

**CONSTITUTION**  
**SOUTHWESTERN BUSINESS DEANS' ASSOCIATION**  
**AS REVISED JUNE 10, 2014**

**I. NAME**

The name of this Association shall be the Southwestern Business Deans' Association.

**II. PURPOSE**

This Association is established for the purpose of promoting and improving collegiate business education generally located in the southwestern region of the United States and Mexico.

**III. MEMBERSHIP**

Membership in the Association shall be open to institutions offering a junior college, baccalaureate, or graduate program in business administration or business education, and profit and not-for-profit organizations interested in supporting higher education for business and administration. New members shall be admitted to the Association upon full payment of dues.

**IV. EXECUTIVE BOARD**

The Executive Board shall consist of the following officers and directors:

- President (one-year term)
- President-Elect (one-year term)
- Secretary (one-year term)
- Treasurer (three-year term, renewable)
- Immediate Past President (one-year term)
- Two Directors-at-Large (two-year terms)

**V. VOTING**

Each institutional member shall have one vote on all matters brought before the Association by the Executive Board or the designated representative of a member institution.

**VI. DUES**

Membership dues are payable annually. Dues shall be as recommended to the membership by the Executive Board or adopted by the membership.

## **BYLAWS**

### **SOUTHWESTERN BUSINESS DEANS' ASSOCIATION**

**AS REVISED JUNE 13, 2023**

#### **I. OFFICERS**

a. Duties of the President:

- (1) The President shall preside at the annual meeting and at all the special meetings of the Association and shall serve as chair of the Executive Board.
- (2) The President shall act as chief executive officer of the Association and carry out the policies of the Executive Board.
- (3) The President shall perform such other duties as customarily performed by the President of an organization.

b. Duties of the President-Elect:

- (1) In the absence of the President, the President-Elect shall assume and perform the duties of the President. Such services shall not preclude the President-Elect from serving as President the following year.
- (2) The President-Elect shall arrange the program for the annual meeting of the Association.

c. Duties of the Secretary:

- (1) The Secretary shall keep minutes of the meetings of the Association and the meetings of the Executive Board.
- (2) The Secretary shall manage the process for selection of the Bobby G. Bizzell Innovative Achievement Award, to include (a) soliciting applications for the award, (b) appointing a committee to review applications and select the award recipient, and (c) notifying the award recipient. Members of the committee shall not be current members of the Executive Board.
- (3) When the Secretary position is not filled, the Executive Board shall assign the duties of the Secretary to the Coordinator. The Immediate Past President shall assist the Coordinator with the Bizzell Award process as needed.

- d. Duties of the Immediate Past President:
  - (1) The Immediate Past President shall present a list of nominees for open positions to the Executive Board (which serves as the Nominating Committee under Section V of the Bylaws) at the Board meeting preceding the annual business meeting.
  - (2) The Immediate Past President shall work with the Coordinator to recruit new members of the Association.
  - (3) When the duties of the Secretary are assigned to the Coordinator, the Immediate Past President shall assist the Coordinator with the Bizzell Award process as needed.
- e. Duties of the Treasurer:
  - (1) The Treasurer shall maintain all books and records and shall sign all checks issued by the Association. All financial records shall be open to inspection by any member of the Association.
  - (2) The Treasurer shall present at the annual meeting a report in writing of the financial condition of the Association.

## **II. DIRECTORS**

Duties of the Directors:

- a. The Directors shall attend Board meetings of the Association, which will be held virtually during the year and in-person before and immediately after the Annual Meeting.
- b. The Directors shall assist the Association officers and the Coordinator with the business of the Association, to include soliciting sponsorships for the Annual Meeting, recommending topics and presenters for the program, and encouraging membership/meeting attendance and Bizzell Award applications.

## **III. COORDINATOR**

The Executive Board may appoint a Coordinator to assist them with maintenance and continuity of the Association. Expenses for the Coordinator to attend the Annual Meeting (and any other meetings where business of the Association is conducted) shall be paid by the Association.

Duties of the Coordinator:

- a. The Coordinator shall maintain and update the official database and website of the Association.
- b. The Coordinator shall issue statements of dues to the membership.

- c. The Coordinator shall notify the membership by e-mail, and via the SWBDA website, of annual and special meetings of the Association, and process meeting registrations.
- d. The Coordinator shall assist the Executive Board with planning and implementation of the Annual Meeting, serving as liaison between the Board and the facility where the meeting is held.
- e. The Coordinator shall serve as archivist/historian for the Association.
- f. When the Secretary position is not filled, the Executive Board shall assign the duties of the Secretary to the Coordinator. The Immediate Past President shall assist the Coordinator with the Bizzell Award process as needed.

#### **IV. EXECUTIVE BOARD**

The composition of the Executive Board shall be as stated in the Constitution. The Board shall have the responsibility of conducting the business of the Association in the period between meetings and shall carry out the policies of the Association. The Executive Board shall meet at the call of the President. Four members of the Board shall constitute a quorum.

#### **V. NOMINATIONS**

The Executive Board shall serve as the Nominating Committee for officers and directors of the Association. The Nominating Committee shall recommend a slate of officers and directors representative of the geographic diversity of the region and the racial, ethnic, and gender makeup of Association members. The Nominating Committee will present the list of candidates at the annual business meeting. Additional nominations for any of the positions may be made from the floor at the business meeting.

#### **VI. VOTING**

The vote of each member institution shall be cast by the administrative head of the business administration program of the institution or by the administrative head's designee.

#### **VII. AMENDMENTS**

These Bylaws may be amended at any regular or special meeting. A vote of two-thirds of the membership represented at the meeting is required for a change to take place.