catering at the Social Evening held in conjunction with the Annual Meeting.
  - b. The Treasurer will provide the necessary funding, as available, for the plaques that are given to award winners at the Division's Business Meeting, held in conjunction with the Academy's Annual Meeting.
  - c. The Treasurer will provide funding, as available, for Division business as appropriate, subject to the oversight of the Divisional Executive.
  - d. The Treasurer will provide, prior to each Annual Meeting, a written report to the Division Chair as to the state of Divisional finances.
- 10. The Member-at-Large will be responsible for liaising with the Divisional membership and for bringing matters of membership concern before the Divisional Executive.
  - a. The Member-at-Large shall, under the oversight of the Executive, have authority for liaising with regional and national interest groups who have common interests with the Division.
  - b. The Member-at-Large will provide, prior to each Annual Meeting, a written report to the Division Chair as to the nature of their activities in the previous year.
- 11. The Graduate Student/Junior Faculty Representative is responsible for liaising with the Division's membership among graduate students and junior faculty, and for bringing matters of this constituency's concern before the Divisional Executive.
  - a. To be eligible for election, the Graduate Student/Junior Faculty Representative shall at the time of nomination be either a Graduate Student or a Faculty member who has completed their PhD within the previous five years.
  - b. The Graduate Student/Junior Faculty Representative, under the oversight of the Executive, has the authority for liaising with regional and national interest groups relating to this constituency who have common interests with the Division.

- c. The Graduate Student/Junior Faculty Representative will provide, prior to each Annual Meeting, a written report to the Division Chair as to the nature of their activities in the previous year.
12. The Communications Director is responsible for the following:
    - a. Communicating with the Divisional membership and the wider scholarly community of interest by means approved by the Executive.
    - b. Issuing a Divisional Newsletter at least three times a year to the Division's Membership. Such newsletters will include, but not be restricted to, the Division's papers and PDWs provided to the Academy's Annual Meetings, the awards allocated, and the promotional activities of the Division.
    - c. The Communications Director shall, prior to sending out a Newsletter, submit it via email for consideration by the Divisional Executive.
    - d. The Communications Director will provide, prior to each Annual Meeting, a written report to the Division Chair as to the nature of their activities in the previous year.
  13. The Division's Historian is responsible for the following:
    - a. Keeping an accurate record of the Division's meetings, policies and promotional strategies.
    - b. Communicating, in association with the Newsletter Editor, the past achievements and history of the Division to the membership.
    - c. The Historian will provide, prior to each Annual Meeting, a written report to the Division Chair as to the nature of their activities in the previous year.

## **Article 6: Divisional Executive**

1. The Divisional Executive is responsible for administering the Division in the interests of the Division's membership in accordance with the Academy's By-Laws, organisational policies and procedures.
2. The Executive provides oversight of the Division's activities between Annual Meetings.
3. The Executive comprises the following: Division Past Chair, Division Chair, Division Chair Elect, Program Chair, Professional Development Workshop Chair, Treasurer, Member-at-Large, Graduate Student/Junior Faculty Representative, Divisional Historian and Communications Director. Office bearers from the Academy may be invited to attend meetings where relevant, but will have no voting rights.
4. Executive meetings are chaired by the Division Chair. If the Division Chair is unavailable, the Division Chair Elect will Chair the meeting or, in their absence, another person chosen by those in attendance.
5. The rules of business in the latest edition of *Robert's Rules of Order* shall govern all matters of business in the conduct of meeting to which they are applicable and to the extent that they are not consistent with either the Bylaws of this Division or the Academy.
6. A quorum is 50% of voting members plus one.
7. No activity or policy shall proceed if it is opposed by a majority decision of the Executive.

## **Article 7: Annual Business Meeting**

1. The Division's Annual Business Meeting is held in conjunction with the Academy's Annual Meeting.
2. The Division's Executive members, most notably the Professional Development Workshop Chair and Program Chair, will take all reasonable steps to ensure that details of the meeting are provided in the official Program for the Annual Meeting.
3. Annual Business Meetings will be chaired by the Division Chair. If the Division Chair is unavailable, the Division Chair Elect will Chair the meeting. If both the Chair and

the Chair Elect are unavailable, the meeting will be chaired by another member chosen by the Executive.

4. The presiding officer will provide a report on the Division's activities over the preceding year. Such a report will include, but not be restricted to, the information provided to them in the reports made by the Professional Development Workshop Chair, Program Chair, Treasurer, Member-at-Large, Graduate Student/Junior Faculty Representative, Newsletters Officer and Divisional Historian.
5. The presiding officer will, in association with the Program Chair, oversee the distribution of the Division's awards for best papers presented at the Annual Meeting and for any award(s) for lifetime achievement.
6. The Annual Business Meeting will provide time for any General Business to be discussed, either on motion from the Executive or from the floor.

### **Article 8: Election of Officers, Nominating Committee and Casual Vacancies**

1. Those seeking election as an officer of the Division need to be financial members of the Academy, and a member in good standing with the Division.
2. A valid nomination for office needs to be provided for the person seeking office by a financial member of the Academy who is also a member in good standing in the Division.
3. Nominations need to be made to the Division's Past Chair.
4. Decisions as to whether to allow a nomination to proceed will be made by the Division's Nominating Committee.
5. The Nominating Committee comprises the Division Past Chair, the Division Chair and the Division Chair Elect.
6. Divisional elections will involve an electronic ballot of the entire membership, in accordance with the Academy's policies and procedures. Divisional elections shall be the responsibility of the Past Chair and shall be in accordance with the Academy's policies and procedures.
7. In the event of the Division Chair's resignation, the Chair Elect shall, subject to Executive endorsement, assume the Chair's position for the remainder of the previous Chair's term. At the completion of that term, they shall complete their own term of one year's duration.
8. In the event of the Past Chair's resignation the previous Past Chair shall, subject to Executive endorsement, be asked to complete the remainder of the term that is left vacant.
9. Any other casual vacancy for a position on the Executive shall be filled through Executive decision.

### **Article 9: Finances**

1. As a Division of the Academy of Management, the finances of the Division are managed in accordance with the Academy's By-Laws, policies and procedures.
2. Divisional income is that allocated by the Academy to the Division.
3. No separate levies or dues will be imposed on Division members.
4. Divisional finances are the responsibility of the Treasurer, working under the oversight of the Executive.

### **Article 10: Amendment of Division By-Laws.**

1. Other than Articles 1 and 2, procedures to amend the Divisional By-Laws may come from either the Divisional Executive or through Membership petition.
2. For an Executive proposal to be considered valid, a two-thirds majority of the serving Executive membership is required.

3. For a Membership proposal to be considered valid, a petition must be endorsed by 15% of the Division's membership. This petition may comprise one physically signed or made by electronic means.
4. Valid proposal to amend the Divisional By-Laws will be put to the entire membership by electronic ballot, prior to the ensuing Annual Meeting, and will be run in accordance with the Academy's By-Laws and procedures.