



OB DIVISION BYLAWS

Originally Adopted August, 1997; Revised September, 2015; Revised August 2023; Approved by OB Division Membership

ARTICLE I. NAME

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

ARTICLE II. MISSION AND PRIORITIES

1. Mission

The mission of the OB Division of the Academy of Management is to advance the development of scholars and scholarship within the content domain of organizational behavior, and to positively influence management thought and practice.

2. Priorities

Programming sponsored and developed by the OB Division focuses on three priorities: **Rigor, Relevance, and Relationships.**

- We promote and encourage rigorous scholarship, teaching, and consulting that relies on valid evidence and the highest quality scientific research.
- We encourage scholarship that is relevant, practical, and in pursuit of answers to the most challenging questions about the workplace.
- We strive to develop relationships among our members in a collaborative, supportive, and inclusive community of scholars, teachers, consultants, and practitioners.

ARTICLE III. MEMBERSHIP

1. Eligibility

Membership in this Division is open to any member of the Academy of Management (“AOM”) who is interested in the Division's mission and priorities.

2. Rights and Privileges

Members in good standing shall have the right to vote, hold office, and enjoy all the privileges of membership.

3. Dues

Membership dues shall be determined, collected, and administered by the Academy of Management and shall be payable annually.

ARTICLE IV. EXECUTIVE COMMITTEE OF THE OB DIVISION

1. Responsibilities of the Executive Committee

- a. The OB Division shall be governed by an **Executive Committee** composed of fourteen (14) volunteer officers (“Division Officers”) elected by the Division’s membership.
- b. The Executive Committee is responsible for advancing the mission and priorities of the Division.
- c. The Executive Committee shall be responsible for all operations and programming of the OB Division, and as necessary, to execute responsibilities of the Division as specified by these Bylaws.
- d. The Executive Committee shall perform activities as requested or deemed necessary by staff and the Board of Governors of AOM.

2. Composition of the Executive Committee

- a. The Executive Committee shall include five (5) elected volunteers on the “OB Division’s Leadership Track” and nine (9) elected volunteers as Representatives-at-Large.
- b. **OB Division’s Leadership Track.** There shall be five (5) elected officers on the OB Division’s Leadership Track. Each year, one (1) member of the

Division shall be elected to a **five-year term** which includes annual progression through five (5) complementary positions:

- **Year One:** Program Chair-Elect
- **Year Two:** Program Chair
- **Year Three:** Division Chair-Elect
- **Year Four:** Division Chair
- **Year Five:** Past Division Chair

- c. **Representatives-at-Large.** There shall be nine (9) elected Representatives-at-Large on the Executive Committee of the Division, each serving a **three-year term**. To ensure staggered terms and continuity, three (3) members of the OB Division shall be elected each year as Representatives-at-Large.
3. **Qualifications.** To be eligible for election as a Division Officer, an individual must be a member of the Division in good standing for at least one year and actively engaged in the profession.
4. **Term of Office for Elected Officers.** The term of office for all elected Division Officers shall begin on the Monday following the close of the annual meeting of the Academy of Management, and terminate on the Monday following the end of the following year's annual meeting.
5. **Election of Officers**
 - a. The Executive Committee shall serve as the OB Division's Nominating Committee.
 - b. 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 vacant positions on the Executive Committee. The Nominating Committee will generate additional nominations to develop a slate of candidates for each position.
 - c. There will be a minimum of two names on the election ballot for each open position. It is the responsibility of the Division Chair and the Chief Operation Officer to ensure that the individual whose name is to appear on the ballot is a member of the OB Division in good standing and is willing to serve in the position for which he or she is nominated.
 - d. 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 Division Chair or

Chief Operating Officer, in consultation with the nominee, will determine which office is preferred for the election ballot.

- e. 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.
- f. The Division Chair shall notify each candidate of election winners.
- g. The Division Chair and Chief Operating Officer shall be responsible for coordinating the election process with the Academy of Management.

6. Vacancies

- a. If an elected or appointed office becomes vacant before the end of a position's terms, the Division Chair, in consultation with the Executive Committee, shall appoint a qualified member of the OB Division as a replacement officer to fill the role until the Division's next election cycle. Appointed officers are described in Article V.
- b. If the role of Division Chair is vacated, the Division Chair-elect will assume responsibilities of the Division Chair.
- c. If a Division Officer is to be removed from the Executive Committee, the Division will follow policies outlined by the Academy of Management.

