

***Academy of Management – Health Care Management Division  
Bylaws***

**Article I. Membership Requirements**

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Membership in the Division requires membership in the Academy of Management as specified in the Bylaws of the Academy of Management.

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**Article II. Organization Structure**

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Section 2.01 Executive Committee. The Executive Committee includes elected (voting) and appointed (non-voting) members (see below). Duties of the Executive Committee include the following:

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- (a) The Executive Committee shall fill officer positions that become vacant prior to the end of an elected term.
- (b) The Executive Committee shall appoint additional officers as needed. The appointed officers shall attend Executive Committee meetings, but will not have voting rights.
- (c) The Executive Committee shall approve any operating policies or procedures necessary for the functioning of the organization that are not provided by the Bylaws until such can be acted upon by the membership at the next annual meeting.
- (d) The Executive Committee shall perform other activities as necessary to execute those responsibilities specified by the Bylaws.

Section 2.02 Elected Officers. The ten elected officers of the Division shall be the Division Chair, Chair-elect, Past Chair, Program Chair, and Program Chair-elect/PDW Program Chair; two Academics-at-Large; two Practitioners-at-Large, and one Global representative-at-large.

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- (a) Terms of Office of Elected Officers. All elected officers except for the five Representatives-at-Large shall hold a series of one-year offices, for a total period of five years. The Representatives-at-large shall hold office for two years. For all other elected officers, the term of office shall begin on the Monday following the close of the annual meeting and terminate the Monday following the end of the next annual meeting. After serving one year in their current office, the Division Chair will automatically succeed to the office of Past Chair, the Chair-elect to the office of Division Chair, the Program Chair to the office of Chair-elect and the Program Chair-elect to the office of Program Chair.

(b) Duties of Elected Officers

1) The Division Chair shall:

- a) *Serve as the chief executive officer of the Division.*
- b) *Act as liaison between the Division and the Academy of Management Board of Governors.*
- c) *Coordinate all business of the Division, consistent with the provisions of the Division Constitution and Bylaws, including chairing the Executive Committee meetings and the annual business meeting of the Division.*
- d) *Assign all Executive Committee appointed positions, with the advice of elected officers.*
- e) *Appoint the chairs of the standing committees, with advice from the elected officers.*
- f) *Appoint chairs of ad hoc committees, with advice from the elected officers.*
- g) *Oversee content of the Division's published materials, including the web site and the newsletter.*
- h) *Conduct the 5-year Division review, when required by the Academy of Management Board of Directors.*
- i) *Develop the Division's annual budget and oversee spending allocations, in consultation with the Treasurer.*
- j) *Assume the position of Past Chair at the conclusion of the annual business meeting.*

2) The Chair-Elect shall:

- a) *Act for the Division Chair in the Chair's absence or disability.*
- b) *Arrange for the Distinguished Speaker for the Division's program at the annual meeting of the Academy of Management.*
- c) *Lead the Division's fund raising.*
- d) *Coordinate selection of Division's Myron D. Fottler Exceptional Service Award.*
- e) *Solicit applications for student travel scholarships to the AoM Annual Meeting and coordinate the selection of scholarship awardees with the Chair.*

- f) *Perform such additional duties as may be requested by the Division Chair.*
  - g) *Assume the position of Division Chair at the conclusion of the annual business meeting.*
- 3) The Past Chair shall:
- a) *Serve as the Chair of the Nominating Committee.*
  - b) *Provide guidance to the Division Chair and other Executive Committee members, as needed.*
  - c) *Perform such additional duties as may be requested by the Chair.*
- 4) The Program Chair shall:
- a) *Coordinate the Division's refereed scholarly program of papers and symposia at the Academy of Management's annual meeting.*
  - b) *Coordinate the selection of the Division's Best Paper Awards and Best Reviewer Awards.*
  - c) *Perform such additional duties as may be requested by the Division Chair.*
  - d) *Assume the position of Chair-elect at the conclusion of the annual business meeting.*
- 5) The Program Chair-Elect/PDW Chair shall:
- a) *Coordinate the Division's Professional Development Workshop (PDW) program at the Academy of Management's annual meeting.*
  - b) *Perform such additional duties as may be requested by the Division Chair.*
  - c) *Assume the position of Program Chair at the conclusion of the annual meeting.*
- 6) The Academics-at-Large shall:
- a) *Represent the views of academic members at Executive and Business meetings.*
  - b) *Participate on paper award committees, as requested by the Program Chair.*
  - c) *Develop a research-related symposium or session for the Professional Development Workshop at the annual meeting or develop other programming outside of the annual meeting in collaboration with the*

