

# **BYLAWS OF THE OPERATIONS AND SUPPLY CHAIN MANAGEMENT DIVISION OF THE ACADEMY OF MANAGEMENT**

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Management Division's Membership

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Supply Chain Management Division's Membership

## **ARTICLE I. NAME**

The name of the Division shall be "OPERATIONS AND SUPPLY CHAIN MANAGEMENT" hereinafter referred to as the Division.

## **ARTICLE II. PURPOSE OF THE DIVISION**

The primary purposes of the Division are to:

- 1) Support the development and dissemination of professional scholarship on operations and supply chain management topics by interested members of the Division and other members of the Academy of Management;
- 2) Promote understanding of the significance of these topics for the study and practice of management;
- 3) Develop members' capabilities for research and teaching on these subjects;
- 4) Develop standards of scholarly and intellectual integrity;
- 5) Provide opportunities for members to build professional networks; and
- 6) Engage in professional activities of interest to members.

Specific topics of interest to the Division reflect the diverse nature of the operations and supply chain management discipline as well as the evolving industrial and societal context.

## **ARTICLE III. MEMBERSHIP**

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

## **ARTICLE IV. ORGANIZATION STRUCTURE**

### **1. Executive Committee**

- a. Responsibilities: The Executive Committee is responsible for achieving the Division's objectives through enactment of appropriate policies and procedures in accordance with Academy of Management policies governing professional divisions, and with the Division's Bylaws. It shall serve as the executive body for advice, consent and decision making on affairs not requiring a member vote in the interim between annual meetings of the Division.

- b. Meetings: The Executive Committee shall meet at the annual Academy of Management Conference and at least two more times annually, to consider policy and planning for the Division. Meetings may be either face-to-face or virtual. Between Executive Committee meetings, additional business shall be conducted electronically via a listserv or other method that is commonly accessible to all members.
- c. Membership and roles: The Executive Committee shall consist of five elected members. They are:
  - i. Past Division Chair: The Past Division Chair serves a one-year term that completes the 5-year sequence of service as a Division officer. The Past Division Chair shall:
    - 1. Serve as the chair of the Nominating Committee.
    - 2. Serve as the chair of the Distinguished Scholar Award committee.
    - 3. Perform such duties as may be requested by the Division Chair.
  - ii. Division Chair: The Division Chair serves a one-year term and then automatically advances to the Past Division Chair position. The Division Chair shall:
    - 1. Be the Chief Executive Officer for the Division.
    - 2. Administer all affairs of the Division under the coordination of the president-elect of the Academy of Management and its Professional Division Policy Committee.
    - 3. Be responsible for the conduct of the Division's activities in a manner that will assure the accomplishment of the Division's purposes, subject to the provisions of the Division and the Academy Bylaws.
    - 4. Be responsible for ensuring that the Division's Executive Committee fulfills its obligations as specified in Article IV, sections 1a (Responsibilities) and 1b (Meetings).
    - 5. Report on the status and performance of the Division at its Annual Business Meeting.
    - 6. Serve on the Nominating Committee.
  - iii. Division Chair-Elect: The Division Chair-Elect serves a one-year term and then automatically advances to the Division Chair position. The Division Chair-Elect shall:
    - 1. Lead fundraising and sponsorship solicitation efforts on behalf of the Division.
    - 2. Serve in the absence of the Division Chair.
    - 3. Perform such duties as may be delegated by the Division Chair.
    - 4. Serve on the Nominating Committee.

- iv. Program Chair: The Program Chair serves a one-year term and then automatically advances to the Division Chair-Elect position. The Program Chair shall:
  - 1. Assemble a program for the annual Academy of Management meeting that includes scholarly presentations, business meetings, and social gatherings consistent with Academy of Management procedures.
  - 2. Serve as the Chair of the Chan Hahn Best Paper Award Committee and Best Student Paper Award Committee.
  - 3. Perform such other duties as may be assigned by the Division Chair.
  - 4. Serve on the Nominating Committee.
- v. Professional Development Workshop (PDW) Chair: The PDW Chair serves a one-year term and then automatically advances to the Program Chair position. The PDW Chair shall:
  - 1. Assemble a pre-conference program of activities for the annual Academy of Management meeting to include professional development workshops and the Division's Doctoral Student and Junior Faculty Consortium.
  - 2. Perform such duties as may be assigned by the Program Chair.
  - 3. Serve on the Nominating Committee.

