

# **ACADEMY OF INTERNATIONAL BUSINESS UNITED KINGDOM CHAPTER**

## **CONSTITUTION AND BY LAWS**

### **CONSTITUTION**

#### **ARTICLE I - NAME AND OFFICE**

The organization shall be designated the Academy of International Business United Kingdom Chapter; or, in abbreviated form, AIB UK Chapter. It is a distinct geographical component of the AIB membership working or residing within the United Kingdom.

The offices of the AIB UK Chapter shall be located at the address of the AIB UK Chapter Chair or at such other place as may be designated by the AIB UK 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 UK Annual Conference and the AIB UK Newsletter.

#### **ARTICLE III - MEMBERSHIP**

All members in-good-standing of the Academy of International Business who reside and/or work within the United Kingdom are also members of the AIB UK Chapter. Members of the AIB who reside and/or work elsewhere in Europe will be admitted to membership of the AIB UK Chapter where their preference is for affiliation to the latter. Members of the AIB UK Chapter 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 UK Chapter. All elected officers of the AIB UK Chapter must be AIB members in-good-standing, whose primary Chapter affiliation is with the Academy of International Business in the United Kingdom.

In addition, honorary membership in the AIB UK Chapter will be made available in special cases. Persons will be nominated for such honorary membership by the AIB UK Chapter 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 UK Chapter - termed AIB UK Chapter 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 UK Chapter will be vested in the Chapter Executive Committee, which shall include the following officers: Chapter Chair, Secretary, Treasurer, Newsletter Editor, Current Conference Organizer, Immediate Past Conference Organizer, Membership Secretary and Doctoral Convenor.

Candidates for election to the Executive Committee must be in-good-standing and have a proposer and a seconder.

The Chapter Executive Committee shall determine policies of the AIB UK 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 Conference organizer will serve for two years. The first year as Current Conference Organizer, the second year as Immediate Past Conference Organizer, in an *ex officio* capacity. The Secretary, Treasurer, Newsletter Editor, Membership Secretary and Doctoral Convenor are elected for a period of three years, renewable once.

Election of all Executive Committee members (other than the *ex officio* positions) shall take place by a ballot of the AIB UK Chapter'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 UK Chapter 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.

#### **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 a 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, UNITED KINGDOM CHAPTER**

## **1 Membership**

Membership of the Academy of International Business who select the AIB UK Chapter 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 year.

## **2 Duties of Chapter Officers**

### **.1 Chair**

- .1 The Chair shall preside at all meetings of the AIB UK 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 UK 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, a statement of the Chapter's financial position 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 UK 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 UK Chapter, including the preparation of budgets for approval by the Executive Committee and the UK AIB 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 Editor

The Newsletter Editor is responsible for the preparation of the UK AIB 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 Past Conference Organizer

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

### .7 Membership Secretary

- .1 The Membership Secretary shall be responsible for regular liaison with existing members and for the recruitment of new members.
- .2 The Membership Secretary, in conjunction with the Past Conference Organizer, shall assist and support the Conference Organizer with all programme responsibilities. The particular responsibility of the Membership Secretary shall be to draw up guidelines for AIB UK Chapter conference organization and to ensure continuity in organization from year to year.

#### .8 Doctoral Convenor

The Doctoral Convenor, in conjunction with the Conference Organiser, shall be responsible for the Doctoral Colloquium held at the Conference.

### **3 AIB UK Chapter Members' Meeting**

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

### **4 Executive Committee Meetings**

Meetings to be held at least twice a year. The first of these will take place during the Annual Conference and, the second will be held at least 8 months before the next Conference. at the venue of this forthcoming Conference (hereafter summer Executive Committee meeting).

### **5 Annual Conference**

- .1 The Annual Conference will be held in March or April each year at an agreed UK University. Proposals for venues for following years' meetings are requested at the AIB UK Chapter 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 will, in conjunction with the Executive Committee, be responsible for all conference activities. The Conference Fee is approved by the Executive Committee; the Fee is designed to cover all costs, with any surplus being payable to the AIB UK Chapter. The Conference Fee also includes a small sum per participant to cover the costs of AIB UK Chapter activities (see below).

## **6 AIB UK Newsletter**

The Newsletter will be produced each year, with the aim of communicating with members. In particular, details of research activities at UK 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 UK AIB 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 UK Activities**

A levy will be charged on the Conference Fee to cover the cost of AIB UK Chapter activities, principally secretarial, printing and postage costs for the Newsletters and the AIB UK Chapter brochure, and traveling expenses to the Summer Executive Committee meeting.

## **9 Payment of AIB Dues**

- .1 Dues are paid by existing members directly to the USA.
- .2 Some delegates at the AIB UK Chapter Annual Conference may not be members of the Academy of International Business. In such instances, - the AIB Membership Fee is included within the Conference Fee; these fees are then remitted together with a completed application form to The Executive Secretary at AIB Headquarters.

## **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 statement of the Chapter's financial position and 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.