7. Duties of Elected Officers

- a. Responsibilities of the **Past Division Chair** include, but are not limited to
 - i. Serve on the Executive Committee.
 - ii. Take on special assignments as requested by the Division Chair to advance strategic priorities of the Division.
 - iii. Organize and chair the Division's Spotlight Topic and Plenary Session at the annual meeting of the Academy of Management.
- b. Responsibilities of the **Division Chair** include, but are not limited to
 - i. Serve as the chief executive officer of the Division.
 - ii. Lead the Division in the accomplishment of strategic priorities.

- iii. Administer all affairs of the Division in coordination with the Division's Executive Committee.
 - iv. Appoint volunteer Committee Chairs.
 - v. Serve as a liaison to officers, staff, and Board members of the Academy of Management.
 - vi. Preside over the Executive Committee and business meetings of the Division.
 - vii. In coordination with the Division's Treasurer, oversee revenues and expenditures of the Division's budget and be accountable to the membership for proper management of all Divisional expenditures and activities.
- c. Responsibilities of the **Division Chair-Elect** include, but are not limited to
- i. Take on special assignments as requested by the Division Chair to advance strategic priorities of the Division.
 - ii. Act on behalf of the Division Chair in the Chair's absence.
- d. Responsibilities of the **Program Chair** include, but are not limited to
- i. Be responsible for the development and coordination of the OB Division program at the annual meeting of the Academy of Management and throughout the year.
 - ii. Coordinate activity and decisions about all Division programming including Professional Development Workshops, Symposia, and Papers, with the Executive Committee, Program Chair-Elect, Program Development Director and committee, Global Committee Chair, and the Making Connections Chair.
 - iii. Have final decision-making authority for programming decisions for the annual meeting of the Academy of Management including content inclusion and submission acceptances.
- e. Responsibilities of the **Program Chair-Elect** include, but are not limited to
- i. Support the Program Chair, the Program Development Director, the Program Development Team, the Making Connections Committee, and the Global Committee Chair on the development and

coordination of the OB Division program at the annual Academy of Management meeting and throughout the year.

- f. Responsibilities of the **Representatives-at-Large** include, but are not limited to
 - i. 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.
 - ii. Assume any other responsibilities requested by the Division Chair and/or the Executive Committee of the Division.

8. Code of Conduct, Ethical Standards, and Accountability

- a. Members of the Executive Committee shall uphold the highest standards of **professional and ethical behavior**. They shall act with integrity, honesty, and transparency in all matters related to the affairs of the Division.
- b. Members of the Executive Committee shall **avoid conflicts of interest** that could compromise their objectivity, impartiality, or duty to act in the best interests of the Division. If a potential conflict arises, members of the Executive Committee shall disclose the conflict and refrain from participating in decisions where their personal interests could unduly influence outcomes.
- c. Members of the Executive Committee shall maintain the **confidentiality** of sensitive information pertaining to the Division, its members, volunteers and stakeholders. Members of the Executive Committee shall exercise discretion in handling confidential matters and refrain from disclosing such information without proper authorization.
- d. Members of the Executive Committee shall treat fellow committee members, AOM staff, members, volunteers and external parties with **respect, courtesy, and professionalism**. They shall foster a collaborative and inclusive environment that values diverse perspectives and promotes open dialogue.
- e. Members of the Executive Committee shall fulfill their **responsibilities** diligently, attending meetings and engaging actively in discussions and decision-making processes. They shall make informed decisions after considering relevant information and viewpoints.

- f. Members of the Executive Committee shall act in alignment with the Division's **mission and strategic priorities**. Members shall prioritize the well-being of the Division and its members above personal interests.

9. Voting on Division Matters

- a. Only members of the Executive Committee are eligible to vote on matters not specified by these Bylaws.
- b. The Executive Committee shall approve any operating policies or procedures necessary for the functioning of the Division which are not provided by these Bylaws.
- c. The Division Chair and/or Chief Operating Officer shall preside over the voting process and ensure its fairness and integrity.
- d. The Executive Committee may employ various methods of voting including in-person voting, electronic voting, mail-in ballots, or a combination thereof, as deemed appropriate for the specific circumstances and urgency of the matter at hand.
- e. Matters that require a vote may include, but are not limited to, amendments to the bylaws, nominations of potential officers and committee chairs, approval of the annual budget, approval of major expenditures, selection of award recipients, ratification of contracts and agreements, amendments to the Division's mission statement and priorities, and adoption of policy or advocacy statements.
- f. Decisions on important matters shall be determined by a simple majority vote of the Executive Committee.
- g. In the event of a tie vote, the Division Chair will cast the deciding vote.
- h. At the request of any member of the Executive Committee, individual voting choices shall be kept confidential.
- i. Aggregated results of all votes shall be recorded in the minutes of the Executive Committee's meeting. Recorded results shall be available for review by members of the Executive Committee upon request.

