Africa Academy of Management (AFAM)
GOVERNANCE (BY-LAWS)
Revised June 16, 2025

ARTICLE I

Name: The name of this non-profit organization is the **Africa Academy of Management.** It is hereinafter referred to in these Bylaws as **"AFAM"**.

ARTICLE II

Purpose: The purpose of AFAM is to function as an avenue for discourse on management research and practice in Africa. Fulfilment of this function involves facilitation of the development and improvement of members' capabilities for research, teaching, and practice of management and organization in Africa.

ARTICLE III

Objectives: To further the purpose of AFAM, the following objectives will be pursued to:

1. Foster the general advancement of knowledge and scholarship in the theory and practice of management among African scholars and/or academics interested in management and organization issues in Africa. Africa is defined broadly to include all of Africa and individuals of African descent in the Diaspora (i.e., The Caribbean, South America, Europe, Asia, Oceania, Middle East, and North America).
2. Perform educational activities that advance the field of management in Africa.
3. Perform and support educational activities that contribute to intellectual and operational leadership in the field of management within the African context.
4. Facilitate closer cooperation among those interested in the science and practice of management in Africa.
5. Promote the use of Africa management knowledge by educators, policymakers, and practitioners on the continent.

6. Provide opportunities for management researchers, educators, and practitioners to advance themselves through the publications of scholarly, pedagogical, and practitioner papers.

ARTICLE IV

A. Membership:

The basic requirements for membership in AFAM are:

1. Candidates shall be interested in and engaged in the theory, philosophy, and practice of management through teaching, research, or practice.

2. There shall be three (3) types of membership: Academic, Practitioner, and Student:

a. **Academic members** shall be professors, lecturers, researchers of business administration, management and/or related disciplines in research organizations, colleges, or universities.

b. **Practitioner members** shall be individuals in a managerial position in an organization or institution; business owner or entrepreneur; business or management consultant.

c. **Student members** shall be graduate (post-graduate) students with an interest in the field of management who are not otherwise employed on a full-time basis.

3. The following shall constitute membership in AFAM:

a. Registration for and attendance at AFAM conferences; or

b. Payment and renewal of biennial membership dues to AFAM.

4. Membership in AFAM is available to all individuals meeting above criteria regardless of race, ethnicity, nationality, gender, language and religious or political beliefs.

B. Membership Dues:

1. Membership dues are used to fund the mission and activities of AFAM.

2. Member dues are subject to change by a majority vote of the Executive Board.

ARTICLE V

A. Leadership Structure:

1. AFAM leadership shall consist of sixteen (16) elected officers.
2. Elected officers shall be known as the Executive Board.
3. The Executive Board is responsible for carrying out the mission and governance of AFAM and consists of the President, Vice-President, Secretary, Deputy Secretary, Treasurer, Deputy Treasurer, Program Chair, Deputy Program Chair, Communications Director, Two (2) Executive Directors, and Five (5) Regional Executives-At-Large representing Central Africa, Eastern Africa, Northern Africa, Southern Africa, and Western Africa. (See Articles VII and IX).
4. The Immediate Past President is not an elected position but serves on the Executive Board with voting rights.
5. The Executive Board shall meet six (6) times a year and will also meet at the AFAM Biennial Conference and the Annual Academy of Management meetings. Special Executive Board meetings may be called by the President. Additional Executive Meetings can be convened as necessary.
6. Standing Committees typically meet once a month and may add additional meetings as required.
7. The responsibilities of Executive Board members are as follows:

a. The President shall:

(1) Chair all Executive Board meetings but may delegate this responsibility to the Vice President if necessitated.

(2) Be the Chief Executive Officer of AFAM and shall be fully informed of all activities occurring within the organization.

(3) Develop and maintain productive relationships and partnerships with relevant national and international bodies to advance the goals of AFAM.

(4) Attend where possible conferences and annual meetings of relevant bodies identified in (3) above to represent AFAM's interests.

(5) Assume responsibility for leading AFAM's activities in a manner that will assure the accomplishment of objectives subject to:

(a) The By-Laws of AFAM.

(b) The concurrence of the Executive Board in matters of policy.

(6) Present a major report on the status and progress of the organization at its biennial business meeting, and a minor report at annual meeting.

