

**BYLAWS
OF THE
SOCIETY FOR CASE RESEARCH**
(Approved by the membership on December 12, 2025)

**Bylaw 1
Fiscal Year**

The fiscal year of the Society for Case Research (SCR) shall begin on March 1 and end on the last day of February of the next calendar year.

**Bylaw 2
Notices to Members**

A requirement for notices shall be deemed to be satisfied if said notice appears in a publication of the MBAA International Conference, the SCR's Newsletter, or if a direct mailing or e-mail is made to all dues paying members in good standing at least thirty (30) days before a scheduled membership meeting date, or if Board of Directors members are notified at least fifteen (15) days before a scheduled Board meeting date.

**Bylaw 3
Membership**

The term of membership is one year, commencing on July 1 and ending on June 30 of the next calendar year. If a new member joins SCR between January 1st and June 30th of a given year, the first year's membership is good through June 30th of the following year (e.g., the membership of a new member signing up January 15, 2020 is good through June 30, 2021). All authors of cases, critical incidents, or articles accepted for publication in any of the SCR's publications are required to become members of the SCR prior to the appearance of their work in a publication. In situations where the acceptance letter may be sent during one membership year and the publication appears in a second membership year, then the authors are required to be members in good standing during the year in which the case or article was accepted.

Continuing members who have not paid dues by October 31st of any given year do not receive journals and proceedings (*BCJ, JCS, JCI* and *SCR Proceedings*) but will receive other communications.

**Bylaw 4
Nomination and Election of Officers and Board of Directors Members**

1. SCR Officers: The Nominating Committee shall provide a slate of candidates for elected offices to the membership at the spring conference business meeting consisting of at least one nominee for each available position. Additional nominations may be made from the floor. The

eight officer positions for which nominees are to be identified are: President, President Elect, Vice President-Program (current year), Vice President-Program (subsequent year), Vice President- Workshop (current year), Vice President-Workshop (subsequent year), Secretary, and Treasurer. The candidate for each office who receives the most votes cast by SCR members in good standing at the business meeting will be declared elected to that office.

2. At-Large Directors: Nominations are also to be made for At-Large Directors. Two At-Large Directors shall be elected each year. If any vacancies exist among these positions filled during the previous two years, the Nominating Committee will nominate replacements to complete the remaining terms of the vacant positions. The candidate for each at-large director position who receives the most votes cast by SCR members in good standing at the business meeting will be declared elected to that office.
3. Directors Appointed by the Board of Directors: The editors of the *Business Case Journal*, *Journal of Case Studies*, *Journal of Critical Incidents*, and the editor of the *Newsletter* shall be nominated by the President for three-year terms and formally appointed by vote of the Board of Directors. Appointees may serve multiple terms in these positions. When there are coeditors, each publication gets one vote.
4. Upon the resignation of any officer, At-Large Director, or Board appointee, the President may appoint a member of the SCR to complete the responsibilities of the position until the next general business meeting or Board of Directors meeting, whichever applies.

Bylaw 5 Terms of Office

The terms of office for all officers, except the Treasurer, shall be one year. The term of office of the Treasurer shall be three years with the option for re-appointment. At-Large Directors serve for three years. Board appointees to positions that place them on the Board (the publication editors) serve three-year terms with the option of reappointment. All officers, At-Large Directors, and Board appointees assume their offices at the end of the business meeting at which they were elected or appointed. Appointed emeriti editors serve as long as they remain as members in good standing.

Bylaw 6 Board Functioning

The Board of Directors empowers the President to act on behalf of the Board between meetings of the Board of Directors. Actions taken by the President are subject to review by the Board of Directors at its next meeting. The President may call a telephone conference or digital video meeting of the Board of Directors to ask it to decide on a question in accordance with procedures described in Article VI.4 of the Constitution. A majority vote of those participating will decide the question, provided that a quorum is present.

