

Southern Business Administration Association Bylaws

Revised and Approved, November 12, 2024

I. OFFICERS

As provided in the Constitution, the principal officers of the Association are: President, Vice President for Programs, Vice-President for Member Services, Vice-President for Communications, Secretary-Treasurer, and Immediate Past President. These officers, with the exception of the Immediate Past President, shall be confirmed by the membership at the Annual Meeting of the Association.

A. The duties of the President shall be as follows:

1. Preside at the Annual Meeting and the Summer Workshop of the Association and Chair the Board of Directors.
2. Act as Chief Executive Officer of the Association and carry out the policies of the Board of Directors.
3. Secure sponsors for Summer Workshop and Annual Meeting. Represent or appoint others to represent the Association at all functions to which the Association may be invited and in which it may desire to participate.
4. Perform such other duties as customarily pertain to the Office of the President.

B. The duties of the Vice President for Programs shall be as follows:

1. Serve as an aide to the President
2. In the temporary or permanent absence of the President for any cause, assume and perform the duties of the President.
3. Arrange the programs for the Annual Meeting and the Summer Workshop of the Association including development of agenda; development, printing, and distribution of program booklet; and collection of the presentation slides from presenters to post on the SBAA website.

C. The duties of the Vice President for Member Services shall be as follows:

1. Provide leadership in attracting new members to the Association and the renewal of members on an annual basis.
2. Maintain the membership roster. Works in concert with the Secretary/Treasurer and SBAA support staff to ensure membership files are current. Provides updated member list to Board of Directors at each board meeting. Develops lists of meeting attendees to provide to the Vice President of Programs.
3. Works with SBAA support staff to publish an annual Membership Directory.
4. Works with SBAA support staff to send notifications to current and potential members regarding the Summer Workshop and Annual Meeting encouraging registration.
5. Fulfill such other duties as shall be specified by the Board of Directors.

D. The duties of the Vice President for Communications shall be as follows:

1. Works with VP of Membership and SBAA Support Staff to deliver consistent communications with all SBAA members and prospective members.
2. Ensures that content on SBAA website is accurate and up-to-date. Coordinates with website service provider monthly to update website as needed.
3. Create and implement electronic surveys for membership as needed; report data to Board and/or membership as appropriate.
4. Create and maintain a social media presence to leverage messaging about SBAA.
5. Annually manage the solicitation and evaluation of proposals for the Societal Impact Award.
6. Fulfill such other duties as shall be specified by the Board of Directors.

E. The duties of the Secretary-Treasurer shall be as follows:

1. Present a financial report to the Membership at the Summer Meeting and Annual Meeting.
2. In conjunction with SBAA support staff, oversee all financial aspects of SBAA, including management of accounts, ensuring that all financial obligations incurred by the Association are paid. All payments will be reviewed by the Board of Directors at both the Summer and Annual Meetings.
3. Keep minutes of the Annual Meeting and any special meetings of the Association and meetings of the Board of Directors; and maintain appropriate files and financial records.
4. Working with SBAA support staff, maintain a database of paid members and paid Summer Workshop and Annual Meeting registrants.
5. Works with SBAA support staff to maintain, update, and revise the association website as needed.
6. Works with CPA firm to ensure preparation of annual tax documents.
7. Fulfill such other duties as shall be specified by the Board of Directors.

II. NOMINATIONS

Nominations of the candidates for the Officer and Director positions shall be made by a Nominating Committee comprised of the President, the Immediate Past President, and the Vice President for Programs who is the Incoming President. The Immediate Past President shall chair the Committee. The Chair will make a report of the Nominating Committee to the Membership at the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting.

III. BOARD OF DIRECTORS

A. The Board of Directors shall conduct the business of the Association in the interim between Annual Meetings and shall execute the policies of the Association as set forth in the

Constitution and Bylaws and the decisions made by the Membership at any regular or special meeting.

B. The Board of Directors shall meet at the call of the President and the presence of a simple majority shall constitute a quorum.

IV. MEMBERSHIP

Applications for membership from qualified academic institutions shall be accepted by the Secretary-Treasurer upon receipt of a check or online payment for the amount of the annual dues. Applications by non-academic organizations shall be referred to the Board of Directors.

V. VOTING

Each member shall have one vote to be cast by a designated representative of the institution on each matter coming before the Association.

VI. ATTENDANCE AT MEETINGS

It shall be the policy of the Association to encourage the widest possible attendance at the meetings of the Association by both Member and non-member institutions and others concerned with the objectives of the Association.

VII. AMENDMENTS

These bylaws may be amended at any regular or special meeting. No change shall be effective unless approved by two-thirds of the Members in attendance and voting. No motion for an Amendment shall be considered unless a copy of such proposed Amendment has been filed with the Secretary-Treasurer at least thirty days before the meeting and a copy thereof sent forthwith by the Secretary-Treasurer to each member.