

INSTRUCTIONAL DEVELOPMENT DIVISION
SOUTHERN STATES COMMUNICATION ASSOCIATION

BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the Speech Education Interest Group, hereafter referred to as the SEIG.

ARTICLE II: PURPOSE

The purpose of this organization shall be:

A. To serve as the component of the Southern Speech Communication Association, hereafter referred to as the SSCA, with specific interest and expertise in teacher education, curriculum development, instructional and learning strategies, and the teaching of speech communication at all academic levels and in various academic and non-academic settings

B. To encourage the sharing of experiences, ideas, research, and materials pertaining to the areas enumerated in IIA.

ARTICLE III: MEMBERSHIP

Membership is open to any current member of the SSCA. It may be secured by designating the SEIG as the component one wishes to affiliate with at the time of annual enrollment in the SSCA.

ARTICLE IV: OFFICERS

Section 1. Officers: The Executive Officers shall be the Chair, Vice Chair, Vice-Chair-Elect, and Secretary.

Section 2. Qualifications: Any SSCA member who has been a member of the SEIG for one full year prior to nomination, and who resides in or is employed in one of the states represented in the SSCA, may serve as an officer.

Section 3. Succession: The Vice Chair and Vice Chair-Elect automatically shall succeed to the next highest office at the end of their terms in office.

Section 4. Selection: Two names shall be presented on a printed ballot at each annual meeting of the SSCA for Vice Chair-Elect, and every third year for Secretary, by the Nominating Committee.

Section 5. Vacancies in Office: When a vacancy occurs in the Chair or Vice Chair within sixty days following the annual SSCA meeting, automatic succession shall occur but these Vice Chair shall be responsible for planning all of the SEIG programs for the next SSCA convention. At the next annual meeting, two nominees for each of the offices of Vice Chair and Vice Chair-Elect shall be presented by the Nominating Committee. When a vacancy occurs after sixty days following the annual meeting, automatic succession shall occur but officers shall fulfill the obligations of their former office for the remainder of the year and then shall serve a full term the next year as Chair or Vice Chair. When a vacancy occurs in the office of Secretary, the Executive Officers shall appoint a temporary secretary and the Nominating Committee shall propose two names for a new Secretary at the next annual SSCA meeting. If all of the Executive Offices become vacant simultaneously, the Nominating Committee shall be empowered to fill the positions for the remainder of the year with temporary officers.

Section 6. Duties:

A. The Chair shall serve as the SEIG's official representative at all the SSCA functions; preside at all SEIG business meetings; appoint special committees not otherwise chosen; direct the secretary to handle correspondence deemed necessary and proper to the office; and advise committee chairpersons of their yearly responsibilities.

B. The Vice Chair shall be responsible for choosing the SEIG program theme for the annual SSCA convention; shall plan and coordinate convention programs, with the exception of the one planned by the Vice-Chair-Elect; and conduct SEIG in the absence of the Chair and Vice Chair.

C. The Vice-Chair-Elect shall plan one convention program and report the plans and participants to the Vice Chair at a time designated by the Vice Chair; propose a theme or program for the SEIG convention program one year prior to that convention; and conduct business meetings of the SEIG in the absence of the Chair and Vice Chair.

D. The Secretary shall be responsible for keeping official minutes of all SEIG business meetings and for printing and distributing these minutes at the next annual SSCA convention to SEIG members present at the business meetings; handle official correspondence designated by the Chair; maintain a list of current SEIG members in conjunction with the SSCA Executive Secretary; maintain file of minutes and committee reports of the SEIG; and if funds are available, provide a newsletter to SEIG members each year.

Section 7. Removal from Office: Any officer who fails to fulfill the obligations of his or her office, or whose actions bring discredit upon the office, SEIG, or SSCA may be removed from office by a two-third's vote of the members attending a regular or special meeting of the SEIG.

ARTICLE V. MEETINGS

At least one annual business meeting shall be held at a time and place announced in the SSCA convention program. Special meetings may be called at the discretion of the current Executive Officers but must be announced either at a regular business meeting at least twenty-four hours prior to the meeting; or in a printed SSCA convention program or official addendum to the program; or a newsletter sent to all SEIG members at least thirty days before the proposed meeting time.