Bylaw 7 Officer and Board of Directors Member Duties

The President shall be the chief executive officer of the SCR and shall be responsible for planning and conducting the affairs of the organization in such a manner as to further its objectives consistent with the established policies. In the event the President should resign, the President-Elect shall assume those responsibilities immediately. The President has the responsibility to appoint: An At-Large Director and one general member to serve on the Nominating Committee; two SCR members to serve on the Publications Committee; one At-Large Director (as chair) and two SCR members to serve on the Membership Development & External Relations Committee. The President nominates individuals, subject to Board approval, to serve as co-Editors for the *Business Case Journal*, *Journal of Case Studies*, *Journal of Critical Incidents*, and as the editor of the *Newsletter*. The President also solicits nominations for the Philip C. Fisher Distinguished Service Award and presents those candidates meeting its eligibility requirements to the Board of Directors, to select the award recipient. The President also appoints interim replacements to Board of Directors positions becoming vacant during the President's term, subject to approval at the next Board or business meeting, whichever applies. The President shall also serve as a representative to, or shall appoint an alternate representative to, other academic societies (e.g., NACRA, WACRA, and WCA, etc.).

1. The immediate Past President shall serve on and be chairperson of the Nominating Committee and perform other duties as assigned by the President.
2. The President-Elect shall act as an aide to the President. The President-Elect shall be a member and serve as chairperson of the Publications Committee. Other duties may be assigned by the President. If the President-Elect should resign, the President shall immediately assume the responsibilities of the President-Elect.
3. The Vice President-Program (current year) shall be responsible for directing the SCR program at the SCR Annual Meeting, which is part of the MBAA International conference, and for seeing that the meeting goals as outlined in Bylaw 10.5 are achieved. The Vice President-Program will be responsible for coordinating with MBAA International; issuing the call for papers and participants; directing the review process for paper and panel discussion submissions; selecting the paper from the SCR track to receive the Distinguished Paper Award presented by MBAA; arranging program sessions; assigning session chairpersons and discussants, producing the *Proceedings* of the annual meeting, and receiving applications for student travel scholarships and presenting them to the board for consideration. The term of office is one year. The annual meeting conference registration fee will be awarded to the Vice President-Program.
4. The Vice President-Program (subsequent year) shall be responsible for learning the procedures and requirements for directing the SCR Annual Meeting, which is part of the MBAA International Conference. The term of office is the year prior to the year in which the workshop is held.
5. The Vice President-Workshop (current year) shall be responsible for directing the annual Summer Case Writers Workshop. The term of office is to be one year, the year in which the workshop is held.

6. The Vice President-Workshop (subsequent year) shall be responsible for learning the procedures and requirements for directing the annual Summer Case Writers Workshop. The term of office is the year prior to the year in which the workshop is held.
7. The Secretary shall be responsible for 1) keeping minutes of Business Meetings, Publications Committee meetings, and Board of Directors meetings making those minutes available to the appropriate membership for approval at least two weeks prior to a vote to approve; and 2) sending the minutes as soon as possible after the meetings to the Executive Director to be posted on the SCR website. The Secretary serves as a voting member of the Board of Directors. The term of office is one year.
8. The Treasurer shall: 1) receive and disburse funds of the SCR, publish an annual financial statement presented to the Board of Directors and to the SCR membership at the Annual Meeting, be responsible for an accurate and complete reporting of the financial affairs of the organization and for the safe-keeping of funds and sound financial operations of the organization consistent with plans and programs of the President and the Board; and 2) provide complete records to be audited when required, or upon leaving office. The Treasurer serves as a voting member of the Board of Directors. The term of office is three years, with the option for re-appointment.
9. The At-Large Directors shall attend meetings and perform duties as assigned by the President. One At-Large Director shall be appointed by the President to serve on the Nominating Committee, and one At-Large Director shall be appointed by the president to serve as chair of the Membership Development & External Relations Committee.
10. The editors of the *Business Case Journal (BCJ)* shall be responsible for editing, producing and marketing at least one issue of the *Business Case Journal* each year. The editors are responsible for soliciting paper and case submissions to the journal, directing the review process for submissions, and selecting papers and cases for the journal. Cases published in *BCJ* and their Teaching Notes are to be provided to the Executive Director who will post cases on the SCR online platform and make Teaching Notes available to qualified case adopters. The editors are also responsible, acting in concert with the editors of the *Journal of Case Studies* and the *Journal of Critical Incidents*, for selecting the recipient of the Lynda L. Goulet Outstanding Reviewer Award, which is available to reviewers serving any of the SCR's three journals. The editors also serve as members of the Publications Committee. An honorarium, determined by the Board of Directors, will be granted to the editors of *BCJ* for each edition published.
11. The editors of the *Journal of Case Studies (JCS)* shall be responsible for producing the *Journal of Case Studies*, issued at least once each year. The editors are responsible for coordinating with the Vice-President-Workshop (current year), directing the review process for case submissions which occur from open submissions or through the summer workshop, and selecting cases for the publication. Cases published in *JCS* and their Teaching Notes are to be provided to the Executive Director who will post cases on the SCR website and make Teaching Notes available to qualified case adopters. The editors are also responsible for deciding on the Best Case Award, which is conferred on the author(s) of the best case in each *JCS* issue. The editors are also responsible, acting in concert with the editors of the *Business Case Journal* and the *Journal of Critical Incidents*, for selecting the recipient of the Lynda L. Goulet Outstanding Reviewer

