Standard Constitution for BAM Special Interest Groups

Constitution for Special Interest Group for:

1. Corporate Governance
2. Cultural & Creative Industries
3. E-Business & E-Government
4. Entrepreneurship
5. Financial Management
6. Gender in Management
7. Human Resource Management
8. Identity
9. Innovation
10. Inter-Organizational Collaboration
11. International Business & International Management
12. Knowledge & Learning
13. Leadership & Leadership Development
14. Management & Business History
15. Marketing & Retail
16. Operations, Logistics & Supply Chain Management
17. Organisational Psychology
18. Organisational Transformation, Change & Development
19. Performance Management
20. Project Experiences
21. Public Management & Governance
22. Research Methodology
23. Strategy
24. Sustainable & Responsible Business

Preamble

This constitution has been devised to reflect the practices of the BAM Special Interest Groups (SIG thereafter) as they have evolved to date and are intended to ensure that each SIG is able to meet its objectives.

A BAM SIG's objectives are:

1.   To provide a forum for its members to advance research and scholarship in their respective areas and to engage with practitioners.
2.   To organise activities for its members, either independently or in conjunction with other SIGs and organisations, on an ad hoc basis.
3.   To increase and improve the services it provides to its members, and

4.   To meet its obligations as a part of BAM and part of the broader academic community.

The remainder of this document is divided into: a description of the role and responsibilities of the SIG's Chair and Steering Committee; arrangements for the election of the Chair and the Steering Committee; and provisions for winding-up of the SIG.

SIG Chairs and Steering Committee

The SIG should have a Chair who coordinates its activities. The role may be shared by two individuals who will serve as SIG Co-Chairs.

The SIG should also have a Steering Committee consisting of a minimum of 3 additional members (Chairs not included). Up to 2 additional members may be appointed by the Chair, while outgoing Chairs may also serve as ex-officio members for 1 year. A SIG committee should not have more than 10 members (Chair/s included).

The responsibilities of the SIG Chair are listed below. It is expected that the SIG Chair will delegate responsibilities as necessary, depending on the membership of the Steering Committee and the SIG's local arrangements. SIG Chairs and Steering Committee members can decide the task allocation locally and whether to have explicit roles/titles for Steering Committee members. If any other actions are necessary beyond what is outlined below, the SIG Chairs can liaise with the Committees to decide how to best deal with them.

- *Equality, Diversity, Inclusivity and Respect (EDIR) [SIG CHAIR, TRACK CHAIRS, STEERING COMMITTEE]*
  (i)   To ensure that the core values of Equality, Diversity, Inclusivity and Respect (EDIR) are fully embedded and reflected in all SIG activities.

- *SIG Annual Meeting (SIG AM) [SIG CHAIR]*
  (i)   Prepare an agenda for the SIG AM and notify members of the AM.
  (ii)   Chair the SIG AM at the annual conference.
  (iii)   Provide a report of the past year's activities and financial activity.
  (iv)   Outline the plans for SIG activities for the forthcoming year.
  (v)   Record minutes and circulate them to SIG members.

- *Conference [SIG CHAIR AND/OR TRACK CHAIRS]*
  (i)   The SIG Chair may act as principal chair of the associated track at the annual conference or delegate the responsibility to a Track Chair or Chairs.
  (ii)   Liaise with BAM to organise the track, reviewers, etc., or to organise a proxy to take on all or part of those responsibilities in those activities
  (iii)   Make the final decision on acceptance and rejection of papers for presentation at the annual BAM Conference, group accepted papers into relevant sessions according to content and whether they are developmental or full papers.
  (iv)   Arrange session chairs for the conference.

- *Event Management [SIG CHAIR AND/OR EVENT HOSTS]*

(i)   Liaise with hosts of SIG workshops/events, agreeing topics, dates and speakers for those workshops/events and provide a means of liaison with the BAM office over the advertising of events.

(ii)   Notify SIG members of any additional events that may be of interest to them.

- *Financial Management [SIG CHAIR AND STEERING COMMITTEE WITH BAM Office]*
  (i)   Agree the end of year accounts as produced by the BAM Finance Officer, and the financial plan for the following year relating to the SIG's activities.
  (ii)   Monitor expenditure on activities, taking any necessary action needed to remain within the available funds.

