

Popular Communication Division
Southern States Communication Association
By-Laws
(Amended March, 2000)

ARTICLE 1: NAME AND PURPOSE

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

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

ARTICLE 2: MEMBERSHIP

Any member of SSCA may affiliate with the Popular Communication Division. Only members who have registered affiliation with the SSCA Executive Director 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 a 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, Secretary, SSCA Nominating Committee Member, and SSCA Web Representative. The term of office for Chair, Vice Chair, and Vice Chair-Elect shall be one year. The SSCA Nominating Committee Member, Web Representative, and Secretary shall hold office for two years. 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. The Chair 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. The Vice-Chair 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 is responsible for the Division newsletter, recruiting divisional members, and putting forth a slate of officers for the annual election.

Section 5. The Secretary shall record the minutes of each business meeting of the Division and of its Executive Committee. The Secretary shall keep the Division records, channel appropriate information to *Connections*, and otherwise publicize the work of the Division.

Section 6. SSCA Nominating Committee Member shall serve as the Division's Representative to the SSCA Nominating Committee and serve a two year term. The election of the officer occurs in odd numbered years and service begins in even numbered years.

Section 7. SSCA Web Representative shall provide accurate and current information to the SSCA Web Administrator about division officers and division activities.

ARTICLE 5. ELECTIONS

Section 1. At an annual business meeting the members of the Division shall elect officers from nominations received by the Vice Chair-Elect.

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

Section 3. In the 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 or SSCA Web Representative 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 Vice Chair-Elect, acting as chair, and two other members of the Division, appointed by the Executive Committee. The Committee is charged with soliciting nominations for Division officers.

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 the Top Paper and/or a top student paper to be recognized by the Association.

ARTICLE 8. AMENDMENTS

Section 1. The By-Laws of the Popular Communication 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 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 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 any regularly scheduled and announced meetings of the division shall constitute a quorum.