(7) Serve as Immediate Past President and active member of the Executive Board for two years at end of term as President.

b. The Vice President shall:

(1) Serve as the Deputy Chief Executive Officer of the organizatio

(2) Be responsible for assisting the President in any way deemed By the President.

(3) Serve as the liaison to the Editorial Team of the Africa Journal Management to ensure operations are aligned with AFAM's mi and strategic goals.

(4) Perform all the duties of the President in his/her absence.

c. The Secretary shall:

(1) Prepare an annual calendar of Executive Board Meetings no later tha of the preceding year

(2) Notify Executive Board of monthly meeting dates.

(3) Schedule a yearly Executive Board meeting to review annual reports of standing committees and executive positions.

(4) Prepare and distribute minutes of all Executive Board Meetings as well as meetings held at biennial conference and AOM annual meetings.

(5) Maintain a copy of AFAM's Biennial Conference Program as well as details of all awards distributed.

(6) Maintain an electronic depository of all official AFAM documents, and other important archival records.

(7) Work closely with the Treasurer to ensure accurate records are kep of dues paying members.

(8) Perform other duties as may pertain to the position.

d. Deputy Secretary shall:

(1) Work closely with, and assist, the Secretary with the responsibilities

(2) Perform the duties of the Secretary in his/her absence.

(3) Perform other duties as may be assigned by the President that perta position.

e. The Treasurer shall:

(1) Maintain the financial records of AFAM

(2) Chair the Finance Committee

(3) Manage the funds of AFAM, issue checks (along with the President or Secretary (constituting two signatures)

(4) Prepare financial reports for Executive Board Meetings

(5) Prepare and present financial reports at business meetings

(6) Ensure all funds are administered in compliance with tax status of AFAM.

(7) Perform other duties as may be assigned by the President.

f. The Deputy Treasurer shall:

(1) Work closely with, and assist, the Treasurer with the

responsibilities in (e) above.

(2) Perform the duties of the Treasurer in his/her absence.

(3) Perform other duties as may be assigned by the President that pertain to the position.

g. The Program Chair shall:

(1) Act as Program Chair for Biennial Conferences and AFAM program at AOM meetings.

(2) Chair the Program Committee.

(3) Issue a call for proposals for local hosts for biennial conferences and make a recommendation for approval by the Executive Board.

(4) Determine the conference theme in conjunction with the local host for approval by the Executive Board.

(5) Plan and manage all of the program and logistical tasks required to offer the biennial conference.

(6) Plan and manage all of the sessions including the social and business meeting at AOM annual meetings.

(7) Perform other duties as may be assigned by the President.

h. Deputy Program Chair shall:

(1) Work closely with, and assist, Program chair with responsibilities in (d) above.

(2) Perform the duties of the Program chair in his/her absence.

(3) Perform other duties as may be assigned by the President.

i. Communications Director shall:

(1) Communicate with AFAM members about developments in the organization.

(2) Prepare and distribute a quarterly newsletter.

(3) Communicate with external bodies and the media.

(4) Develop and maintain the web page of AFAM in

conjunction with the service provider.

(5) Manage the content of AFAM's Social Media platforms.

(6) Prepare and distribute promotional material to various audiences.

(7) Perform any other duties that may be assigned by the President.

j. Executive Directors shall:

(1) Chair or be a member of the following standing committees: Awards, Capacity Building, Finance, Program, Nominating, and Membership Committees.

(2) Perform other duties as assigned by the President.

k. Regional Executives-At-Large shall:

(1) Serve on standing committees.

(2) Assist with regional outreach efforts.

(3) Recruit members in the region.

(4) Be responsible for obtaining and giving a regional point of view (from the region which such regional representative represents

(5) Generate and plan membership activities and programs.

(6) Perform other duties as assigned by the President.

l. Immediate Past President shall:

(1). Serve as an active non-elected member of the Executive Board for two years.

(2). Serve as the Chair of the Nominating Committee.

(3). Perform other duties as assigned by the President.

B. Succession

(1) Leadership succession in AFAM will be staggered for continuity and the preservation of institutional memory. The Vice President shall succeed the President to the Presidency. The Deputy Secretary shall succeed the Secretary. The Deputy Treasurer shall succeed the Treasurer. The Deputy Program Chair shall succeed the Program Chair. It is expected that each executive will build upon the outcomes

of the past executive in that leadership function.