Award, which is available to reviewers serving any of the SCR's three journals. The editors also serve as members of the Publications Committee. An honorarium, determined by the Board of Directors, will be granted to the editors of the *JCS*.

12. The editors of the *Journal of Critical Incidents (JCI)* shall be responsible for producing the *Journal of Critical Incidents*, which is electronically published once each year. The editors are responsible for coordinating with the Vice President-Program of the Annual Meeting, directing the post-meeting blind review process of critical incidents from the conference, selecting the critical incidents for publication, and finally disseminating the publication. Critical Incidents published in *JCI* and their Teaching Notes are to be provided to the Executive Director who will post cases on the SCR website and make Teaching Notes available to qualified case adopters. The editors are also responsible for deciding on the Best Critical Incident Award, which is conferred on the author(s) of the best critical incident case in each issue of the *JCI*. The editors are also responsible, acting in concert with the editors of the *Journal of Case Studies* and the *Business Case Journal*, for selecting the recipient of the Lynda L. Goulet Outstanding Reviewer Award, which is available to reviewers serving any of the SCR's three journals. The editors also serve as members of the Publications Committee. An honorarium, determined by the Board of Directors, will be granted to the editors of the *Journal of Critical Incidents*.
13. The past editors of the *Business Case Journal*, *Journal of Case Studies*, and *Journal of Critical Incidents* will be asked to serve as emeriti editors and if they agree to serve in this position, they will be listed as emeriti editors as long as they remain members in good standing. The emeriti editors serve as *ex-officio* members of the Board without voting rights. Their roles are determined by the President in concert with the Executive Director and current journal editors and may include but are not limited to special projects related to the sustainability of the organization, projects providing an historical perspective for SCR publications, serving as special ad hoc reviewers at any stage in the process, and helping assess cases which are under consideration for awards in any of the SCR journals.
14. The Editor of the *SCR Newsletter* shall produce and distribute the newsletter to the membership three times per year as follows: 1) a fall issue in September, following the summer workshop and prior to the October deadline for submissions to the SCR-MBAA Conference in March, 2) a winter issue, after the MBAA program is finalized prior to the MBAA Conference, and 3) a spring issue, following the MBAA Conference and prior to the May deadline for the submission of cases for the Summer Workshop. The editor also solicits articles and announcements of interest to SCR members for the newsletters, and serves on the Publications Committee.
15. The appointed position of Executive Director has been established by the Board to help maintain continuity and consistency in the philosophy, processes, and activities of the SCR over time and to ensure that records of the SCR are archived appropriately and available to future members and other interested parties. The Executive Director reports to the President of the SCR and provides continuity for the SCR by supporting the President, Vice- President-Summer Workshop, Vice-President-Program, Secretary, Treasurer, and other Board members and by serving as liaison to members and other SCR stakeholders. The Executive Director serves as an *ex-officio* member of the Board without voting rights. The position is filled by Board appointment following advertising among SCR members and associated institutions and organizations. The initial appointment will be for one year with the possibility of annual extensions pursuant to successful annual reviews conducted by the Board of Directors. The general duties of the Executive

