

**ACADEMY OF INTERNATIONAL BUSINESS MIDDLE EAST-NORTH AFRICA
CHAPTER**

CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I - NAME AND OFFICE

The organization shall be designated the Academy of International Business Middle East - North Africa Chapter; or, in abbreviated form, AIB-MENA. It is a distinct geographical component of the AIB membership working or residing within the Middle East-North Africa region.

The offices of the AIB-MENA shall be located at the address of the AIB-MENA Chapter Chair's, or at such other place as may be designated by the AIB-MENA Chapter Chair.

ARTICLE II - MISSION

To promote the teaching and research of all areas of international business, within the framework of the worldwide AIB, and to act as a forum for the development and exchange of views on issues in international business, mainly by means of the AIB-MENA Annual Conference and the AIB-MENA Newsletter/Official publishing.

ARTICLE III - MEMBERSHIP

All members in-good-standing of the Academy of International Business who reside and/or work within Middle East-North Africa are also members of the AIB-MENA. Members of the AIB who reside and/or work elsewhere will be admitted to membership of the AIB-MENA if their preference is for affiliation to the latter. Members of the AIB-MENA are subject to the Constitution and By-laws of the parent AIB organization. There shall be no separate levy of membership dues for Chapter membership in the AIB-MENA except for special categories like Institutions and Sponsors. All elected officers of the AIB-MENA must be AIB members in-

good-standing, whose primary Chapter affiliation is with the Academy of International Business in Middle East-North Africa.

In addition, honorary membership in the AIB-MENA will be made available in special cases. Persons will be nominated for such honorary membership by the AIB-MENA Executive Committee. Honorary members will remain ordinary members of, and pay membership fees to, the worldwide AIB.

ARTICLE IV - MEETINGS

An annual meeting of the membership of the AIB-MENA - termed AIB-MENA Members' Meeting - shall be held at such time and place as determined by the Chapter Executive Committee.

ARTICLE V – GOVERNMENT

The government of the AIB-MENA will be vested in the Chapter Executive Committee, which shall include the following officers: Founder, Chapter Chair, Secretary, Treasurer, Newsletter Editor, Current Conference Organizer, Immediate Past Conference Organizer, Membership Secretary and Past Chapter Chairs.

Candidates for election to the Executive Committee must be in-good-standing and have a proposer and a seconder. These shall be submitted to the Founder for the first election and then to the Chair subsequently. The founder will take the role of Chair till such time as the Chair is formally elected by the members.

The Chapter Executive Committee shall determine policies of the AIB-MENA Chapter consistent with the Constitution and By-laws. A majority of the Chapter Executive Committee shall constitute a quorum at official meetings.

The Chair is elected for a period of three years, renewable once. The Current Conference Organizer will serve for two years; the first year as Current Conference Organizer and the second year as Immediate Past Conference Organizer, in an *ex officio* capacity. The Secretary,

Treasurer, Newsletter Editor and Membership Secretary are elected for a period of three years, renewable once.

Election of all Executive Committee members (other than the *ex officio* positions of Immediate Past Conference Organizer and Past Chapter Chairs) shall take place by an electronic/physical ballot of the AIB-MENA's voting members. The voting members will be informed of vacancies at the commencement of the Annual Conference, and elections will take place at the AIB-MENA Members' Meeting.

Student and institutional members are not eligible to hold positions on the Chapter Executive Committee. The duties of each Office are specified separately in the By-laws of this Chapter. The Chapter Executive Committee shall determine policies of the AIB-MENA consistent with the Constitution and By-laws. A majority of the Chapter Executive Committee shall constitute a quorum at official meetings.

ARTICLE VI -AMENDMENT TO THE CONSTITUTION

Amendment of the Constitution shall be effected by a two-thirds majority of the votes cast by the membership in response to an electronically mailed ballot. Membership shall be judged to include the members with voting rights as prescribed in Article III, who are in-good-standing 60 days prior to the date of mailing the ballot.

Proposals to amend the Constitution will be mailed to the membership when endorsed in writing by at least fifteen members, or endorsed by a majority of the members in attendance at the Annual Meeting, or endorsed by a majority of the Chapter Executive Committee. An amendment that is in conflict with the Constitution and By-laws of the parent organization (AIB) will not be forwarded for vote without the explicit consent of the AIB Executive Board.

