



**Women in the Academy
of International Business**

CONSTITUTION AND BY-LAWS

**WOMEN IN THE
ACADEMY OF INTERNATIONAL BUSINESS (WAIB)**

March 2017

CONSTITUTION

WOMEN IN THE ACADEMY OF INTERNATIONAL BUSINESS (WAIB)

ARTICLE I - NAME AND OFFICE

1. The organization shall be designated as “Women in the Academy of International Business,” or in short as “WAIB.” As such, WAIB is a *special interest group* within the Academy of International Business.
2. The offices of WAIB shall be located at the address of the WAIB President or at such other place as may be designated by the WAIB President.

ARTICLE II - MISSION AND GOALS

1. The goals of WAIB are to:
 - a. Encourage networking among faculty, administrators, and PhD students in support of women’s careers in international business studies and other related disciplines by:
 - i. Holding a WAIB networking event and an Annual Business Meeting (ABM) at the AIB Annual Meeting;
 - ii. Hosting an electronic means of exchanging information (e.g. social media presence, listserv)
 - iii. Maintaining an electronic webpage, accessible through the webpage of the parent organization AIB, for informational purposes and archiving of administrative materials.
 - iv. Host other networking and collaboration opportunities, in addition to the AIB Annual Meeting, through AIB chapters worldwide
 - v. Fundraise for scholarships for full-time female faculty members from low-income countries or full-time female Ph.D. students to attend AIB or WAIB meetings and conferences.
 - b. Encourage and provide opportunities for mentoring relationships to form, in order to increase the number of women who specialize in international business studies, education, research, administration, and other related disciplines.
 - c. Encourage research on gender-related issues in international business and other related disciplines.

ARTICLE III – MEMBERSHIP

1. All members in good standing of the Academy of International Business (AIB) may elect to become members of WAIB.
2. There shall be no separate levy of membership dues for membership in WAIB.
3. All elected officers of WAIB must be AIB members in good standing.
4. Members of WAIB are subject to the Constitution and Bylaws of the parent organization, AIB.
5. In addition, honorary membership in WAIB will be made available in special cases such as for plenary speakers at WAIB events. Persons will be nominated for such honorary membership by the WAIB Executive Board.

ARTICLE IV - MEETINGS

An Annual Business Meeting (ABM) of WAIB, to discuss organizational business and network among the Executive Board, shall be held at such time and place as determined by the WAIB Executive Board. The ABM shall normally be held in conjunction with the annual conference of the parent organization, AIB.

ARTICLE V - GOVERNMENT

1. The Government of WAIB shall be vested in an Executive Board, which shall include the following officers: President, Vice-President, Secretary-Treasurer, Communications Officer, Events & Membership Officer, Academic Research Officer, Chapter-Liaison Officer, and a Student-Member-at-Large held by a currently-enrolled PhD student.
2. The WAIB Executive Board shall determine policies of WAIB consistent with the Constitution and By-Laws.
3. A committee of the WAIB Founder (Dr. Lorraine Eden) and the two previous Past Presidents of WAIB shall function in an advisory capacity to the Executive Board, and may be assigned tasks by the Executive Board from time to time, to the extent that they are willing and able.
4. A majority of the WAIB Executive Board shall constitute a quorum at official meetings.
5. The Vice-President shall normally at the end of his or her term assume the office of President for a two-year term. In the event that the Vice-President does not become the President, an election for the President for a term of two (2) years shall be held as part of the regular Executive Board elections.

6. Eligible voting members of WAIB shall elect the Vice-President, Secretary-Treasurer, Communications Officer, Events & Membership Officer, Academic Research Officer, Chapter-Liaison Officer, and a Student-Member-at-Large held by a currently-enrolled PhD student for a term of two (2) years by a majority of the votes cast.
7. The President and Vice-President shall not hold two consecutive terms in office. The Secretary-Treasurer, Communications Officer, Events & Membership Officer, Academic Research Officer, Chapter-Liaison Officer, and a Student-Member-at-Large may be re-elected to the same office for no more than two consecutive terms. The term of office shall coincide with the date of the annual meeting of the Academy of International Business.
8. The duties of each office are specified separately in the By-Laws of WAIB.
9. Election of new WAIB Board Officers shall take place 2-4 months prior to the end of the two-year term of the Current Executive Board. Elections protocol are specified separately in the By-Laws.
10. WAIB Board members shall remain in regular contact with one another. The medium and level of contact shall be determined by the President in consultation with the other Officers. If a Board member does not participate in or communicate on WAIB-related activities for an unacceptable amount of time, that member's responsibilities may be covered by another WAIB member (to be determined by the President and other Board members).