(2) The tenure of all executives and office holders in a particular position is two years. No Executive Board member shall be elected to serve more than two terms in the same position.

C. Standing Committees

(1) **Six (6) standing committees shall be instituted to fulfill the mission and objectives of AFAM.** In addition to the standing committees detailed below, the President may recommend the creation of ***ad hoc committees*** to execute once-off tasks or initiatives. In such cases, the President will suggest members to ad hoc committees and also provide terms of reference for their work. All ad hoc committees must be approved by the Executive Board. Unless otherwise indicated, all standing committees will consist of five (5) members. All committees shall be chaired by an Executive Board member. Members can be recruited from the Executive as well as the membership. Special effort should be made to include members in Africa.

(2) Standing Committees:

(1) **Finance Committee** shall be responsible for:

a. Working closely with the Treasurer to ensure sound financial management of AFAM assets.
b. Managing AFAM finances according to good financial practices and in accordance with the requirements specified for a non-profit organization.
c. Ensuring all financial records are accurate and complete.
d. Reviewing biennially financial statements prepared by the Treasurer.
e. Safeguarding the financial assets of AFAM by ensuring proper internal controls are in place.
f. Review any financial transactions over $5000.00 and submit the request to the Executive Board for final

approval.

g. Identifying possible funding sources to support the mission and activities of AFAM.
h. Coordinating with the President in approaching possible funding sources.
i. Preparing an annual report of the financial health of AFAM for the Executive Board.

(2) **Capacity Building Committee** shall be responsible for:

a. Identifying educational opportunities and programs to enhance the research and teaching skills of members and prospective members.
b. Planning and managing the delivery of the Africa Faculty Development Workshops.
c. Planning and managing the delivery of capacity building activities at biennial conferences.
d. Planning and managing an annual series of webinars.
e. Soliciting AFAM professional development workshops for annual AOM conference.
f. Manage the Africa Journal of Management Fellowship Program.
g. Preparing an annual report of the capacity building activities of AFAM for the Executive Board.

(3) **Nominating Committee** shall be responsible for:

a. Proposing a slate of up to three (3) candidates for any vacant Executive Board position. Slate should include representation from Africa as well as the diaspora.
b. Preparing the ballot containing candidates for all positions to be elected. The ballot shall be mailed electronically at least ninety (90) days in advance of the Biennial AFAM Conference.
c. Announcing the results of the election to the membership at least two weeks after the election.

The winners of the election will be sworn in as new Executive Board members at the Biennial AFAM Conference. Outgoing Executive Board Members shall prepare a handover report to in-coming members.

d. The committee shall consist of five (5) members with the Immediate Past President as Chair; three members from the Executive Board and one (1) at large member drawn from AFAM membership.

(4) **Program Committee** shall be responsible for:

a. Working with Biennial Conference Program Chairs in the planning and managing the conference program.
b. Identifying the conference theme.
c. Issuing the call for local hosts.
d. Evaluating proposals for local hosts and recommend host to the Executive Board.
e. Liaising with the local host committee to ensure smooth running of the conference.
f. Preparing a conference budget in conjunction with the Treasurer.
g. Preparing and managing conference evaluation process and submit report to the Executive Board.

(5) **Awards Committee** shall be responsible for:

a. Identifying ways to recognize research, education, and practice excellence on management in/or about Africa.
b. Managing all AFAM awards and recommending the winners to the Executive Board.
c. Working with Biennial Conference Track Chairs on the best paper awards.
d. Propose additional award categories in line with AFAM’s mission and strategies.

e. Securing sponsors for AFAM awards.
f. Develop criteria for all AFAM awards to be approved by the Executive Board.

(6) **Membership Committee** shall be responsible for:

a. Developing and implementing a comprehensive membership strategy.
b. Identify and maintain a list of prospective sources from which to recruit new members in Africa (e.g., business schools, Faculties of Economic and Management Sciences, etc. in Africa; scholars publishing research on management in Africa; and practitioner associations).
c. Maintain an electronic database of all AFAM members and all those who may be interested in membership.
d. Identify ways to involve members in AFAM activities and programs.
e. Actively work with regional members to recruit new members.
f. Provide membership information at biennial conference and AOM annual meetings.
g. Work closely with the Treasurer to ensure accurate records of member dues payments.