Director include, but are not limited to, the following:

- a. Respond to SCR general correspondence and communications or refer them to the proper party in a timely manner.
- b. Receive minutes and other materials from the Secretary and maintain records of Board meetings, by-laws, policies and all other documents related to SCR operations. Articles of incorporation and By-Laws may be made available to all website visitors, but access to meeting minutes should be restricted to current SCR members only.
- c. In conjunction with the President, prepare agendas for Board of Directors meetings and distribute them at least two weeks prior to the meetings.
- d. Contact current and past members regarding annual membership renewal each year.
- e. Maintain and update membership records. Provide these to editors when requested.
- f. In conjunction with the Chair of the Publication Committee, seek and/or maintain contracts with publishers for the acquisition of the SCR's publications.
- g. In conjunction with the SCR's journal editors, maintain a tracking system for right-to-publish payments for the SCR's publications.
- h. Maintain regular communication with the President regarding SCR activities.
- i. Maintain regular communication with and assist the Vice President-Program and the Vice President-Workshop (current year).
- j. Maintain documentation on Board of Directors and business meetings held during the Annual Meeting, Summer Workshop, and at any special meetings called during the year and provide it to incoming officers to facilitate consistency in programming.
- k. Maintain the SCR online platform.
- l. Attend the Annual Meeting and the Summer Case Writers Workshop.
- m. Explore and report to the President and Board regarding avenues for communicating and promoting increased SCR membership.
- n. Maintain and report a record of tasks completed for required duties and other assignments received at Board of Directors meetings.
- o. Develop and monitor a calendar of activities to ensure that the assigned tasks are accomplished each year.

- p. Maintain archival records of the Society through posting the agendas and minutes of Board meetings, business meetings of the membership and committee meetings; and published cases and critical incidents to the appropriate areas of the SCR website.
- q. Perform other duties as assigned by the Board. The Executive Director will receive reimbursement for expenses incurred in carrying out assigned responsibilities and additional remuneration as agreed upon and at the discretion of the SCR Board of Directors.

Bylaw 8 Changes in Bylaws

No article shall be added to these Bylaws and no part shall be amended or annulled except by formal proposal, discussion, and vote approved by at least two-thirds of the SCR members present at a business meeting held in conjunction with either the Annual Meeting or the Summer Workshop.

Bylaw 9 Standing Committee Duties and Terms

1. Nominating Committee: The Nominating Committee is responsible for presenting a slate of nominees to the membership at the general business meeting. The committee members will serve one-year terms, beginning at the close of the general business meeting at which they are appointed.
2. Publications Committee: The Publications Committee is responsible for reviewing established guidelines involving the SCR's publications; making recommendations to the Board for new guidelines or changes to existing guidelines; evaluating any proposals involving the SCR's publications; and making any decisions related to the association's publications which may arise throughout the year. The Committee is also responsible, working with the Executive Director, for securing and maintaining distribution agreements granting non-exclusive rights to reproduce, publish, display, sell and distribute the SCR's publications, or any portion thereof, in print and electronic form in combination with other educational materials in all markets throughout the world. The committee is reconstituted each year, with members serving for that year.
3. Membership Committee: This committee is responsible for developing programs designed to recruit and retain members in the SCR. The committee should also present a new member session at each annual meeting. Members serve terms of one year.

Bylaw 10
SCR Publications, Workshop, and Annual Meeting

1. *Business Case Journal*:

- a. The primary purpose of the *Business Case Journal* is to promote the development of high-quality business cases and research contributing to the process of case writing and teaching. The secondary purpose of the *Business Case Journal* is to elevate the professional reputation of the SCR and to enhance the status of the case teaching method as an effective learning vehicle in all business disciplines. This journal may be published and distributed as an electronic publication.
- b. The major goals of the *Business Case Journal* are: 1) to maintain high-quality standards and selective reviewers; 2) to promote the publication to a wide audience of business educators and educational institutions, thereby increasing subscriptions among non-SCR members and increasing the submission of high quality cases, articles, and of research manuscripts; and 3) to become a premier refereed publication outlet for case writers, teachers, and researchers within the business profession, thereby, supporting career progress and rewarding efforts to improve business education through the use of the case method.

