



*Southern States
Communication
Association*

Communication Theory Division

Division Bylaws

Article 1. **Name and Purpose**

Section 1. This organization shall be called the Communication Theory Division of the Southern States Communication Association.

Section 2. The purpose of this Division is to promote the study of communication theory.

Article 2. **Membership**

Membership in this organization shall be open to any bona fide member of the Southern States Communication Association. Only SSCA members who have registered their affiliation with this Division with the SSCA office may hold office or vote in the Division's business meetings and elections.

Article 3. **Officers**

Section 1. The officers of this organization shall be the Chair, Vice-Chair, Vice-Chair Elect, and Secretary. Succession to the Vice-Chair and Chair shall be automatic from the office of Vice-Chair Elect, unless an office is vacated. The term of office for the Chair, Vice-Chair, and Vice-Chair Elect shall be for one year.

Section 2. The term of office for the Secretary shall be for two years, with each term beginning in even-numbered years.

Article 4. **Duties of Officers**

Section 1. The Chair shall prepare the agenda for business meetings, preside at those meetings, and serve as the Division's representative on the SSCA Executive Board. The Chair shall appoint ad hoc committees as needed. The Chair is the chief officer of the Division and gives leadership to the Division.

Section 2. The Vice-Chair, in cooperation with the Chair and appropriate committees, shall be responsible for the overall planning of convention programs sponsored by this Division. The Vice-Chair is responsible for the Division's "Call for Papers" for the upcoming convention. The Vice-Chair coordinates the Division's plans for competitive papers and panels, solicits programs, and identifies chairs and respondents as necessary.

Section 3. The Vice-Chair Elect shall work with the Vice-Chair in the planning of the convention program and otherwise assist the Chair and Vice-Chair as needed.

Section 4. The Secretary shall take minutes of business meetings of this organization, serve as its official correspondent, and keep other organizational records.

Article 5. **Committees**

Section 1. The officers of this organization shall constitute the Executive Committee of the organization.

Section 2. Between meetings of the Division, the Executive Committee is empowered to act as necessary in the name of the Division, subject to review of those actions at a business meeting.

Section 3. The Nominating Committee, elected at the annual meeting, shall be responsible for proposing candidates for each position to be filled and for executing an election.

Section 4. An awards committee may be elected or appointed at a business meeting to nominate Division members for special awards of the Association.

Section 5. 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 6. **Meetings**

Section 1. An annual business meeting shall be held at the time and place designated by the SSCA vice-president and listed in the SSCA convention program.

Section 2. Additional meetings, or meetings of the Executive Committee, shall be scheduled as necessary by the Chair.

Article 7. **Paper Review Process**

Section 1. The Vice-Chair shall select at least three reviewers to read and evaluate the submitted papers and programs using a system of blind review. Papers are assigned to reviewers to eliminate bias. At least two reviewers rate and rank each paper and indicate whether it should be accepted. The Vice-Chair is responsible for averaging the ratings and rankings, for breaking tie votes, and for the final selection of papers and panels. The Vice-Chair is responsible for identifying the top paper, which is given an award by the Division. When the award is monetary or a plaque, the Executive Director of the Association is notified.

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

Article 8. **Elections**

Section 1. The Officers and Representatives of the Division shall be elected in a written ballot vote of the members attending the annual business meeting of the Communication Theory

Division. The nominating committee shall identify a slate of candidates for the appropriate offices. At the annual business meeting, nominations will be taken from the floor for each office. The nominee receiving the highest number of votes will be elected to the office in question.

Section 2. The Vice-Chair Elect shall be elected each year and will assume office at the end of the next annual meeting. The Secretary will be elected in odd-numbered years to assume office at the beginning of the next year's annual meeting. The Division's representative to the SSCA Nominating Committee will be elected in even-numbered years to assume office at the beginning of the next year's annual meeting.

Section 3. At the annual business meeting, each member may write up to three names of members on a ballot as nominees for the Division Nominating Committee. These ballots will be tallied by members of the outgoing Nominating Committee and the results announced at the business meeting. The three members receiving the largest number of votes will constitute the nominating committee for the following year with the person receiving the highest number of votes serving as committee chair. No member may serve on the nominating committee two successive years.

Section 4. A vacancy in any office shall be filled by the Executive Committee until the next business meeting at which time an election shall take place. A person so elected shall serve the remaining term for that office.

Article 9. **Quorum**

A quorum of ten members, including two officers, attending an official business meeting of the Division will be sufficient to conduct the business of this organization. In the absence of a quorum, those present may authorize another meeting or a mailing to conduct Division business. If a quorum fails to appear at two successive annual meetings, the Executive Committee shall consider dissolution of the Division.

Article 10. **Amendments**

Section 1. The Bylaws of the Communication Theory Division may be amended at any annual convention by a two-thirds majority of members present and voting. Amendments must be submitted in writing to the Secretary and circulated among the membership at least one month in advance of the scheduled convention at which they will be voted upon. Publication in a Division or Association newsletter shall constitute circulation to the membership.

Section 2. In case of emergency, as determined by the Executive Committee or the membership, a unanimous vote of those present at a business meeting, a quorum being present, shall be sufficient to amend these bylaws.

Section 3. At any annual meeting those present may, by majority vote, adopt standing rules consistent in principle with these Bylaws.

Article 11. **Parliamentary Authority**

In all cases not covered by these Bylaws or by any Standing Rules adopted by the Division, the current edition of *Sturgis Standard Code of Parliamentary Procedure* shall be consulted. A parliamentarian may be appointed by the Chair with the advice and consent of the Executive Committee.