

African American Communication Division



Division Bylaws

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ARTICLE 1: NAME AND PURPOSE

Section 1: Name. This division of the Southern States Communication Association shall be named the African American Communication Division.

Section 2: Purpose. The purpose of the African American Communication Division is to support and promote research that spans methodological perspectives and emphasizes the experiences and realities of African American people(s).

ARTICLE 2: MEMBERSHIP

Section 1: Affiliation. Those registered with the Southern States Communication Association and who have selected the African American Communication Division as an affiliation during membership registration shall be considered a member of the Division.

Section 2: Inclusivity. While the African American Communication Division is committed to creating an intellectual space for promoting Communication Studies scholarship attendant to the issues faced by African American people(s), no individuals currently registered with the Southern States Communication Association and affiliated with the African American Communication Division will be prevented from participation within the Division due to race.

Section 3: Voting. Only those with current membership status with the Southern States Communication Association and affiliation with the African American Communication Division may hold an Executive Officer position and have voting privileges.

ARTICLE 3: MEETINGS

Section 1: Business Meeting. Each year the Southern States Communication Association holds a conference, the African American Communication Division shall hold a business meeting on the day and at the time designated in the convention program.

Section 2: Officer Meetings. The Chair of the Division may, as needed, call for additional meetings with the Division's Executive Officers beyond the business meeting. These meetings may be held in person or online.

ARTICLE 4: OFFICERS

Section 1: Executive Officers. The Executive Officers of the African American Communication Division shall consist of the Chair, Vice Chair, Vice Chair Elect, Executive Assistant, and the Immediate Past Chair.

Section 2: Elected Positions. The Vice Chair Elect and Executive Assistant will be elected at the annual business meeting and shall assume their roles at the conclusion of the business meeting.

Section 3: Succession. At the conclusion of the annual business meeting, the following officers shall succeed to the following positions: Vice Chair Elect to Vice Chair, Vice Chair to Chair, and Chair to Immediate Past Chair. The Executive Assistant does not succeed to another position following the conclusion of the annual business meeting and shall serve a two-year term.

ARTICLE 5: OFFICER RESPONSIBILITIES

Section 1: Chair. The Chair shall hold the following responsibilities: preparing the agenda for business meetings; presiding over the business meeting and other meetings as needed; serve as the representative for the division; and provide leadership on issues as they arise.

Section 2: Vice Chair. The Vice Chair shall serve as the Division's Program Planner for the upcoming annual convention. Their responsibilities shall include the following: assembling panels, including a top paper panel; recruiting and assigning reviewers, respondents, and chairs for submissions to the Division; and creating and circulating a call for submissions in coordination with the Division's chair; create and circulate a call for the New Investigator in African American Communication Award in coordination with the Chair.

Section 3: Vice Chair Elect. The Vice Chair Elect shall shadow the Vice Chair in preparation for assuming the role of Vice Chair in the following year. The responsibilities of the Vice Chair shall also include the following: maintaining a list of current and former Division Executive Officers; and maintaining a list of current and former award winners.

Section 4: Executive Assistant. The Executive Assistant shall record the minutes from the business meeting at the annual convention. The Executive Assistant will also circulate a sign-up form for soliciting new reviewers, respondents, and panel chairs to be shared with the ascending Vice Chair in preparation of program planning for the proceeding conference.

Section 5: Immediate Past Chair. The Immediate Past Chair shall serve on the Southern States Communication Association's nominating committee as a representative of the Division.

ARTICLE 6: ELECTIONS

Section 1: Nominations. Candidates for an Executive Officer position may be nominated or self-nominated during the Division's annual business meeting. If an individual self-nominates they shall be considered a candidate for the office position they self-nominated for. If an individual is nominated, and accepts nomination, they shall be considered a candidate for the position they were nominated for.

Section 2: Ballots. Should there be more than one candidate for an Executive Officer position, voting shall be conducted through secret ballot. The Division's Chair, who cannot vote in Executive Officer elections, shall collect before announcing the results with the assistance of the Executive Assistant.

Section 3: Ties. In the event of a tie, the Division's Chair shall cast the tie-breaking vote.

ARTICLE 7: COMMITTEES

Section 1: Award Committee. The Chair, Vice Chair, and Vice Chair Elect shall be responsible for selecting the recipient of the New Investigator in African American Communication Award.

Section 2: Ad Hoc Committees. Temporary committees shall be assembled by the Division's Chair to address special interests and topics as they arise, including the appointment of an ad hoc committee chair. The chair of these special committees, which shall consist of no more than three members from those registered with the Southern States Communication Association and affiliated with the African American Communication Division, shall report directly to the division's Chair, and may be asked to provide a report during the annual business meeting.

ARTICLE 8: SUBMISSION REVIEW PROCESS

Section 1: Program Planning. The Vice Chair, who will also serve as the Division's Program Planner, shall review submissions to ensure that they fit within the Division's aims and scope before assigning them to at least two reviewers.

Section 2: Top Paper Awards. Based on reviewer scores and comments, the Vice Chair will program at least one top paper panel, naming top student and top faculty paper. The top student and faculty paper will be acknowledged at the Division's annual business meeting.

Section 3: Guidelines for Reviewing Submissions. The Vice Chair, as the Division's Program Planner, shall follow the submission and review protocol as expressed by the Southern States Communication Association's 1st Vice President and Convention Planner.

ARTICLE 9: THE NEW INVESTIGATOR IN AFRICAN AMERICAN STUDIES AWARD

Section 1: Selection. The Award Committee shall select a recipient of the New Investigator in African American Studies Award from nominated applicants, including self-nominations. Award winners will be honored during the business meeting.

Section 2: Criteria. Nominees must meet the following criteria: they must be a member of the Southern States Communication Association and affiliated with the African American Communication Division at the time of nomination; they must be early career scholars (no more than 6 years out from having earned a Ph.D.); and demonstrate a strong commitment to studying issues faced by African American people from a Communication perspective.

Section 3: Application Materials. Nomination packets shall include the following: (1) a single-spaced one-page cover letter summarizing why the nominee should be considered for the award; (2) one support letter from a colleague, mentor, or administrator; (3) the nominee's updated CV; (4) and at least one representative publication in PDF format.

ARTICLE 10: QUORUM

Section 1: Attendance. At least 5 members of the Division, including three of its officers, must be present for the transaction of business at any Rules adopted by the Division annual meeting. In the absence of a quorum, those present may authorize self-nominations for the election of new officers.

ARTICLE 11: AMENDMENTS

Section 1: Bylaw Amendments. The Division's by-laws shall only be amended through a two-thirds majority of those currently registered with the Southern States Communication Association and affiliated with the African American Communication Division.

Section 2: Notice. The Chair shall submit a proposed by-law amendment to the Division's membership within 30 days prior to voting on the proposed amendment. Voting shall take place online through an anonymous ballot. The ballot shall stay open for 30 days.