*Membership Engagement Committee.*

- d) Serve on the Division's Development Committee.*
- e) Perform such additional duties as may be requested by the Division Chair.*

7) The Practitioners-at-Large shall:

- a) Represent the views of practitioner members at Executive and Business meetings.*
- b) Participate in the Best Theory-to-Practice Award Committee or on other paper award committees, as requested by the Program Chair.*
- c) Engage practitioners in the annual meeting.*
- d) Serve on the Division's Development Committee.*
- e) Perform such additional duties as may be requested by the Division Chair.*

8) The Global-representative-at-large shall:

- a) Represent the perspectives of members from the full geographical range of division members.*
- b) Participate in selecting the best paper to nominate for the Dexter Award or on other paper award committees, as requested by the Program Chair.*
- c) Advise the Executive Committee on bringing global perspectives and participation into all aspects of divisional activity.*
- d) Perform such additional duties as may be requested by the Division Chair.*

Section 2.03 Appointed Officers. The appointed (non-voting) members of the Executive Committee shall be the Division's Treasurer, Secretary, Student Representative(s), and Chairs of the Standing Committees. Appointments are made by the Chair with advice from the elected officers.

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(a) Terms of Office of Appointed Officers. Each appointment shall be for a three-year term.

(b) Duties of Appointed Officers

1) The Treasurer shall:

- a) Coordinate with the Academy of Management's Financial Officer to oversee the Division's finances, including revenue, expenses, and disbursements.*

- b) *Prepare the Division's annual budget, in consultation with the Chair.*
  - c) *Provide the Division's financial report for the Executive Committee meetings and the Division's annual business meeting.*
- 2) The Secretary shall:
  - a) *Record, prepare, and disseminate the minutes of the Executive Committee meetings and the Division's annual business meeting.*
  - b) *Serve on the Communications Committee.*
- 3) The Student Representative(s) shall:
  - c) *Communicate with the Division's student members through regular e-mails to student members.*
  - d) *Represent the views of student members at Executive and Business meetings.*
  - e) *Assume any other responsibilities requested by the Division Chair and/or Executive Committee.*
  - f) *Chair the Student Engagement Committee.*
- 4) Committee Chairs
  - g) The Communications Committee Chair shall:
    - i) *Coordinate the activities of the Communications Committee, including internal and external communications activities.*
    - ii) *Oversee the Division's web site and social media presence, in consultation with the Division Chair, who shall be responsible for the content of the web site.*
    - iii) *In consultation with the Division Chair, develop an annual Division communications plan.*
    - iv) *Prepare and preserve a record of the Division's institutional heritage.*
    - v) *Appoint additional members of the Committee, as needed, in consultation with the Division Chair.*
    - vi) *Report the committee's progress to the members of the Executive Committee and the Division.*
  - h) The Membership Engagement Committee Chair shall:

- i) Coordinate the activities of the Membership Engagement Committee, including the Division's social events during the annual meeting and programming for members outside of the annual meeting.
- ii) Ensure Division representation at membership-related events during the annual meeting.
- iii) Appoint additional members to the committee, as needed, in consultation with the Division Chair.
- iv) Report the committee's progress to the members of the Executive Committee and the Division.

*i)* The Research Committee Chair shall:

- i) Coordinate the activities of the Research Committee, including identifying and developing innovative ways to promote, encourage, and support the research efforts of the Division's members.
- ii) Coordinate selection of the Division's research awards.
- iii) Appoint additional members to the committee, as needed, in consultation with the Division Chair.
- iv) Report the committee's progress to the members of the Executive Committee and the Division.

*j)* The Teaching Committee Chair shall:

- i) Coordinate the activities of the Teaching Committee, including developing resources to meet the instructional needs of the Division's members
- ii) Coordinate selection of the Division's Excellence in Teaching Award.
- iii) Appoint additional members to the committee, as needed, in consultation with the Division Chair.
- iv) Report the Committee's progress to the members of the Executive Committee and the Division.

*k)* The Practice Committee Chair shall:

- i) Coordinate the activities of the Practice Committee,

including developing liaisons with practitioners for the purpose of sharing knowledge between the worlds of practice and research.

- ii) Appoint additional members to the committee, as needed, in consultation with the Division Chair.
- iii) Report the Committee's progress to the members of the Executive Committee and the Division.

*l)* The Student Engagement Committee Chair shall:

- i) Coordinate the activities of the Student Engagement Committee
- ii) Appoint additional members to the committee, as needed, in consultation with the Division Chair.
- iii) Report the Committee's progress to the members of the Executive Committee and the Division.

Section 2.04 Committee members and terms. The chairs of the communications, membership engagement, research, teaching, practice, and student engagement committees will appoint members as necessary, in consultation with the Division Chair, to carry out the committee's charge. Such committee opportunities should be announced well in advance to the division's membership and criteria and processes for committee appointments should be clearly communicated.

