

GENDER STUDIES DIVISION
SOUTHERN STATES COMMUNICATION ASSOCIATION
BY-LAWS

Amended April 3, 1998

ARTICLE 1. NAME AND PURPOSE

Section 1. Name. The name of this organization shall be the Gender Studies Division of the Southern States Communication Association.

Section 2. Purpose. The purpose of this Division is to promote the investigation and study of gender in a variety of communication contexts.

ARTICLE 2. MEMBERSHIP

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

ARTICLE 3. MEETINGS

An annual business meeting shall be held at the SSCA annual convention 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 4. OFFICERS

Section 1. The officers of the Division shall be Chair, Vice-Chair, Vice-Chair Elect, and Immediate-Past Chair. The term of office for officers shall be one year. New officers shall assume their duties at the end of the business meeting at which they are elected. Succession to 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. S/he is the chief officer of the Division and provides 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. S/he 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 Elect shall record the minutes of each business meeting of the Division and of its Executive Committee. S/he shall keep the Division records, channel appropriate information to *Connections*, and otherwise publicize the work of the Division. In addition, the Vice-Chair Elect serves as the chair of the Division's nominating committee.

Section 5. In odd years, the Immediate-Past Chair shall serve as the Division's Representative to the SSCA Nominating Committee and serve a two year term.

ARTICLE 5. ELECTIONS

Section 1. At an annual business meeting the members of the Division shall elect officers from nominations received by the Nominating Committee previous to the meeting and from the floor.

Section 2. In the case of contested elections, the voting shall be by secret ballot.

Section 3. 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 Vice-Chair Elect 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 6. 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 meeting, subject to review of those actions at the annual business meeting.

Section 2. The Nominating Committee shall consist of the Immediate Past Chair and members of the Executive Committee. The Committee is charged with soliciting nominations for Division offices. Those who serve on the division nominating committee are not eligible to run for office while serving on the committee.

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 7. PAPER REVIEW PROCESS

The Vice-Chair shall review the submitted papers and panels, selecting additional reviewers to read and evaluate the submitted papers and programs as necessary. The Vice-Chair may identify a top paper and/or a top student paper to be recognized by the Association.

ARTICLE 8. SELECTION OF OUTSTANDING GENDER STUDIES SCHOLAR

Section 1. The division shall recognize an Outstanding Gender Studies scholar at the annual convention, scheduling a convention session in which the current division president interviews the Outstanding Gender Studies Scholar, followed by a reception to honor the recipient.

Section 2. The Executive Committee will review all nominations for the Outstanding Gender Studies Scholar and select the recipient of the annual honor.

Section 3. The criteria for the Outstanding Gender Studies Scholar award, as approved at the 1997 business meeting, is as follows: "The recipient will demonstrate excellence in research, teaching, and service in gender issues."

ARTICLE 9. AMENDMENTS

Section 1. The By-Laws of the Gender Studies Division may be amended at any annual convention by a two third's majority of members present and voting. Amendments must be submitted in writing to the Chair and circulated among the membership at least one month in advance of the scheduled convention at which they will be voted upon. The By-Laws of the Division may also be amended by a two-thirds majority of those voting in a mail ballot coordinated by the Executive Committee.

Section 2. At any annual meeting those present may, by majority vote, adopt standing rules consistent in principle with these By-Laws.

ARTICLE 9. QUORUM

Those present at regularly scheduled and announced meeting of the division shall constitute a quorum.

ARTICLE 10. PARLIAMENTARY AUTHORITY

In all cases not covered by these by-laws or by any Standing Rules adopted by the Division, the current edition of *Sturgis Standard Code of Parliamentary Procedure* shall be consulted.