

BYLAWS OF THE CAREERS DIVISION OF THE ACADEMY OF MANAGEMENT

ARTICLE I. NAME

The name of the Division shall be "The Careers Division of the Academy of Management."

ARTICLE II. MISSION

1. Purpose. The Careers Division is a professional division of the Academy of Management whose primary purpose is the development or improvement of members' capabilities for research and instruction of the public on the subject of careers and the significance of careers to the study and practice of management.
2. Prime Objectives
 - A. The Division is founded to foster the general advancement of research, learning, teaching, and practice in the field of careers, to encourage the extension and unification of knowledge pertaining to careers, and thereby to enhance the practice of management.
 - B. The Division meets at the annual Academy of Management meeting to present public discussion groups, fora, panels, lectures, workshops, and similar programs.
3. Collateral Objectives
 - A. A wider acquaintance, closer cooperation, and a pooling of knowledge among the many disciplines interested in the study and management of careers.
 - B. Acceptance of careers and issues is the development and management of careers by the public, educators, and executives as a distinct field of study and practice with relevance to all fields of organized activity.
 - C. Development and establishment of standards of scholarly and intellectual integrity.
4. Values
 - A. The Careers Division respects and values the importance of sustainable careers, diversity and inclusion, integrating the professional, family, and personal lives of all members. All members agree to abide by the Academy of Management Code of Ethics and specifically General Principles #3. In particular, Careers Division members are aware of and respect cultural, individual, and role differences including those based on age, gender, identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, education, experience, family and socioeconomic status, and they consider these factors when working with all people. Members try to eliminate the effect on their work of biases based on these factors, and they do not knowingly participate in or condone activities of others based upon such prejudices.

ARTICLE III.
ORGANIZATION STRUCTURE

1. Officers. Elected Officers of the Division shall be the Chair, Chair-elect, Immediate Past Chair, Program Chair, Secretary, Treasurer, PDW Chair, and Newsletter Chair. Appointed Officers will include the Historian, Listserv Manager, and Webmaster.

A. Chair. The Chair shall:

1. Serve as the chief executive officer for the Division.
2. Be responsible for the conduct of the Division's activities in a manner that will assure the accomplishment of the Division's objectives, subject to
 - a. The Constitution, Bylaws and professional division policies of the Academy of Management;
 - b. The Bylaws of the Division;
 - c. The concurrence of the Steering Committee in matters of policy.
3. Chair all steering committee meetings.
4. Chair all Division meetings (The Chair may delegate this responsibility to the Chair-Elect at his or her discretion)
5. Present a report on the status and progress of the Division at its annual business meeting.
6. Become Immediate Past Chair after completing one year of office.

B. Chair Elect. The Chair Elect shall:

1. Succeed the current Division Chair at the termination of the Chair's year in office.
2. Act for the Chair in case of the Chair's absence or disability.
3. Perform other duties as may be assigned by the Chair or the Bylaws.

C. Immediate Past Chair. The Immediate Past Chair shall:

1. Serve as Chair of the Nominating Committee.
2. Conduct the elections.
3. Perform such duties as may be assigned by the Chair or the Bylaws.

D. Program Chair. The Program Chair shall:

1. Act as Program Chair for the Annual Meeting according to the procedures outlined by the Academy of Management program process and assisted by a Program Committee appointed by and reporting to the Program Chair.
2. Encourage symposia and other program events that involve development of division members, and collaboration with other Divisions, international scholars and practitioners.
3. Succeed to the position of Chair-elect
4. Perform other duties as may be assigned by the Chair or the Bylaws, or by the Program Chair of the Academy of Management.

E. Newsletter Chair. The Newsletter Chair shall:

1. Be responsible for production of at least two editions of the Division Newsletter each year.
2. Edit and administer the Newsletter and select associate editors, if any.
3. Perform other duties as may be assigned by the Chair or the Bylaws.

F. Secretary. The Secretary shall:

1. Take minutes of the Division meetings and Steering Committee meetings and report these minutes to Division members.
2. Be responsible for maintenance of Division files and records.
3. Be responsible for distributing by mail all Division announcements, ballots and Newsletters to members with limited access to electronic media upon such member request.
4. Perform other duties as may be assigned by the Chair or the Bylaws.

G. Treasurer. The Treasurer shall:

1. Be responsible for maintenance of all Division financial records in co-ordination with Academy of Management Financial staff.
2. In addition to the Division Chair, be eligible to approve and to sign for disbursement of Division funds
3. Provide a report of Division finances for the steering committee meetings and the annual meeting of the Division.
4. Perform other duties as assigned by the Chair or the Bylaws.

H. PDW Chair. The PDW Chair shall:

1. Arrange and administer annual workshops to be held immediately after or before the annual meeting according to Division and Academy of Management procedures assisted by a PDW Committee appointed by and reporting to the PDW Chair, if possible.
2. Encourage program activities that involve development of Division members and collaboration with other Divisions, international scholars, and practitioners. The emphasis in the development of the PDW program is on presenting high quality activities that are aimed at both professional development and the creation of networking opportunities. This may be combined with collaboration with other Divisions and international scholars/practitioners.
3. Report to and co-ordinate with the Division Program Chair.
4. Succeed to the position of Program Chair at the termination of the Program Chair's year in office.
5. Perform other duties as assigned by the Chair, the Division Program Chair or the Academy of Management PDW Chair or Program Chair.

I. Appointed Officers:

1. Historian. The Historian shall:

- a. Collect and store records of the Division, such as steering committee and Division meeting minutes, documents of policy, newsletters Action Plans, photographs and other similar records.
- b. Provide information to officers and members of the division as available and as needed to carry out the responsibilities and actions of the Division
- c. Perform other duties as assigned by the Chair or the Bylaws.

