

## **Division Bylaws**

### **ARTICLE I, NAME AND PURPOSE**

**Section 1.** The name of this organization shall be the Applied Communication Division of the Southern States Communication Association.

**Section 2.** Purpose. The purpose of this Division is to promote the investigation and study of applied communication practices in both social and work environments.

### **ARTICLE II, MEMBERSHIP**

Any member of SSCA may affiliate with the Applied Communication Division. Only members who have registered their affiliation with the SSCA office may hold office or vote in its business meetings and elections.

### **ARTICLE III, MEETINGS**

An annual business meeting shall be held at the time and place designated by the SSCA vice president and listed in the convention program. Additional business meetings, or meetings of the Executive Committee, shall be scheduled as necessary.

### **ARTICLE IV, OFFICERS**

**Section 1.** The officers of the Division shall be Chair, Vice Chair, Vice Chair-Elect, and Secretary. The term of office for all but the Secretary shall be one year and the new officers shall assume their duties at the end of the business meeting at which they are elected. Succession to Vice Chair and Chair shall be automatic from the office of Vice Chair-Elect, unless an office is vacated.

**Section 2.** The Chair shall prepare the agenda for business meetings, preside at those meetings of the Division, serve as the Division's representative on the SSCA Executive Board, and be responsible to the President of the Association. He/She is the chief officer of the Division and gives leadership to the Division.

**Section 3.** The Vice Chair shall, in cooperation with the Chair and appropriate committees, plan Division programs for the annual convention. He/She coordinates the Division's plans for competitive papers and panels, soliciting programs, chairs, and respondents as necessary. The Vice Chair is responsible to the SSCA Vice President and program coordinator.

**Section 4.** The Vice Chair shall head the committee reviewing papers and program proposals for

the annual convention. With him/her shall serve as least four members selected by the Vice Chair from the membership at large.

**Section 5.** The Vice Chair-Elect shall assist the Chair and Vice-Chair as needed.

**Section 6.** The Secretary shall serve for two years and shall record the minutes of each business meeting of the Division and of its Executive Committee. He/she shall keep the Division records, channel appropriate information to the Association newsletter, CONNECTIONS, and otherwise publicize the work of the Division. The Secretary is responsible to the Executive Director of the Association.

## **ARTICLE V, ELECTIONS**

**Section 1.** At an annual business meeting the members of the Division shall elect a nominating committee of three members to serve during the following year and report at the next year's business meeting with at least one candidate for each open office.

**Section 2.** Nominations from the floor for all offices are always permitted and all contested elections shall be held by secret ballot. A majority shall be required for election on the first ballot. Should a second ballot be necessary, twice the number to be elected shall be retained and the Chair shall withhold his/her ballot to break a tie should that be necessary.

**Section 3.** At this same session Division members shall, as necessary, elect a representative to the SSCA Nominating Committee. He/She shall serve the Division for two years in submitting and selecting candidates for Association offices.

**Section 4.** In case of a vacancy in any office, it shall be filled by the automatic succession process if appropriate. A vacancy in the office of Secretary or Representative to the SSCA Nominating Committee shall be filled by the Executive Committee until the next business meeting at which a new election shall take place. A person so elected shall serve the full term for that office.

## **ARTICLE VI, COMMITTEES**

**Section 1.** The Executive Committee shall consist of the officers of the Division. It is authorized to act in the name of the Division between the annual meetings, subject to review of those actions at the annual business meeting.

**Section 2.** Membership and selection of the Nominating Committee are described in Article V, Section 1 of the Bylaws. No officer shall serve, and no member shall serve on this committee for two consecutive years. The member receiving the most votes chairs the Nominating Committee. Ties are settled by mutual agreement or chance. This Committee is advised but not required to submit at least two name for the office of Vice Chair-Elect.

**Section 3.** Temporary (ad hoc) committees may be appointed by the Chair with the advice and consent of the Executive Committee. Such committees may also be created by the membership of the Division at a business meeting.

## **ARTICLE VII, PAPER REVIEW PROCESS**

**Section 1.** The Vice-Chair selects at least four reviewers from a list circulated at a business

meeting asking for volunteers and from the general Division membership. Papers are assigned to eliminate institutional bias and provided random readership. Both papers and programs are evaluated by a blind review process. All papers receive a yes or no vote for acceptance on Division programs. Ranking and ratings of papers are sent to the authors. The Division has historically agreed to program at least a third of competitive papers submitted as long as the papers receive at least two affirmative votes.

**Section 2.** The Division supports the Association's Bostrom Young Scholars Award and forwards high quality student papers received by the Association for consideration in that competition.

## **ARTICLE VIII, PARLIAMENTARY AUTHORITY**

In all cases not covered in these Bylaws or by any Standing rules adopted by the Division, *Sturgis Standard Code of Parliamentary Procedure*, third edition (1988), shall be consulted. A Parliamentarian may be appointed by the Chair, with the advice and consent of the Executive Committee. The parliamentarian shall serve at the pleasure of the Chair and may continue to serve by mutual consent when new officers assume their responsibilities.

## **ARTICLE IX, QUORUM**

At least ten members of the Division, including two of its officers, must be present for the transaction of business at any Rules adopted by the Division annual meeting. In the absence of a quorum, those present may authorize a mail ballot for the election of new officers. If a quorum fails to appear at two successive annual meetings, the Executive Committee shall consider the dissolution of the Division.

## **ARTICLE X, AMENDMENTS**

**Section 1.** Amendments to these Bylaws may be initiated by majority vote of the Executive Committee or by petition of any three members of the Division.

**Section 2.** If published in an Association or Division Newsletter mailed at least a month before the annual convention, an amendment may be adopted by majority vote of those present and voting at an annual meeting, always assuming presence of a quorum.

**Section 3.** In case of emergency as determined by the Executive Committee or the membership, a unanimous vote of those present at a business session, a quorum being present, shall be sufficient to amend these bylaws.

**Section 4.** At any annual meeting those present may, by majority vote, adopt standing rules consistent in Principle with these Bylaws and the Parliamentary authority.