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- (a) Terms of Office of Appointed Committee members. Each appointment shall be for a three-year term. At the discretion of Division leadership, members may be appointed for a second term of three or fewer years for a total of no more than six consecutive years as a member of the same committee. A member may be appointed as committee chair for an additional three-year term and a total of no more than nine consecutive years on the same committee.
- (b) Duties of Appointed Committee members. Each committee member is expected to work on at least one committee initiative/year.

### **Article III. Elections**

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#### **Section 3.01 Nominating Process.**

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- (a) The Nominating Committee shall consist of the Past Chair, the Chair, and the Chair-elect. The Division Past Chair shall chair the Nominating Committee.

- (b) The Nominating Committee shall nominate the annually elected members of the Executive Committee: the Chair-elect, Program Chair-elect (PDW Chair), one Academic-at-large Representative, and one Practitioner-at-large Representative, and in alternate years, the Global-representative-at-large
- (c) The Nominating Committee shall determine the final slate of nominees, as follows:
  - 1) The sole nominee for the Chair-elect position shall be the current Program Chair, unless the Nominating Committee determines that additional nominee(s) for this position should also be submitted to the membership for a vote.
  - 2) No more than three candidates shall be included on the ballot for any position. Consent of each nominee shall be obtained prior to the publication of the ballot.
  - 3) The Nominating Committee shall make every effort to ensure that the terms of service for the 4 Representatives-at-Large positions are staggered so that it is not necessary to replace all four individuals in the same year.

### Section 3.02 Voting Process.

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- (a) The annual election shall take place no later than May.
- (b) The election ballot shall list all candidates for each office, alphabetically.
- (c) The election will be conducted electronically through the AOM web site.
- (d) The individual receiving the highest number of total votes for each office will be elected. In the event of a tie, the winner will be determined by a runoff election among the tied candidates.
- (e) The results will be announced via the Division's web site and at the annual meeting. Newly elected officers will assume their duties at the conclusion of the annual business meeting.

## **Article IV. Removal of Division Officers**

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An elected or appointed Officer may be removed from office for dereliction of duties or for missing two or more Academy of Management annual meetings during active tenure in their office. Removal can occur through the recommendation of the Division Chair, with a two-thirds vote of the Division Executive Committee at a meeting with a quorum of the committee present or through an electronic vote of the committee. In the event an Officer is removed from office, the Division Chair, in consultation with the Division's Executive Committee, will decide which individual will be asked to fill the office.

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## **Article V. Division Awards**

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### **Section 5.01 Nominating Process for Division Awards**

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The nominating process for the Division's Service, Teaching, and Research awards requires the nominating individual to submit the following package to the appropriate division committee or officer overseeing the award: (a) a formal letter of nomination submitted by the nominating individual, (b) Current CV of the nominee, (c) at least two impartial letters commenting on the nominee's qualifications to receive the award, and (d) any other specific examples of the nominee's work or achievements that offer further indication of that individual's appropriateness for the award in question (e.g. teaching evaluations). These requirements do not apply to awards presented for individual papers at the annual meeting. The identities of the nominees should not be disclosed to the nominees prior to an award decision from the appropriate review committee.

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### **Section 5.02 Award Selection Process**

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Division awards require a two-thirds approval vote from the appropriate review committee in order to be awarded to an individual in a given year. For annual Division awards in which only a single individual has been nominated for the award, unanimous vote of the appropriate committee is required to make the award to that individual.

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### **Section 5.03 Proposing New or Modifying Existing Awards**

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Any new award or award modification proposal must be submitted formally to the Division Chair by May 1 of the calendar year, for consideration at that year's annual Academy of Management meeting. The formal proposal must include the following information to be considered: (a) title of award (if new), (b) detailed rationale for the new award, in particular how it advances the Division or meets an important need, (c) how often the new award is to be made (e.g. annually), (d) if there should be a proposed financial incentive accompanying the award, and how much is proposed, and (e) how the incentive is to be funded (internally or externally). If the proposal concerns an award modification, detailed information on the specific modification proposed, and its rationale, is required.

Approval of any new award or modification of an existing award requires a two-thirds approval vote from the Division's Executive Committee. New award or award modification proposals will be considered annually at the Executive Committee business meeting. Any approved modification or new award becomes official immediately upon approval by the Executive Committee. Any modification or new award not approved will not be considered by the Executive Committee again until at least two years after original proposal review was completed.

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## **Article VI. Amendments**

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Amendments to the Bylaws shall be by a majority vote of ballots returned through an election coordinated by the Executive Committee.

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