

(Adopted at the AIB-U.S. Midwest Chapter Meeting held on March 17, 2006)

CONSTITUTION AND BY LAWS

ACADEMY OF INTERNATIONAL BUSINESS-U.S. MIDWEST CHAPTER

CONSTITUTION

ARTICLE I – ORGANIZATION

The organization shall be designated the Academy of International Business-U.S. Midwest Chapter.

The offices of the AIB U.S. Midwest Chapter shall be located at the address of the AIB-U.S. Midwest Chapter Chair or at such other place as may be designated by the AIB- U.S. Midwest 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-U.S. MIDWEST Annual Conference in conjunction with the MBAA International.

ARTICLE III - MEMBERSHIP

All members in-good-standing of the Academy of International Business will be admitted to membership of the AIB-U.S. Midwest Chapter where their preference is for affiliation. Members of the AIB-U.S. Midwest 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-U.S. Midwest Chapter. All elected officers of the AIB-U.S. Midwest Chapter must be AIB members in-good-standing, whose primary Chapter affiliation is with the Academy of International Business in the U.S. Midwest chapter.

In addition, honorary membership in the AIB-U.S. Midwest Chapter will be made available in special cases. Persons will be nominated for such honorary membership by the AIB-U.S. Midwest 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-U.S. Midwest Chapter - termed AIB-U.S. Midwest 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-U.S. Midwest Chapter will be vested in the Chapter Executive Committee, which shall include the following officers: Chapter Chair or President, Program Chair and Co-Chair, Secretary, Treasurer, Proceedings Editor and Co-Editor, External Business Development Chair and Co-Chair, Immediate Past President (*ex officio*).

Candidates for election to the Executive Committee must be AIB members in-good-standing and be nominated and seconded by other AIB-U.S. Midwest members.

The Chapter Executive Committee shall determine policies of the AIB-U.S. Midwest 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 Program Chair will serve for three years, renewable once. The Secretary, Treasurer, Proceedings Editor,

External Business Development Chair 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-U.S. Midwest 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-U.S. Midwest Chapter Members' Meeting. Student and institutional members are not eligible to hold positions or vote 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 Chapter 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-U.S.
MIDWEST CHAPTER**

1 Membership

Members in-good-standing of the Academy of International Business who select the AIB-U.S. Midwest 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

A. Chair

- .1 The Chair shall preside at all meetings of the AIB-U.S. Midwest 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-U.S. Midwest Chapter representative on the Chapter Coordination Committee of the Academy of International Business.
- .4 The Chair will submit the Minutes of the 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.
- .5 The Chair shall share (with the treasurer) signature power over the AIB-U.S. Midwest Chapter bank account.
- .6 The Chair shall be sure to provide a copy of all Chapter publications (newsletters, conference proceedings, etc.) to the AIB executive office for archival storage.

B. Program Chair

.1 The Program Chair shall, in conjunction with the Executive Committee, be responsible for all Conference activities and assist with Conference Proceedings.

.2 The Program Chair shall be responsible for issuing a call for papers, recruiting reviewers and organizing the program for the AIB-U.S. Midwest Conference.

B. Secretary

The Secretary will prepare agendas and minutes for all meetings of the AIB-U.S. Midwest Chapter, and undertake other secretarial activities as deemed appropriate by the Executive Committee.

C. Treasurer

The Treasurer shall handle all financial transactions of the AIB-U.S. Midwest Chapter, including the preparation of budgets for approval by the Executive Committee and the AIB-U.S. Midwest Chapter members at the Chapter Annual Meeting and prepare and sign a statement of the Chapter's financial position for submission (through the Chair) to the AIB Executive Secretary. The treasurer will have signature power over the AIB- U.S. Midwest Chapter bank account. The Treasurer, along with the Chapter Chair, shall be responsible for all tax filings and legal issues arising from the establishment and operation of the Chapter. The Treasurer should also provide a financial statement at the annual meeting to inform the membership of the AIB-U.S. Midwest financial status.

D. Proceedings Editor

The Proceedings Editor is responsible for the preparation of the AIB-U.S. Midwest Chapter Proceedings.

E. External Business Development Chair

.1 The External Business Development Chair shall assist and support the Current Program Chair to secure guest speakers and business leaders for panel discussions and special presentations.

.2 The External Business Development Chair shall be responsible for regular liaison with existing members and for the recruitment of new members.

.3 The External Business Development Chair shall liaise with the AIB-U.S. Midwest Chair over matters pertaining to Chapter membership and membership lists.

3 AIB-U.S. MIDWEST Chapter Members' Meeting

This is held annually during the Chapter's Annual 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-U.S. Midwest Chapter.

4 Executive Committee Meetings

Meetings to be held at least once a year.

5 Annual Conference

- A. The Annual Conference will be held in (March) each year at an agreed location (Chicago in conjunction with the MBAA International). Proposals for venues for following years' meetings are requested at the AIB-U.S. Midwest 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.
- B. The Chapter annual conference should not conflict with the AIB annual conference. Normally the Chapter's annual conference will not be held within six weeks before or six weeks after the AIB annual conference.

6 AIB-U.S. MIDWEST Chapter Newsletter

The Newsletter will be produced each year, with the aim of communicating with members. In particular, details of research activities at member 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-U.S. Midwest 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 Payment of AIB Dues

- A. Dues are paid by existing members directly to the AIB Worldwide.
- B. Some delegates at the AIB-U.S. Midwest Chapter Annual Conference may not be members of the Academy of International Business. In such instances, - the AIB Membership Fee is included with the Conference Fee; within 2 months after the conference the treasurer shall remit these fees together with a completed application form to The Executive Secretary at AIB Headquarters.

9 Reports to the AIB Secretariat

The Minutes of the Executive Committee meeting(s) 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.

10 Fiscal Year

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