BY-LAWS OF THE ACADEMY OF INTERNATIONAL BUSINESS

MIDDLE EAST-NORTH AFRICAN CHAPTER

1 Membership

Membership in-good-standing of the Academy of International Business who selects the AIB-MENA as their chapter of primary affiliation may affiliate with other regional Chapters of the Academy, but they may vote in only one Chapter in a calendar year.

2 Duties of Chapter Officers

.1 Chair

- .1 The Chair shall preside at all meetings of the AIB-MENA Chapter.
- .2 The Chair shall be responsible for direction of the Chapter, supervising the functions of all other offices.
- .3 The Chair, or their duly elected representative, shall serve as the AIB-MENA Chapter representative on the Chapter Coordination Committee of the Academy of International Business.
- .4 The Chair will submit the Minutes of the two Executive Committee Meetings and the Annual Members' Meeting and a written annual report of the Chapter's activities to the AIB Executive Secretary, no later than three weeks prior to the AIB Annual Meeting.

.2 Secretary

The Secretary will prepare agendas and minute all meetings of the AIB-MENA Chapter, and undertake other secretarial activities as deemed appropriate by the Executive Committee.

.3 Treasurer

The Treasurer shall handle all financial transactions of the AIB-MENA Chapter, including the preparation of budgets for approval by the Executive Committee and the AIB-MENA Chapter at the Annual Meeting and a statement of the

Chapter's financial position for submission, through the Chair, to the AIB Executive Secretary.

.4 Newsletter/Publication Editor

The Newsletter Editor is responsible for the preparation of the AIB-MENA Chapter Newsletters.

.5 Current Conference Organizer

.1 The Conference Organizer shall, in conjunction with the Executive Committee, be responsible for all Conference activities and shall liaise with the Membership Secretary.

.2 The Conference Organizer shall produce a full Proceedings of the Conference.

.6 Immediate Past Conference Organizer

The Immediate Past Conference Organizer shall assist and support the Conference Organizer and the Membership Secretary with all program responsibilities.

.6 Membership Secretary

.1 The Membership Secretary shall be responsible for regular liaison with existing members and for the recruitment of new members.

.2 The particular responsibility of the Membership Secretary shall be to draw up guidelines for the AIB-MENA conference organization and to ensure continuity in organization from year to year.

3 AIB-MENA Members' Meeting

This is held annually during the AIB Annual Conference. Its formal role is to approve the reports of the Chair, to elect members of the Executive Committee as appropriate, and to make recommendations for improving the operations of the AIB-MENA Chapter.

4 Executive Committee Meetings

Meetings to be held at least twice a year. One of these will take place during the AIB Annual Conference.

5 Annual Conference

- .1 Proposals for venues for following years' meetings are requested at the AIB-MENA Members' Meeting. Where possible, a decision on at least the following year's meeting will be taken at the Members' Meeting. Otherwise, bids will be requested, with a decision being taken by the Executive Committee.
- .2 The Conference Organizer and the Conference Program Chair and Academic Reviewer will, in conjunction with the Executive Committee, be responsible for all conference activities. The Conference Fee is approved by the Executive Committee.

6 AIB-MENA Newsletter/Publications

The Newsletter will be produced each year, with the aim of communicating with members. In particular, details of research activities at MENA universities and publications by members will be included.

7 Committees

The Chapter Executive Committee shall form Standing Committees whenever needed. The Chapter Chair shall be an *ex officio* member of all such committees and may delegate responsibilities to others. The Executive Committee may appoint any member of the AIB-MENA Chapter to serve on any specific Standing Committee. The term of office for members of the Standing Committees shall be determined by the Executive Committee.

8 Funding of AIB-MENA Activities

A fiscal budget will be put together and agreed upon by the Executive Committee. The AIB-MENA Chapter will operate accordingly to stay within the budget under normal circumstances. A minimal fee will be charged for the yearly conferences. Universities and international companies in the region will be offered to market themselves in the AIB-MENA newsletter and on the AIB-MENA website for a minimal fee, to finance the costs of producing these.

9 Payment of AIB Dues

Dues are paid by existing members directly to the USA.

10 Reports to the AIB Secretariat

The Minutes of the two Executive Committee meetings and the annual Members' Meeting shall be submitted to AIB Headquarters, along with a written annual report of the Chapter's activities.

11 Fiscal Year

The fiscal year shall coincide with that of the parent organization of the Academy of International Business.

12 Amendment of By-laws

The Executive Committee shall be responsible for proposing amendments to the AIB-MENA By-laws, and approval of such changes shall be determined by a majority of the votes cast by the AIB-MENA members in response to a ballot that will be sent to each member via postal or electronic mail.