- *General Management [SIG CHAIR AND BAM STAFF]*
  (i)   Inform BAM office of any changes to SIG membership, so that an up-to-date list can be held by the BAM office on the CRM system.
  (ii)   Promptly prepare the annual report of the SIG's activities for the previous calendar year. Reports must be submitted to the BAM office by the end of January. to meet reporting obligations
  (iii)   Contribute to the BAM website, newsletters and other publications/communications as needed in order to promote the SIG's activities

- *Communications / Social Media [SIG CHAIR AND/OR COMMUNICATIONS OR SOCIAL MEDIA OFFICER]*
  It is up to the SIG to decide how to engage its members, selecting appropriate channels. The tasks below are indicative tasks:
  (i) Promote SIG events and activities through social media.
  (ii) Grow the SIG's online visibility by encouraging discussions on current leadership topics using relevant social media platforms. The SIG must ensure that up to date access details for any social media accounts are also held by the BAM office for additional security.
  (iii) Liaise with BAM office over the presentation of the SIG's activities and profile on the BAM website.
  (iv) Produce a newsletter for distribution at regular intervals by:
  - o (a) soliciting copy for the newsletter for relevant sources
  - o (b) agreeing a final draft of each newsletter by distributing copy of the newsletter to the newsletter's steering committee for comment
  - o (c) arranging with the convenor or chair and secretary for distribution of the newsletter

- *Supporting doctoral and early career researchers [SIG CHAIR AND/OR DOCTORAL REPRESENTATIVE]*

  (i)   Promote a vibrant and dynamic research community by liaising with the BAM office over the presentation of research workshops for doctoral students

- *Steering Committee*
  (i)   Advise the Chair and ensure the objectives of the SIG are met
  (ii)   Undertake the election process as outlined in the election terms
  (iii)   Assist with reviewing papers for the conference and chairing sessions for the SIG at BAM conference

(iv)   Publicise and support SIG events in any way possible. To ensure effective organisation of events, SIG steering committee members will have the right to offer to host events of the SIG before other members of the SIG

(v)   Undertake any appropriate responsibilities delegated by the Chair

Election and Terms of Services

(i)   A period of office for Chairs and the members of the Steering Committee will be for three years, starting from 1st January in the first year of office and ending on 31st December in the third year of office. Any member of the SIG may be a candidate for the position of Chair or the Steering Committee. Candidates for the Chair position will need to be members of the SIG for at least three consecutive years and have served as Steering Committee members for at least one year. Candidates for the Steering Committee need to be a member of the SIG for at least one year before nominating themselves.

(ii)   Outgoing Chairs will become ex-officio members of the Steering Committee for one year.

(iii)   Chairs may appoint up to two Steering Committee members among the current SIG members. These appointments may take place on an annual basis.

(iv)   When positions become vacant these will be filled by election at the next available opportunity. Typically, a call for nominations will be made as part of the SIG Annual Meeting during the BAM Conference. Nominations should be submitted by the 30th September each year. Names of nominees and voting instructions should be communicated to all SIG members within two weeks following the candidature deadline.

(v)   SIG members can then vote over the following 4 weeks: normally this will be between the 15th October and 15th November. Voting will take place electronically. Each member can vote for up to three candidates for the role of Chair and for a member of the Steering Committee. When three or more Chair candidates receive the same number of votes, a draw will be held to elect two Co-Chairs. A similar process will be held for the 5th place on the Steering Committee if needed. Where a single candidate only stands for a position, they shall be elected *nemine contradicente* (*nem con*) at the same time as the other elections take place.

(vi)   Results will be announced within 2 weeks of the voting deadline.

(vii)   Chairs and Steering Committee members may resign at any point after handing in a 3-month notice to the Steering Committee. If a sole Chair resigns, an acting Chair will be elected among the members of the Steering Committee until a new Chair is appointed at the next annual election.

Activities of the SIG

The SIG organizes a range of events and activities, either alone or in conjunction with other SIGs and organizations, on an ad hoc basis, in response to current member interests and also to encourage a collaborative knowledge-sharing community.

Winding-up of the SIG

The SIG should continue to function for as long as it meets its obligations to BAM and is considered by its members to play a useful role for its members. "Council may disband SIGs that do not provide accounts of their activities and otherwise appear to be non-viable." BAM Articles of Association 35(5). SIGs may also

choose to amend their status to that of a track-only organization or a network, provided that the requirements for those formats are met.

Conflict resolution:

In the event of a conflict or dispute between committee members that cannot be resolved locally, the vice-chairs for SIGs shall provide mediation and shall be empowered to make final decisions if no agreement can be reached by the SIG committee.

SIG Local Arrangements

Individual SIGs may introduce items to this Standard Constitution for SIGs. These supersede any relevant items of the Standard Constitution for SIGs.

SIG1: Details of variance

SIG2

SIG3