## 2. Ex Officio Positions

- a. Appointments: Ex Officio positions are appointed and not elected positions. Appointments are made by the Nominating Committee chaired by the Past Division Chair. Appointments to Ex Officio positions are for an initial three-year term renewable once for a maximum total term of six years.
- b. Roles: The Division has four Ex Officio positions. They are:
  - i. Treasurer: The Treasurer shall:
    - 1. Maintain and make regular financial reports to the Division's Executive Committee or as requested by the Division Chair, and in accordance with the requirements set by the Academy of Management.
    - 2. Report the financial status of the Division to the members at the Annual Business Meeting.
    - 3. Provide support to the Division Chair-Elect for the financial transactions associated with the Division's annual fundraising initiative.
    - 4. Provide support to the Program Chair for the financial transactions associated with the Division's annual research and service awards.
    - 5. Perform such other financial and accounting duties as may be assigned by the Division Chair.

- ii. Knowledge Management Specialist: The Knowledge Management Specialist shall:
  - 1. Take minutes of the Division meetings and report these minutes to the Executive Committee.
  - 2. Assist the Division Chair in setting up and conducting Executive Committee meetings and taking minutes at Executive Committee meetings.
  - 3. Be responsible for maintenance of Division files and records.
  - 4. Assist the Communications Specialist in keeping the website current.
  - 5. Perform such duties as may be assigned by the Division Chair.
- iii. Regional Ambassador Coordinator: The Regional Ambassador Coordinator shall:
  - 1. Coordinate and assist the Regional Ambassadors in their effort to provide virtual events each year.
  - 2. Work with the Communications Specialist to advertise these events through various platforms, and communicate activities in division newsletters, the website, and at the Annual Meeting.
  - 3. Support the sharing of best practices and ideas among the Regional Ambassadors.
  - 4. Establish and manage a procedure for recruiting new Regional Ambassadors for each region on a rolling basis.
  - 5. Work with the Regional Ambassadors and the current fundraiser (Division Chair Elect) to identify and communicate potential sponsors from each region.
  - 6. Update the Division Chair on activities.
- iv. Communications Specialist: The Communications Specialist shall:
  - 1. Provide strategic direction for current and future communication and technology initiatives for the Division to enhance membership engagement.
  - 2. Recruit and provide oversight for all technology-related volunteer positions, including webmaster, discussion board moderators, social media team, podcasts, photographers, and Connect@AOM administrators.
  - 3. Promote the Division's events and activities throughout the year and during the annual Academy of Management meeting. Work with the Regional Ambassador Coordinator to develop and advertise virtual events.
  - 4. Prepare and distribute the OSCM Division Newsletter.
  - 5. Have primary responsibility for maintaining the Division's website and social media and serve as the moderator of the Division website's discussion board. Coordinate with AOM headquarters staff around the design and other requirements of the website.
  - 6. Provide support to the Program Chair with preparing certificates,

ordering plaques, and coordinating other logistics associated with the Division's annual research and service awards.

7. Perform such duties as may be assigned by the Division Chair.

### 3. Other Committees

- a. The Nominating Committee shall:
  - i. Consist of all Executive Committee members.
  - ii. Be chaired by the Past Division Chair.
  - iii. Oversee the nomination and election process for the Division. Nominations shall be provided by the membership through the nomination process operated by the Academy of Management. The Nominating Committee shall abide by Academy of Management Bylaws when selecting candidates for inclusion on the ballot from among the nominees.
- b. The Doctoral Student and Junior Faculty Consortium Committee shall:
  - i. Be responsible for the development and delivery of the Doctoral Student and Junior Faculty Consortium at the annual meeting of the Academy of Management.
  - ii. Be appointed by the Nominating Committee chaired by the Past Division Chair.
  - iii. Consist of two co-coordinators. The two co-coordinators will serve staggered two-year terms.
- c. The Membership Committee shall:
  - i. Be responsible for attracting and supporting Division members.
  - ii. Create activities and opportunities to foster linkages among Division members.
  - iii. Engage in professional and social activities of interest to members.
  - iv. Be appointed by the Nominating Committee chaired by the Past Division Chair.
  - v. Consist of at least two members. The members will serve staggered two-year terms.
- d. The Regional Ambassadors Committee shall:
  - i. Be responsible for hosting at least one virtual event annually.
  - ii. Work with the Regional Ambassador Coordinator and other regions to develop unique and/or complementary content and work with the Communications Specialist to advertise events across regions.
  - iii. Establish a presence at the Annual Conference to solicit feedback from members on desired content and promote engagement with events.
  - iv. Be managed by the Regional Ambassador Coordinator.
  - v. Be appointed by the Regional Ambassador Coordinator with the support of the Division Chair.
  - vi. Each region should consist of 2 – 3 members. The members will serve staggered terms.