ARTICLE VI - AMENDMENT OF THE CONSTITUTION

1. Amendment of the Constitution shall be effected by a majority of the votes cast by the membership in response to an emailed ballot. Membership shall be judged to include the members with voting rights as prescribed in Article III, who are in good standing sixty (60) days prior to the date of emailing the ballot.
2. Proposals to amend the constitution shall be emailed to the membership when endorsed in writing by at least fifteen (15) members, or endorsed by a majority of the members in attendance at the Annual Business Meeting of WAIB, or endorsed by a majority of the WAIB Executive Board.
3. An amendment that is in conflict with the Constitution and By-Laws of the parent organization (AIB) shall not be forwarded for vote without the explicit consent of the AIB Executive Board.

BY-LAWS

WOMEN IN THE ACADEMY OF INTERNATIONAL BUSINESS (WAIB)

1. MEMBERSHIP

- a. Members of the Academy of International Business who elect membership in WAIB and are members in good standing of the parent organization, AIB, may vote in WAIB elections.

2. MEETINGS

b. Business Meetings

- i. The time and place of each Annual Business Meeting shall be announced *at least* in the program of the annual conference of the Academy of International Business.
- ii. WAIB Executive Board members are encouraged but not required to attend the AIB Annual Meeting.
- iii. A majority of the WAIB Executive Board members must be present, either in-person or virtually, at the ABM. If fewer than a majority of WAIB Executive Board members are able to attend the AIB Annual Meeting, then board members shall decide on a different date and time, and conduct the meeting at either a different location or virtually (via live, electronic conferencing tool).
- iv. In the year of elections and subsequent transition to a new WAIB Executive Board, members of both the outgoing and incoming Executive Board teams should be included in the ABM. Majority attendance is required, either in-person or virtually (via live, electronic conferencing tool).

c. Special Meetings

- i. Special meetings, in addition to the Annual Business Meeting provided for in the Constitution, may be called by the WAIB Executive Board.
- ii. Notice of the time, place, and agenda of such special meetings shall be given to the membership by email and/or other means of electronic distribution (e.g. social media, website).

d. Meeting Minutes

- i. One member of the Executive Board shall be responsible for keeping the Minutes of WAIB Executive Board and Annual Business Meetings. This will be the Secretary-Treasurer, if present and participating.

3. DUTIES OF THE WAIB OFFICERS

a. President

- i. The President shall preside at all meetings of WAIB, either in-person or virtually (via live, electronic conferencing tool). If the President cannot attend a meeting, the meeting should be rescheduled, or the President and Vice-President can decide if the Vice-President will stand-in for the President.
- ii. The President shall appoint and instruct all committees.
- iii. The President shall be responsible for administrative direction of the organization, supervising the functions of other Officers.
- iv. The President shall be responsible for oversight of WAIB funds (currently held by AIB Secretariat), in consultation with the Managing Director of AIB and the Secretary-Treasurer of WAIB, and AIB Secretariat as needed.
- v. The President shall work with the Secretary-Treasurer to request and maintain accurate written annual reports of all monies received and disbursed on behalf of WAIB by AIB Secretariat.
- vi. The President shall work with the Secretary-Treasurer to keep written records of the administration of WAIB for future use and consultation. Certain items may be archived on the WAIB webpage, accessible through the homepage of the parent organization, AIB.
- vii. The President shall work with the other Executive Board members to be responsible for organizing one or more WAIB-sponsored annual panel proposal(s) for submission according to the Call for Papers for each annual conference of AIB.
- viii. In consultation with AIB Secretariat, the President shall submit an annual budget for WAIB (see Section 4 below), through the Vice-President for Administration of AIB for approval by the AIB Executive Board, no later than three (3) weeks prior to the AIB annual conference.
- ix. The President shall submit a written annual report of WAIB's activities to the AIB Secretary, no later than three (3) weeks prior to the AIB annual conference. The President shall also present this written annual report to WAIB members attending the WAIB Annual Business Meeting which shall be held during the annual

conference of AIB. This report shall be disseminated to the membership through the WAIB webpage.

