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**Section 3:** The divisional Secretary will be selected by the membership and serve a one-year term. This individual will be responsible for recording the minutes of the division's annual meeting and then formally editing and submitting those records to the SSCA Executive Office for inclusion in Connections. An individual may serve an unlimited number of terms as Secretary if the membership so agrees.

**Section 4:** Other positions may be initiated and approved (e.g. a web editor) as needed based upon a majority vote of those present at the division's annual meeting held in coordination with the SSCA Convention.

**Section 5:** Officers will assume their duties immediately upon election. In the event an elected office is vacated, a special election may be held to fill the position through an online or paper ballot submitted to the divisional membership.

**Section 6:** Officer elections shall be conducted at the division's annual meeting. Nominations may be accepted prior to the convention and forwarded to the chair in written form. Nomination submissions must include the individuals name, institutional address, contact numbers/emails, and confirmation of that person's willingness to serve if elected. Additional officer nominations may be made from the floor. A minimum of 5 Community College Division members must in attendance at the annual business meeting for voting to occur. In the absence of a quorum, the officers may be elected via a mail in or online ballot conducted within 30 days after the business meeting convened or those in attendance may allow the current Chair to appoint a divisional representative to attend the planning meeting. The representative will be charged with attending the meeting, taking notes, and gathering all relevant materials for use by the individual eventually elected Vice Chair.

**ARTICLE VI: GOVERNANCE**

**Section 1:** The regular business meeting of the Community College Division shall be held during the annual SSCA convention at a predetermined time listed in the official meeting program.

**Section 2:** In the event the Chair is unable to attend the business meetings or divisional meeting, an alternate may be appointed by the Chair, Vice Chair, or Secretary to represent the division at those events and report on major issues of concern to the membership.

**Constitution of the Community College Division of the Southern States  
Communication Association**

**ARTICLE I: NAME**

The name of the organization shall be the Community College Division of the Southern States Communication Association, hereafter referred to as SSCA.

**ARTICLE II: PURPOSE**

The purpose of this organization is to encourage the growth and development of community college scholarship and participation in the leadership of SSCA and the communication discipline as a whole.

**ARTICLE III: PHILOSOPHY**

The division is a unit of the Southern States Communication Association and represents the interests of 2-year faculty, students, and institutions throughout the Southeast. Division membership is open to all. The organization supports a wide array of scholarly approaches and perspectives that focus upon the promotion of academic excellence and personal enrichment both inside and outside the boundaries of the traditional classroom environment.

**ARTICLE IV: MEMBERSHIP**

Members of SSCA who desire to support the community college division's mission to promote lifelong learning and the value of a diverse collection of scholarly endeavors are welcome to join the organization and attend its meetings.

**ARTICLE V: OFFICERS**

A division Chair and Vice-Chair shall be selected by the membership during its annual meeting each spring.

Section 1: The vice-chair will generate annual the call for programs and panel proposals, rank/select the programs for inclusion in the convention program, and notify submitters concerning the disposition of their program and paper proposals in a timely manner. A vice chair elect will be selected and ascend to the Vice Chair position during the following year's convention.

Section 2: The Division Chair shall preside over the annual division meeting and coordinate other organizational activities in tandem with the Vice chair and the division's general membership. The Vice-Chair will serve as Chair during their 3rd year as an officer. No individual may serve more than two consecutive terms as Division Chair within a 6-year period. The 3-year cycle for divisional officers is vice chair elect, vice chair, and chair.