2. *Journal of Case Studies*:

- a. The primary purpose of the *Journal of Case Studies* is to promote better case writing by providing SCR members with a refereeing process and publication outlet for cases presented at the annual Summer Case Writers Workshop or submitted via open submissions. A secondary purpose of the *Journal of Case Studies* is to promote better case teaching by providing a source of effective cases for all business disciplines. This journal is to be an electronic publication.
- b. The major goals of the *Journal of Case Studies* are: 1) to maintain reasonable standards for the acceptability of cases and teaching notes for the publication, while recognizing that standards may differ for cases with different formats or objectives; 2) to develop a reviewing/ refereeing system that will fairly enforce the standards for acceptability; and to maintain a standardized format for all case and teaching note submissions, including exhibits, which will result in the production of an attractive professional publication.

3. *Journal of Critical Incidents*:

- a. The primary purpose of the *Journal of Critical Incidents* is to provide a refereeing process and a publishing outlet for the authors of critical incidents presented at the SCR Annual Meeting. A secondary purpose of the *Journal of Critical Incidents* is to promote effective teaching by providing a source of high-quality critical incidents to all business disciplines. This journal is to be an electronic publication.
- b. The major goal of the *Journal of Critical Incidents* is to become a significant source of critical incidents for textbook and classroom adoption by: 1) maintaining high quality

standards for the acceptability of critical incidents and teaching notes for publication; 2) developing a reviewing/refereeing system that will fairly enforce the standards for acceptability; 3) requiring a standardized format for all critical incident and teaching note submissions to result in an attractive professional publication.

4. *SCR Newsletter*:

- a. The primary purpose of the *SCR Newsletter* is to build interest and participation in the SCR and its activities. A secondary purpose of the *Newsletter* is to support the activities of other organizations with an interest in case research, writing and teaching.
- b. The major goals of the *Newsletter* are: 1) to serve as the major communication vehicle for SCR members by including reports on past meetings, upcoming meetings, deadlines, newsworthy activities of members, and lists of SCR officers, board members, and committee members; 2) to establish cooperative, reciprocal relationships for exchanging and reporting newsworthy information and upcoming activities between other case organizations and SCR officers, editors and members; and 3) to maintain a uniform and professional format that reflects a positive image of the SCR.

5. Summer Case Writers Workshop:

- a. The primary purpose of the workshop is to develop and improve the case research, case writing, and case reviewing skills of its participants. The secondary purpose of the workshop is to facilitate the publication of quality cases through peer review and evaluation of the cases presented at the workshop.
- b. The major goals of the Annual Workshop are to: 1) assist both novice and experienced case writers in developing and improving their case research and case writing skills through cooperation in a collegial setting and; 2) encourage writers from all business disciplines to submit cases of various formats that are accompanied by comprehensive teaching notes; and 3) provide information on the methods of case research, case writing, and case reviewing to participants at the workshop.

6. Annual Meeting:

- a. The primary purpose of the Annual Meeting is to facilitate the exchange of research findings and the discussion of ideas and philosophies about the writing and effective use of cases of all types. The secondary purpose of the Annual Meeting is facilitating the publication of quality critical incidents, cases, and articles about case writing, teaching, and research through peer review and evaluation of these manuscripts presented at the workshop. An additional purpose is to facilitate the professional development of the conference participants and SCR members in attendance.
- b. The major goals of the Annual Meeting are to: 1) develop a program of paper presentations, panel discussions, and/or workshops related to case teaching, research, and writing that reflects a broad cross-section of business disciplines; 2) improve the quality of case research, writing, and teaching to enhance business education; 3) communicate the effectiveness of the case method of teaching to conference attendees; and 4) provide a forum for the presentation of critical incidents with a follow-up peer review and revision process leading to their publication.