- x. The President shall be the primary means of communication with AIB Secretariat and the AIB Executive Board.
- xi. The President shall serve as the WAIB representative on the Chapter Coordination Committee of the Academy of International Business at its annual conference.
- xii. The President shall be responsible for working with the Events Officer to organize a WAIB-sponsored networking event at the WAIB Annual Business Meeting.
- xiii. The President will mentor and oversee the prioritization of workload for the Student Faculty-Member-at-Large, as needed.

b. Vice-President

- i. The Vice-President shall assist the President with responsibilities designated by the President, and partner with other Executive Board members on their duties and tasks as needed
- ii. In the President's absence or inability to serve, the Vice-President shall perform the President's duties.
- iii. The Vice-President shall be responsible for managing WAIB awards (e.g. Woman of the Year, Emerging Scholar) including requirements, solicitation, and implementation. Some responsibilities may be delegated, upon consultation with the President (e.g. Academic Officer work on a research-related award, i.e. best paper).

c. Secretary-Treasurer

- i. The Secretary-Treasurer shall be responsible for keeping the Minutes of WAIB Executive Committee and Annual Business Meetings, if present and participating, and responsible for general maintenance of WAIB historical records and organization of documents.
- ii. The Secretary-Treasurer shall be responsible for the distribution of any written materials intended for circulation among the WAIB membership, as determined by the President.
- iii. The Secretary-Treasurer shall be responsible for active solicitation of funds, pledges or gifts from relevant institutions to support WAIB activities from year to year.
- iv. The Secretary-Treasurer shall be responsible for administering the WAIB Helping Hands scholarship campaign, including fundraising, soliciting applications from

potential recipients, working with AIB Secretariat to distribute scholarship money, and working with the Communications Officer to promote the program.

- v. The Secretary-Treasurer shall be responsible for managing WAIB account balances with AIB Secretariat, including the general operating funds and the Help Hands scholarship funds, and providing an annual report of finances to members of the Executive Board. The Secretary-Treasurer shall be responsible for assisting the President and other Executive Board members with designing, printing, and distributing awards and appreciation certificates at conferences, and with projects, like newsletters and correspondence, editing and email writing, mentoring, events, etc.
- vi. The Secretary-Treasurer shall ensure that a directory of WAIB members is kept current and available for consultation through the WAIB webpage (e.g. an electronic directory with AIB log-in credentials, a social media platform).

d. Communications Officer

- i. The Communications Officer shall be responsible for managing the listserv.
- ii. The Communications Officer shall be responsible for promoting and maintaining WAIB's social media presence (e.g. monitoring appropriate and stimulating content, posting announcements and articles, encouraging other Executive Board members to post)
- iii. The Communications Officer shall serve as Webmaster; maintaining the website and updating content.
- iv. The Communications Officer shall assist the President, Vice-President, and other Executive Boards on their projects and responsibilities as needed, and volunteer for new initiatives outside of their officer duties as interested.

e. Events & Membership Officer

- i. The Events & Membership Officer shall be responsible for attracting members (including marketing material as needed) and organizing membership.
- ii. The Events & Membership Officer shall be responsible for promoting and maintaining all members-only mentor initiatives and programs. This can include: one-on-one mentor matching, a social media mentoring platform, junior-experienced mentor matches, peer mentoring, mid-career-senior mentor matches, group mentoring, etc.
- f. The Events & Membership Officer shall be responsible for organizing and implementing WAIB networking events to be held during the annual conference of the Academy of International Business.
- i. The Events & Membership Officer shall assist with WAIB networking events at other

AIB conferences around the world as needed by members, other Executive Board members, or AIB Chapters.

