

# INTERPERSONAL COMMUNICATION DIVISION SOUTHERN STATES COMMUNICATION ASSOCIATION BY-LAWS

## ARTICLE I: NAME

This organization shall be called Interpersonal Communication Division of the Southern States Communication Association.

## ARTICLE II: PURPOSE

The purpose of this organization shall be to foster teaching, research, service, and dialog to enhance the understanding and utilization of interpersonal communication. The Division values diversity, equity, inclusion, and access by committing to creating safe and welcoming spaces and practices for all persons regardless of race, ethnicity, gender, nationality, ability, sexuality, citizenship, age, religious affiliation, and academic positionality.

## ARTICLE III: 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.

As members of the Interpersonal Communication Division of the Southern States Communication Association, we abide by each section of the SSCA Code of Ethics.

## ARTICLE IV: OFFICERS

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 all officer positions shall be for one year.

## ARTICLE V: DUTIES OF OFFICERS

**Section 1.** The Chair is the chief officer of the Division and provides leadership for the Division. She/he shall prepare the agenda for business meetings, serve as the Division's representative on the SSCA Executive Council, and be responsible to the President of the Association.

**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 the Division. The Vice Chair is responsible for the Division's "Call for Papers" prior to each convention. He/she coordinates the Division's plans for competitive papers and panels, soliciting programs, 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 at the business meetings of the organization, serve as the Division's official correspondent, and keep all organizational records accessible to members of the Executive Committee. She/he shall submit news or announcements about the Division to the *Connections* publication of SSCA and/or the Strategic Communication Director of SSCA, and oversee divisional publications.

## **ARTICLE VI: COMMITTEES**

**Section 1.** The Executive Committee shall consist of the officers of the Division. It is authorized to act between annual meetings regarding organizational business. These actions will be reported at the next annual business meeting.

**Section 2.** Special Committees shall be appointed by the Chair as needed with the advice and consent of the Executive Committee. The membership may create a Special Committee with the support of the majority vote of the membership.

## **ARTICLE VII: 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 convention program.

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

## **ARTICLE VIII: PAPER REVIEW PROCESS**

**Section 1.** The Vice Chair shall select three or more reviewers to assist with the evaluation process. Members shall be encouraged to volunteer for reviewing submissions at the annual business meeting.

**Section 2.** All competitive papers should receive an anonymous review by at least two, but preferably three, members of the Division.

**Section 3.** Panel proposals do not require an anonymous review and thus, names of presenters and affiliations should be included in the panel description. Panel proposals will be reviewed by at least two, but preferably three, members of the Division.

**Section 4.** The Vice Chair shall be responsible for developing invited panels and possible spotlight programs to improve the quality and diversity of the Division programs.

**Section 5.** The Division supports the Association's Bostrom Young Scholars Award and shall forward high-quality student papers to SSCA for consideration in that competition.

## **ARTICLE IX: ELECTIONS**

**Section 1.** Elections shall be conducted at the annual business meeting.

**Section 2.** Elections shall be conducted by paper ballot or electronic voting system (e.g., online poll).

**Section 3.** Elections shall be decided by a simple majority of the votes cast by members of the Division present at the time of voting. No quorum is needed.

## **ARTICLE X: PARLIAMENTARY PROCEDURE**

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

**ARTICLE XI: QUORUM**

At least ten members of the Division, including two officers, must be present for the transaction of business at any annual meeting.

**ARTICLE XII: AMENDMENTS**

**Section 1.** These By-Laws may be amended at any annual business meeting by a two-thirds majority of members present and voting if the published amendment is circulated among members one month prior to the meeting.

**Section 2.** In case of an emergency approved by the Executive Committee, an amendment may be approved by a unanimous vote of the members present at the annual business meeting.

PRESENTED FOR APPROVAL AND RETURNED TO COMMITTEE FOR REVISION AT THE ANNUAL BUSINESS MEETING IN MEMPHIS, TENNESSEE, MARCH, 1996

ADOPTED AS REVISED BY THE INTERPERSONAL COMMUNICATION DIVISION AT THE ANNUAL BUSINESS MEETING IN SAVANNAH, GEORGIA, APRIL, 1997

ADOPTED AS REVISED BY THE INTERPERSONAL COMMUNICATION DIVISION AT THE ANNUAL BUSINESS MEETING IN NORFOLK, VIRGINIA (online), APRIL, 2021

ADOPTED AS REVISED BY THE INTERPERSONAL COMMUNICATION DIVISION AT THE ANNUAL BUSINESS MEETING IN GREENVILLE, SOUTH CAROLINA, APRIL, 2022