2. Listserv Manager. The Listserv Manager shall:

- a. Maintain the Division's AOM listserv.
- b. Coordinate listserv operations with the AOM IT operations.

3. Webmaster. The Webmaster shall:

- a. Manage the Division's website and keep it up-to-date.

2. Steering Committee.

- A. The Steering Committee shall consist of eighteen members: 9 of the *Officers* (Chair, Chair-elect, Immediate Past Chair, Secretary, Treasurer, Program Chair, PDW Chair,

Historian, and Newsletter Chair) and 9 elected Representatives of the Division's members.

B. The Steering Committee shall

1. Meet at least annually to consider policy and planning for the Division.
2. Serve as the executive body for advice and consent and for decision making on affairs not requiring a member vote in the interim between annual meetings.
 - a. The Nominating Committee shall be Chaired by the Immediate Past Chair and will consist of five (5) elected officers of the Careers Division, chosen by the Past Chair.
 - b. The Nominating Committee shall nominate candidates for elected positions as provided in the Bylaws.
3. The Standing Committees authorized by the Bylaws consist of the Nominating Committee, the Steering Committee, the Program Committee and the PDW Committee.
4. The Chair, with the advice of the Steering Committee, may appoint such additional Standing or Ad Hoc Committees as he or she may believe are necessary.

ARTICLE IV.
ELECTIONS AND TENURE OF OFFICERS

1. Eligibility. A nominee for office or Steering Committee shall:
 - A. Be a member of the Division.
 - B. Not be a current officer of another division in the Academy of Management.
 - C. Not have previously held that position within the Careers Division the previous year.
2. Election.
 - A. The Nominating Committee, headed by the Immediate Past Chair, oversees the election.
 - B. The Nominating Committee shall nominate one or more candidates for each office of Secretary, Treasurer, Newsletter Editor (in years in which these offices will become vacant), and PDW Chair, and three or more candidates for openings on the Steering Committee.
 - C. The Nominating Committee will send the membership notice requesting nominations for each open position. If the number of candidates for each office exceeds four, the candidates receiving substantial support (in the judgment of the Nominating Committee) will be included as nominees on the election ballot. For each position, the candidate receiving the most nominations must be included as a nominee on the ballot.

- D. The Nominating Committee may use its discretion to nominate additional qualified candidates, as well.
 - E. The election ballot, with names of candidates listed alphabetically, shall be distributed, rated, and counted electronically using the Academy timetable and methods, if possible. Those with limited access to electronic media may request a mailed ballot by contacting the Division Secretary. The results of the election shall be announced at the Division's annual meeting and in the Division Newsletter.
3. Tenure of Officers and Steering Committee. In accordance with the Constitution of the Academy of Management, the tenure of Officers and Steering Committee members will extend to the end of the annual meeting. Outgoing Officers are responsible for settling financial obligations incurred during their term by the end of the current Academy fiscal year.
- A. The term for the elected representative members of the Steering Committee (other than the elected Officers of the Division) shall be three years. One-third of the members are to be elected each year.
 - B. Each elected Officer (except for the Newsletter Chair, Treasurer, and the Secretary) shall serve in that office for one year. The Secretary and Treasurer shall serve for three years. The Newsletter Chair shall serve for two years.
 - C. After serving a one year term, the Chair Elect automatically advances to Chair, the Program Chair automatically advances to Chair Elect, and the PDW Chair automatically advances to Program Chair.
 - D. No elected Officer or member of the Steering Committee shall be eligible for more than one election to the same office, but after the lapse of one year may again be nominated.
 - E. Each appointed Officer (except for the Historian) shall serve in that office for three years. The Historian shall serve for five years. Reappointment for additional terms may be made at the discretion of the Steering Committee with the agreement of the appointed Officer.
4. Should an elected Officer be unable to start or complete his/her term of office, the Chair, after consultation with the Steering Committee, will appoint a Division member to serve in the position until the next regular election cycle. If the Chair cannot start or complete his/her term of office, the Past Chair will complete the term.

ARTICLE V. MEMBERSHIP

Membership shall be open to any voting or associate member of the Academy of Management, in accordance with Academy requirements for Professional Division membership. This includes an acceptance of and willingness to abide by the Academy's Code of Ethics which includes a member's commitment to respect and value, without bias or prejudice, diverse people and ideas.

ARTICLE VI.

PARLIAMENTARY AUTHORITY AND BYLAWS

1. The conduct of the Division's business shall be governed by the Bylaws.
2. The rules contained in the latest edition of Robert's Rules of Order shall govern in all matters to which they are applicable and in which they are not inconsistent with the Bylaws of this Division and the Academy of Management
3. A Parliamentarian shall be appointed by the presiding officer at each meeting to advise, upon the request of the Chair, with respect to parliamentary procedure.

ARTICLE VII.

AMENDMENTS TO BYLAWS

1. Amendments to these Bylaws may be proposed either by (a) a majority vote of the Steering Committee or (b) a written request from two percent (2%) of the Division's membership that the Steering Committee authorize a ballot on proposed amendments.
2. These Bylaws may be amended at any time by a two-thirds (2/3rds) majority of the ballots returned. However, no amendment shall be considered adopted unless fifteen percent (15%) of the members have voted. The vote shall be taken by electronic ballot under conditions that will ensure the secrecy and accuracy of the vote. Counting and certification of ballots shall be the responsibility of the Secretary. Anyone needing a mail ballot may request one from the Secretary.
3. Any proposals to amend these Bylaws must be submitted to the members at least fourteen (14) days before the closing date of the vote. A report of the results must be made at the next annual business meeting of the Division.

ARTICLE VIII.

ENACTMENT

The provisions of this document shall become effective upon the adoption of this document by the Division membership and subject to approval by the Academy's Board of Governors.

Last updated August 2017