10. Recusals and Abstentions

- a. Members of the Executive Committee may abstain or recuse themselves from any discussion, vote, or action where there is a conflict of interest or

personal bias that could compromise their ability to act impartially in the best interests of the Division.

- b. A conflict of interest may arise when an Executive Committee member or officer has a financial interest, professional relationship, or any other personal interest that could reasonably be expected to affect their judgment or objectivity regarding a specific matter before the Division.
- c. When a potential conflict of interest exists, the affected individual shall promptly disclose the conflict to the Executive Committee and the rest of the participants in the decision-making process.
- d. The Division Chair, in consultation with the Executive Committee, shall determine the appropriateness of a recusal or abstention request.
- e. Abstentions are permissible when individuals feel they lack sufficient information, have a perceived bias, or consider themselves unable to make an informed and impartial decision on the matter.
- f. Abstentions must be declared by the individual before the voting process begins, either in writing or orally during the meeting.
- g. Abstentions shall be recorded in the meeting minutes along with the reason provided by the abstaining individual.

ARTICLE V. APPOINTED OFFICERS AND AD HOC VOLUNTEER COMMITTEES

Division Officers shall encourage the development of ad hoc, advisory committees or task forces to support and advance operations of the Division, provide opportunities for member involvement, and training in the conduct of divisional affairs.

1. **Appointed Officers.** The Division Chair, in consultation with members of the Executive Committee, shall appoint the following volunteer officers to support the Executive Committee and operations of the Division:
 - a. **Chief Operating Officer**
 - b. **Communications Officer(s)**
 - c. **Event Planner**
 - d. **Program Development Director**
 - e. **Treasurer**
 - f. **Making Connections Committee Chair**
 - g. **Global Committee Chair**

2. Terms of Office of Appointed Officers

- a. All appointed officers are expected to serve a three-year term. These appointments can be renewed at the discretion of the Division Chair in consultation with the Executive Committee.
- b. The term of office for each appointed officer shall begin on the Monday following the close of the annual meeting of the Academy of Management and terminate after three years.
- c. The Division Chair, in consultation with the Executive Committee, has the discretion to terminate an officer's appointment before the end of the respective term.

3. Duties of Appointed Officers

Appointed Officers and committee chairs shall perform duties that will be co-created with the Division Chair to support strategic priorities of the Division. Following is an overview of responsibilities for each appointed office.

- a. Responsibilities of **Chief Operating Officer** include, but are not limited to:
 - i. Oversee the Division's Master Calendar.
 - ii. Serve as secretary for the Division's Executive Committee and business meetings.
 - iii. Coordinate (a) calls to members for nominations for elected roles, and (b) administer ballots for elections.
 - iv. Coordinate and encourage sponsorships of Division activities.
 - v. Assist with the coordination of the Awards Ceremony and Special Sessions.
 - vi. Serve as OB Division Historian and Librarian.
 - vii. Upon request of the Division Chair, report on Division operations to the Executive Committee.
 - viii. Advise the Executive Committee on operations, programming, and Division policy.

- b. Responsibilities of the **Communications Officer(s)** include, but are not limited to:
 - i. Coordinate all the Division's communications with internal and external constituents (e.g., website, news releases, social media, and discussion boards).
 - ii. Coordinate the work of web content subcommittees.
 - iii. Communicate news to members, including coordinating and disseminating newsletters.
 - iv. Send Constant Contact communications to members.
 - v. Provide input on communications enhancement to better meet current and future needs of members.
 - vi. Upon request of the Division Chair, report on communications efforts to the Executive Committee
 - vii. Advise the Executive Committee on operations, programming, and Division policy.

- c. Responsibilities of the **Event Planner** include, but are not limited to:
 - i. As needed, manage catering and logistics for meetings of the Executive Committee.
 - ii. Attend AOM and Executive Committee meetings; coordinate logistics onsite.
 - iii. Assist Executive Committee members with logistics and catering issues as needed.
 - iv. Advise the Executive Committee on operations, programming, and Division policy

- d. Responsibilities of the **Global Committee Chair** include, but are not limited to:
 - i. Coordinate the development and organization of PDWs, off-cycle programming, and social events with an international orientation.
 - ii. Recruit Division members to serve as volunteer members of the Global Committee.

