

# **Health Communication Division Bylaws**

## **SOUTHERN STATES COMMUNICATION ASSOCIATION**

### **ARTICLE I: NAME**

This organization shall be called the Health 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 health 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.

### **ARTICLE IV: OFFICERS**

The officers of this organization shall be the Chair, Vice Chair, Vice Chair-Elect, Secretary, and Graduate Student Representative. 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 the Chair, Vice Chair, and Vice Chair-Elect, and Graduate Student Representative shall be for one year. The term of office for the Secretary shall be for two years.

### **ARTICLE V: 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 VI: DUTIES OF OFFICERS**

**Section 1.** The Chair is the chief officer of the Division and provides leadership for the Division. They 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. They coordinate 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, chair the nominating committee, 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. They 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.

**Section 5.** The Graduate Student Representative shall represent the interests of the graduate students to the division and promote graduate student engagement.

## 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 members of the divisions as reviewers to assist with reading and evaluating the submitted papers using a system of blind review. Members shall be encouraged to volunteer to review submissions at the annual business meeting.

**Section 2.** All competitive papers should receive a blind review from at least two, but preferably three, reviewers. Papers are assigned to reviewers to eliminate bias. At least two reviewers rate and rank each paper and indicate whether it should be accepted.

**Section 3.** Panel proposals do not require a blind 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, reviewers who will rate and rank each panel, and indicate whether it should be accepted.

**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 Vice Chair is responsible for averaging the ratings and ranking, for breaking tie votes, and for the final selection of papers and panels. The Vice Chair is responsible for identifying the top paper(s), which is given an award by the Division. When the award is monetary or a plaque, the Executive Director of the Association is notified.

**Section 6.** 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. Nominations will be taken from the floor at the annual business meeting for each office. The Vice Chair-Elect shall be

elected each year and will assume office at the end of the next annual meeting. The Secretary will be elected in even-numbered years to assume office at the beginning of the next year's annual 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.

**Section 4.** A vacancy in any office shall be filled by the Executive Committee until the next business meeting at which time an election shall take place. A person so elected shall serve the remaining term for that office.

#### **ARTICLE X: PARLIAMENTARY PROCEDURE**

The parliamentary authority for the Division shall be the most recent edition of the American Institute of Parliamentarians Standard Code 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. In the absence of a quorum, those present may authorize another meeting or an electronic mailing to conduct division business. If a quorum fails to appear at two successive annual meetings, the Executive Committee may consider dissolution of the division.

#### **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 AT THE ANNUAL BUSINESS MEETING IN St. Petersburg, FL, April 2023.

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