(3) Tenure of Standing Committees shall be as follows:

a. Program Committee: Renewed at the completion of each conference to be held every two (2) years.
b. Finance Committee: At least 2 members of the committee shall rotate out every two (2) years. The term of the committee members who remain on the committee will expire after 4 years.
c. Membership Committee: At least 2 members of the committee shall rotate out every two (2) years. The term of the committee

members who remain on the committee will expire after 4 years.

d. Capacity Building Committee: At least 2 members of the committee shall rotate out every two (2) years. The term of the committee members who remain on the committee will expire after 4 years.
e. Nominating Committee: At least 2 members of the committee shall rotate out every two (2) years. The term of the committee members who remain on the committee will expire after 4 years.
f. Awards Committee: At least 2 members of the committee shall rotate out every two (2) years. The term of the committee members who remain on the committee will expire after 4 years.

ARTICLE VI

Executive Board Resignations, Removal and Vacancies

1. Resignation of Executive Board Members

Any Executive Board Member may resign at any time by giving written notice to the President. In the case of the resignation of the President, the written notice shall be submitted to the Executive Board. A resignation shall take effect at the time specified in the written notice, or, if no time is specified, at the time of acceptance thereof as determined by the Executive Board.

2. Removal of Executive Board Members.

When a situation arises of the non-performance of an Executive board member which may include but not limited to fraudulent or dishonest acts, abuse of authority, excessive absence without valid justification, underperformance of responsibilities, or other non-professional behavior and conduct, action can be taken to remove him/her through the following procedures:

a. The matter must be placed on the agenda of a regular or specially called Executive Board meeting to discuss the situation.
b. The specific non-performance should be presented and the involved Executive Board member shall have the opportunity to present his/her

rebuttal.

c. After discussion, a motion can be entered to recommend (a) a warning be issued to the involved Executive or (b) a referendum be prepared for a vote of removal by AFAM membership because of substantial cause. The motion passes by a majority vote of the Executive Board members present as long as there is a quorum.

d. If motion (b) passes, a referendum shall be prepared for a vote by the current AFAM membership for removal of the Executive Board member from his/her position and the Executive Board.

e. The member can be removed by a majority vote of the AFAM membership.

ARTICLE VII

Regional Offices:

In order to better serve member needs, AFAM will establish regional offices across the African continent. The number of regional offices will be determined by the Executive Board. Executives-at-large, who shall be appointed from the regional offices, will be elected officers of the Executive Board.

1. Responsibilities of Regional Offices

a. Act as a regional link for AFAM to serve the needs of members in the region.
b. Focus on regional activities and issues.
c. Coordinate activities for members in the region (e.g. seminars, workshops, guest lecturers).
d. Promote AFAM to universities and colleges in the region.
e. Promote and facilitate research, publication and teaching collaborations among members in the region.
f. Work closely with program chairs during AFAM biennial conferences held in the region

2. Governance of Regional Offices

a. Regional offices are hosted by a university or college in a particular region for a period of 3 years with the possibility of renewal for a further 3 years.
b. The designation of regional offices is the responsibility of the Executive Board of AFAM.
c. At the end of the 3- year appointment, the Executive Board will evaluate the need for and performance of the regional office.

ARTICLE VIII

Journals:

In order to fulfill its purpose, AFAM will establish journals for publication of scholarly, pedagogical, and practitioner papers on management in Africa.

1. Governance:
    a. The journals will be the official journal of AFAM in cooperation with publishers contracted by the Executive Board of AFAM.
    b. Each journal will be led by an Editor-in-Chief, Senior Associate Editor, Associate Editors, Assistant Editors, and Editors. The journals will have Editorial Advisory Boards and Editorial Review Boards.
    c. The Vice President of AFAM shall serve as the liaison between the Executive Board of AFAM and the Editors-in-Chief of the journals
    d. The Executive Board of AFAM shall appoint the Editors-in-Chief for a period of 3 years through a formal nomination and selection process. The term of the Editors-in-Chief can be extended for a further 3 years at the discretion of the Executive Board.
    e. The Editors-in-Chief shall appoint the Senior Associate Editors, Associate Editors, Assistant Editors, and Editors, but the appointments shall be ratified by the Executive Board of AFAM.

f. The Editors-in-Chief shall have authority over the editorial duties, editorial decisions in respect to manuscripts and special issues, and enhancing the standing of the journals including indexing of the journals.

g. The contracts with the publishers fall under the authority of the Executive Board. Any changes in the branding, number of issues and other substantive material issues must be approved by the Executive Board of AFAM.

h. The Editors-in-Chief shall submit an annual budget request to support duties related to the journal for approval by the Executive Board.