- e. The Award Committees include:
  - i. Chan Hahn Best Paper Award Committee: The Chan Hahn Best Paper Award Committee shall:
    - 1. Be chaired by the Program Chair.
    - 2. Be comprised of four members chosen by the Program Chair and serving a one-year term.
    - 3. Evaluate four finalist papers and select a Best Paper from these.
  - ii. Best Student Paper Award Committee: The Best Student Paper Award Committee shall:
    - 1. Be chaired by the Program Chair.
    - 2. Be comprised of four members chosen by the Program Chair and serving a one-year term.
    - 3. Evaluate four finalist papers and select a Best Paper from these.
  - iii. Distinguished Scholar Award Committee: The Distinguished Scholar Award Committee shall:
    - 1. Be chaired by the Past Division Chair.
    - 2. Be comprised of the Division Chair-Elect, and three division members on an annual rotation basis.
    - 3. Identify and honor a leading global scholar in the field of operations and supply chain management.
  - iv. Distinguished Service Award Committee: The Distinguished Service Award Committee shall:
    - 1. Be chaired by the Division Chair.
    - 2. Be comprised of all members of the Executive Committee excluding the Past Division Chair.
    - 3. Select and honor an individual whose service to the Division has been exemplary over an extended period of time.

## **ARTICLE V. ELECTION PROCEDURES**

- 1. The Nominating Committee shall consist of all Executive Committee members. The Past Division Chair shall serve as Chair of the Nominating Committee.
- 2. Nominations are solicited each year for the elected Professional Development Workshop Chair position via a call by e-mail to Division members, with a nomination deadline of early January of the following year. The Nominating Committee contacts the nominees to assess their willingness to serve. At least two persons willing to serve will stand for election to the Professional Development Workshops Chair position.
- 3. Once the list of nominees has been established, the actual slate of candidates is developed consisting of a listing of candidates and their bios and statements of interest. This slate is provided to the Academy who runs the election.
- 4. The Chair of the Nominating Committee shall notify each candidate of the individual elected to office.

5. The Chair of the Nominating Committee will notify the Division membership of the election results via the Division newsletter, the Business Meeting at the annual Academy of Management meeting, and other appropriate communication media.
6. In case of a vacancy occurring among the Executive Committee, the procedures to be followed are:
  - a. If the position of Past Division Chair becomes vacant, the duties shall be completed by the Division Chair.
  - b. If the position of Division Chair becomes vacant, the duties shall be completed by the Past Division Chair.
  - c. If any of the positions of Division Chair-Elect, Program Chair, or Professional Development Workshop Chair become vacant, the Division Chair may, at her/his discretion, appoint a replacement for the remainder of the service year. To take effect, the appointment must be approved by two-thirds of the voting members of the Executive Committee.

#### **ARTICLE VI. MEETINGS**

There shall be an annual business meeting (either virtual or face-to-face) of the Division held concurrently with the annual meeting of the Academy of Management. Exceptions to this may occur in the case of unavoidable emergency situations. Special meetings may be held as deemed necessary by the Division's officers.

#### **ARTICLE VII. RATIFICATION AND AMENDMENTS**

Ratification and amendments to the Division's Bylaws must be done in accordance with the following:

1. The Bylaws may be ratified by a majority vote of all members who vote through a web-based ballot sponsored by the officers of the Division and administered by the Academy of Management Headquarters.
2. Amendments to the Bylaws shall be by a majority vote of all members who vote through a web-based ballot sponsored by the officers of the Division and administered by the Academy of Management Headquarters.
3. In both cases, membership shall include members in good standing as recorded by the Administrative Secretary of the Academy of Management.
4. Amendments to the Bylaws may be proposed by the officers of the Division acting in concert, or by a Division member whose petition is supported by twenty other Division members or by a majority vote of the Division members present at the Annual Business Meeting of the Division.