ARTICLE IV. COMMITTEES

Section 1. Standing Committees: The Standing Committees are:

A. The Executive Committee, consisting of the elected officers of the SEIG who shall determine the agenda for business meetings, advise the Chair on matters pertaining to the SEIG between annual meetings, and recommend special committees when the need for them arises between annual meetings.

B. The Governance Committee, consisting of three members serving three years staggered terms, which shall review and recommend changes in the Bylaws or of matters pertaining to SEIG governance.

C. The Nominating Committee, consisting of three members elected annually by secret ballot containing at least six names of members representing six different institutions in at least six different states. Members of this committee may not be nominated for an executive office during their year of active service on the committee. Members may not serve two consecutive terms on the committee. This committee shall prepare an annual printed ballot with the names of two candidates, who have agreed to serve, if elected, for each office or position on a standing committee. The chairperson of this committee shall be responsible for duplicating the ballot in sufficient numbers to provide one for each SEIG member at the annual meeting. Each year an SEIG member may be nominated for only one office or standing committee by the Nominating Committee.

Section 2. Special Committees: Special Committees may be proposed by any member of SEIG at any regular or special SEIG business meeting. If accepted by a majority vote, the special committees shall be appointed by the Chair unless otherwise directed in the original motion. When the need for special committees arises between annual meetings the Executive Committee may vote to form them. However, if the committees will function beyond the next annual meeting they must be approved by the membership at that meeting.

Section 3. Quorum for Committees: Normally, special and standing committees will conduct most of their business through mail or by telephone. In these cases, the chair must secure the vote of each member on the committee when decisions are to be made by the committee. When committees meet face-to-face, a quorum shall be a majority of the members. A majority vote of all committee members is required for all committee decisions.

Section 4. Annual Reports: The chairperson of each standing and special committee shall submit a typed report of its activities and recommendations to the Chair at least twenty-four hours before the annual meeting. These reports shall be read or summarized by the annual business meeting and shall be filed with the secretary at the end of the meeting.

ARTICLE VII. ELECTIONS

Section 1. Methods of Nominating: The Nominating Committee shall be responsible for nominating two persons for each vacated executive office. When candidates for standing committees number less than twice the number to be elected, as a result of withdrawals or ineligibility of those selected by the Nominating Committee, the floor shall be open to additional nominees. Otherwise, the floor shall not be open to further nominations for standing committees at annual meetings.

Section 2. Time and Method of Election: Annual election of officers shall occur at the final business meeting of the SEIG at the annual SSCA convention. Printed ballots shall be provided by the chairperson of the Nominating Committee.

Section 3. Vote Necessary to Elect: A simple majority of the ballots cast for each position shall be necessary to elect to any SEIG office or committee. If a tie for any position results, the tellers shall present the Chair with slips of folded paper containing the names of the tied candidates. By drawing one of the

slips, the Chair shall determine the winner. When candidates are nominated from the floor and more than two candidates are nominated for a position, if no candidate receives a majority on the first vote, additional secret ballots shall be taken. The person receiving the lowest vote after each ballot shall be dropped until one candidate receives a majority vote. If enough ballots for runoff elections are not available, tellers may distribute blank sheets of paper on which the candidate's name may be printed or written.

ARTICLE VIII. QUORUM

A quorum for all regular business meetings shall be the total members present, provided at least twelve members are present. A quorum for special meetings shall be twenty members.

ARTICLE IX. AMENDMENTS

These bylaws may be amended at any regular business meeting by a two-thirds vote of the members present, provided a printed copy of the proposed amendment is given to members attending an SEIG business meeting at least twenty-four hours prior to the vote, or by a majority vote of all current members in a mail ballot conducted by the Secretary.

ARTICLE X. PARLIAMENTARY AUTHORITY

The parliamentary authority for the SEIG shall be the most recent edition of Sturgis Standard Guide of Parliamentary Procedure.

ARTICLE XI. IMPLEMENTATION

These bylaws shall become effective immediately upon their adoption by a two-thirds vote of the members present and voting at a regular business meeting of the SEIG.

AS ADOPTED 1979