Article IX

Elections

1. Nominating Committee
   a. Elections shall be held every two years.
   b. AFAM shall have a Nominating Committee which shall be responsible for conducting elections.
   c. The composition of the Nominating Committee is specified in Article V, Section C. Committee.

A. Selection of Candidates for Positions

1. Nominating Committee shall prepare a call for nominees for the various positions that specifies the deadline for nominations.
2. In choosing candidates to appear on the ballot, the Nominating Committee will consider the (a) specific qualifications for each position, (b) prior experience as a member of AFAM, (c) contributions to AFAM activities, and/or (d) leadership potential. Nominees shall provide objective evidence of the commitment, the resources, and the absence of any constraints that would prevent the fulfilling of the responsibilities of the position for which he/she has been nominated.
3. The election ballot will list all the candidates for a position together, in alphabetical order. All candidates will be provided the opportunity to submit brief written statements indicating (1) their

qualifications for the office, (2) their vision for AFAM, and (3) other relevant information as requested. Nominees for the regional executive-at-large positions should reside in the region for which they are nominated.

4. Active members shall be asked to vote for candidates for the various elected positions. The ballots shall be tallied using the Hare method. The individual receiving the greatest number of votes shall be elected to a position. In the event of a tie, the winner will be determined by a runoff election between the tied candidates.
5. The election shall be conducted electronically.
6. The Chair of the Nominating Committee shall confirm the elected candidates for all positions at least ninety (60) days in advance of the Biennial Meeting.
7. Newly elected officers shall assume their positions at the Biennial Meeting.

ARTICLE X

Meeting Rules:

Executive and business meetings of AFAM shall be conducted according to the following rules based on the principles of respect, dignity, openness, collective responsibility, and fairness:

a. The chair of the meeting will greet and confirm there is a quorum (i.e., 50% of Executive Board members) for purposes of decisions to be taken.
b. Members who cannot attend will notify the secretary as soon as possible for official noting.
c. Members will submit required reports and documentation at least three days prior to the meeting date.
d. All participants will respect and honor the opinions of all present.
e. All agenda items shall be given adequate discussion time to ensure that all participants have had an opportunity to understand and ask relevant questions.

f. Decisions will be made by consensus. However, in the case of an impasse, decisions will be made by a majority vote.

ARTICLE XI

Amendments:

Proposed amendments to the By-Laws shall be sent to the Secretary for consideration by the Executive Board. These By-Laws may be amended by a two-thirds vote at an Annual Business Meeting, or by a majority vote of all AFAM members through mail or electronic ballot. For minor amendments, the Executive Board may make changes with a two-thirds vote without membership approval.

ARTICLE XII

Relationships with Other Organizations:

The Africa Academy of Management may enter into agreements with external organizations and/or associations that support and advance its mission. All such agreements must be approved by the Executive Board who ensure that AFAM is not liable for any act, error, omission, debt, or other liability or obligation. The agreements must also be such that they acknowledge and respect each other's mutual independence, and share copies of their Constitutions, Bylaws and periodic reports requested by the Board of Governors of either party. The Executive Board of AFAM will periodically review affiliations and may terminate agreements that are no longer deemed relevant to AFAM's mission. The membership of AFAM may request information about the status of agreements at any time.

ARTICLE XIII

Dissolution:

The assets of AFAM are irrevocably dedicated to professional, educational, and scientific and/or charitable purposes. In the event of liquidation, dissolution, or the revocation of its charter or abandonment of its stated purposes, after providing for the payment of debts and obligations of the corporation, the remaining assets will

not inure to the benefit of any private person or persons, but all such remaining assets will be distributed to a nonprofit professional educational and scientific organization, or to nonprofit professional educational and scientific organizations, which are organized and operated exclusively for professional educational and scientific, and/or charitable purposes which are exempt under Section (501) (c) (3) of the Internal Revenue Code of the United States, under which section the organization or organizations shall have established tax exempt status.