- iii. Facilitate committee meetings, coordinate activities, and serve as the liaison between the Global Committee and the Executive Committee.
- iv. Upon request of the Division Chair or Program Chair, report on committee activities to the Executive Committee.
- v. Advise the Executive Committee on operations, programming, and Division policy, and on any issues related to international content and global membership.

e. Responsibilities of the **Making Connections Committee (MCC) Chair** include, but are not limited to:

- i. Develop, sponsor, and facilitate programming that is meant to enhance the overall the experience of OB members, primarily by
 - 1. Helping all members feel “at home” in the division
 - 2. Welcoming new members to the division
 - 3. Promoting research excellence
 - 4. Facilitating career progression
 - 5. Integrating research with practice
- ii. Recruit Division members to serve as volunteer members of the Making Connections Committee.
- iii. Coordinate programming efforts with the Division’s Program Chair and Program Chair-Elect.
- iv. Facilitate committee meetings, coordinate activities, and serve as the liaison between the MCC committee and the Executive Committee.
- v. Upon request of the Division Chair or Program Chair, report on committee activities to the Executive Committee

f. Responsibilities of the **Program Developer Director** include, but are not limited to:

- i. Assist the Program Chair and Program Chair-Elect with *Program Developer*.
- ii. Coordinate and input information to *Program Developer*.

- iii. Provide input on program enhancements to better meet current and future needs of members.
 - iv. Upon request of the Division Chair or Program Chair, report on program development to the Executive Committee
 - v. Advise the Executive Committee on operations, programming, and Division policy.
- g. Responsibilities of the **Treasurer** include, but are not limited to:
- i. Coordinate with AOM's finance team which maintains division financial records and provides guidance to treasurers.
 - ii. Act as a resource to the Executive Committee such as providing semi-annual financial reports.
 - iii. Assist with revenues and expenses such as invoicing sponsorships and processing reimbursements.
 - iv. Manage awards plaques for the annual meeting.
 - v. Upon request of the Division Chair, report on the Division's financial activities to the Executive Committee
 - vi. Advise the Executive Committee on operations, programming, and Division policy.

4. Ad hoc & Advisory Committees

- a. The Executive Committee recognizes three standing committees in support of the Division's strategic priorities:
 - i. **Program Development Committee**
 - ii. **Making Connections Committee ("MCC")**
 - iii. **Global Committee**
- b. The Division Chair, in consultation with the Executive Committee, may establish additional ad hoc or advisory committees as deemed necessary to provide expert advice, recommendations, insights, and actions on specific matters necessary to carry out the work of the Division.
- c. Examples of ad hoc or advisory committees include, but are not limited to, nomination and election of officers, awards and recognition, programming, sponsorship, membership engagement, education, and ethics and professional standards.

- d. Ad hoc committees are temporary committees formed to address specific issues, projects, or tasks deemed necessary by the Executive Committee.
- e. All ad hoc committees are advisory to the Executive Committee. Ad hoc and advisory committees shall provide non-binding advice, suggestions, and recommendations to the Executive Committee on matters within the committee's designated purview.
- f. The Executive Committee shall consider recommendations provided by ad hoc or advisory committees but retains the authority to make final decisions on matters relevant for Division operations.
- g. Ad hoc and advisory committees shall have no authority to act on behalf of the Executive Committee or the Division, and their recommendations shall not be construed as binding decisions unless specifically adopted by the Executive Committee.
- h. Each committee shall have a Chair, who shall be appointed by the Division Chair in consultation with the Executive Committee.
- i. Committee Chairs shall have discretion to select, retain, or dismiss members of their respective committees.
- j. Advisory committees should be composed of individuals who possess relevant expertise, knowledge, or experience related to the committee's designated scope of work, and are representative of the diversity of the OB Division's global membership.
- k. The Executive Committee reserves the right to dissolve any ad hoc or advisory committee if it is deemed no longer necessary or effective in fulfilling its designated purpose.
- l. The purpose, objectives, and expected outcomes of all committees are to be co-created by Committee Chairs and the Executive Committee.

ARTICLE VI. MEETINGS

1. Division Meetings

The Division shall hold one business meeting each year at the annual meeting of the Academy of Management. The annual business meeting is open to all OB division members. Additional business meetings may be scheduled as deemed necessary by the Executive Committee of the Division.

2. Executive Committee Meetings

The Executive Committee of the Division shall hold at least two meetings each year, one of which will be held in conjunction with the annual meeting of the Academy of Management. Additional business meetings may be scheduled as deemed necessary by the Division Chair.

3. Parliamentary Authority

Robert's Rules of Order shall govern the Division in all cases where proceedings are inconsistent with these Bylaws or where any special rules of order have been adopted by the Executive Committee of the Division.

ARTICLE VII. RATIFICATION AND AMENDMENTS

1. Ratification or amendment of bylaws shall be done by majority of all Division members who vote through a web-based ballot administered by AOM.
2. Any proposed amendment to these bylaws must be made available to the Division's members at least one month prior to a vote on the amendment.