- ii. The Events & Membership Officer shall assist the President, Vice-President, and other Executive Boards on their projects and responsibilities as needed, and volunteer for new initiatives outside of their officer duties as interested.

g. Academic Research Officer

- i. The Academic Research Officer shall be responsible for promoting WAIB as an organization that supports high-quality research.
- ii. The Academic Research Officer shall look for opportunities to encourage research on women and gender in international business, and opportunities to help scholars improve and build on their research in this area (paper symposiums, conference tracks, paper development workshops, etc.).
- iii. The Academic Research Officer shall assist the President, Vice-President, and other Executive Boards on their projects and responsibilities as needed, and volunteer for new initiatives outside of their officer duties as interested.

h. Chapter-Liaison Officer

- i. The Chapter-Liaison Officer shall coordinate with AIB chapters around the world to support AIB women scholars in their regions.
 - ii. The Chapter-Liaison Officer shall promote WAIB activities and opportunities to AIB chapters around the world.
 - iii. The Chapter-Liaison Officer shall look for opportunities to recruit WAIB members to host WAIB activities at AIB chapter conferences.
 - iv. The Chapter-Liaison Officer shall work with the Academic Research Officer to find opportunities for WAIB members to take leadership roles in advancing scholarship on women and gender in international business at AIB chapter conferences (paper symposiums, conference tracks, paper development workshops, etc.).
 - v. The Chapter-Liaison Officer shall assist the President, Vice-President, and other Executive Boards on their projects and responsibilities as needed, and volunteer for new initiatives outside of their officer duties as interested.
- i. Student Member-at-Large
- i. The Student Member-at-Large shall be a currently enrolled student in a formal doctoral program, and shall assist the President and other Executive Board members

with activities and projects. The President will oversee the prioritization of workload as needed.

- ii. The Student Member-at-Large shall volunteer for initiatives and be proactive in generating ideas and offering help.

4. COMMITTEES

- a. A committee that includes the WAIB Founder and the two previous Past Presidents of WAIB shall function in an advisory capacity to the Executive Board, and may be assigned tasks by the Executive Board from time to time. The Immediate-Past-President shall be responsible for organizing and implementing the email ballot of Officers.
- b. WAIB's Executive Board shall form certain standing committees when needed.
- c. The President shall be an ex-officio member of all such committees and may delegate responsibilities to others.
- d. The Executive Board may appoint any member of WAIB to serve on any standing committee.
- e. The terms of office for members of the standing committees shall be determined by the Executive Board.

5. ELECTIONS

- f. The Executive Board shall serve for a period of two-years, beginning and ending with the AIB Annual Meeting.
- g. Elections for new Executive Board Members shall be held 2-4 months in advance of the AIB Annual Meeting in the second year of the current Executive Board's two-year term.
- h. The Immediate-Past-President shall be responsible for organizing and implementing a call for candidates and the ballot of Officers. This may be done in collaboration with the AIB Secretariat.
- i. The entire election process shall be carried out via any non-verbal means deemed reasonable by the Immediate-Past-President and the current WAIB Executive Board (email, social media, electronic survey, etc.).
- j. In response to a call for candidates, any WAIB member in good standing may nominate her/himself as a candidate for any of the positions, or any individual WAIB member may nominate another WAIB member.

- k. Letters of nomination or self-nomination (via email text is acceptable) shall present a rationale in support of the nominee. The nominee shall explicitly accept of nomination.
- l. All current WAIB members in good standing with the AIB have voting rights.
- m. Candidates receiving the largest number of votes, out of the total number of votes cast for a particular office, shall be deemed elected and their names forwarded to the Executive Committee of AIB.
- n. Results of the officer elections shall be *officially* announced at that year's WAIB networking event. Incoming Executive Board members can be notified in advance, to ensure attendance at these events as much as possible.

6. FISCAL YEAR AND BUDGET

- a. The fiscal year shall coincide with that of the parent organization, the Academy of International Business.
- b. Funds held by the AIB Secretariat under the WAIB designation shall be supervised by the President in cooperation with the AIB Secretariat.
- c. Accurate and up-to-date written records of all WAIB's financial transactions shall be maintained and held by the President in cooperation with the AIB Secretariat.