

# **NCA AFRICAN AMERICAN COMMUNICATION & CULTURE DIVISION**

## **BYLAWS (Passed November, 1999)**

### **Article 1: Name and Purpose**

**Section 1.** The name of this group shall be the African American Communication and Culture Division of the National Communication Association (hereafter, NCA).

**Section 2.** The authority for the operation of this Division is contained in the 1998 documents of the NCA and the taxonomy of NCA microgroups adopted by the Legislative Council at the November, 1995 meeting in San Antonio.

**Section 3.** The purpose of the Division shall be to promote substantive scholarship, creative and innovative teaching, and improved practice of communication about the peoples of Africa and the African Diaspora.

### **Article II: Membership**

**Section 1.** General membership in the Division is open to any member of the NCA who is interested in promoting the Division's purpose.

**Section 2.** Full membership of the Division shall consist of those persons who indicate on the NCA membership application that they desire membership.

### **Article III: Meetings**

**Section 1.** At least one annual, scheduled business meeting shall be held at the time and place of the annual NCA convention.

**Section 2.** Additional meetings may be scheduled as needed by the Executive Committee of the Division.

### **Article IV: Officers and Terms**

**Section 1.** All nominees for Division offices shall be current members of the NCA and shall have been full members of the Division for at least one year prior to nomination.

**Section 2.** The officers of the Division shall be Chair, First Vice Chair, Second Vice Chair, Secretary, Parliamentarian, Treasurer, Newsletter Editor, and Telecommunications Officer.

**Section 3.** The Chair shall serve for one year; shall preside at business meetings and special meetings of the Division; shall, along with the Secretary and

Membership Committee Chair, be responsible for the membership records; shall maintain liaison with all Division Committees and with the NCA National Office; shall lead in the creation of a budget to be presented to the NCA; and shall provide an annual Division report to the membership and the NCA Legislative Council at the national convention that concludes his or her term.

**Section 4.** The Vice Chair shall succeed to the office of Chair after one year of service; shall plan and coordinate the convention programs sponsored by the Division; shall publicize those programs through the joint Division/Black Caucus newsletter, listserv, and/or web page; shall communicate with Division committees about special programs; shall provide a report for the Division membership and incoming vice-chairperson, and shall provide program data on disk and hard copy to the secretary for archiving.

**Section 5.** The Second Vice Chair shall succeed to the office of First Vice Chair after one year of service; shall chair the Committee on Research; shall assist the First Vice Chair with programming when requested; and shall work closely with the secretary to maintain the Division archive.

**Section 6.** The Secretary shall serve for two years; shall provide and circulate the minutes of regular and special meetings; shall maintain a membership database with the assistance of the Division Chair and Membership Committee Chair; and shall work closely with the Second Vice Chair to maintain the Division archive.

**Section 7.** The Parliamentarian shall serve for two years and shall provide the parliamentary authority for the annual meeting and all meetings of the Executive Board.

**Section 8.** The Treasurer shall serve both the Division and the NCA Black Caucus for **two** years; shall maintain separate fiscal accounts for each group; shall assist the Division Chair in preparing the annual budget allocation request from the NCA; and shall administer the total Division budget, including collecting any donations from members, and making necessary disbursements approved by the Executive Committee.

**Section 9.** The Newsletter Editor shall serve both the Division and NCA Black Caucus for two years, and shall solicit information for and prepare a bi-annual newsletter relevant to both groups.

**Section 10.** The Telecommunications Officer shall serve both the Division and NCA Black Caucus for one year; shall coordinate their collaborative online discussion groups and manage their growth; and shall create and/or update Internet pages on the World Wide Web.

**Section 11.** In the case of the incapacity of the Division Chair or First Vice Chair, the progression of officers described in Sections 3 and 4 will apply. For all

other offices, the individual receiving the second highest number of votes will be appointed by the Executive Committee to fill the vacant position. If an individual declines to be appointed, the Executive Committee shall, at its discretion, elect a replacement or establish a nomination and election procedure for so doing.

#### **Article V. Standing Committees**

**Section 1:** The Division officers and chairs of standing committees shall constitute the **Executive Committee** and shall serve as the chief administrative group.

**Section 2:** The immediate past Chair of the Division shall serve as Chair of the **Nominating Committee**. Two additional members shall be elected at the annual convention to serve for one year. The Committee shall present a slate of at least two nominees for the Second Vice-Chair and for each executive and standing committee position as they become vacant: Secretary and Parliamentarian (semi-annually); two Nominating Committee members (annually); Membership Committee Chair (annually). The Nominating Committee Chair shall represent the Division on the Black Caucus nominating committee in order to provide input into the nomination of joint officers.

**Section 3:** The **Program Committee** shall be chaired by the Division Vice Chair and shall assist him or her to review papers and panel submissions. Membership shall consist of the Executive Committee and a minimum of three persons appointed by the Division Vice Chair to serve for one year.

**Section 4:** The **Membership Committee** Chair shall be elected at the annual convention to serve for one year and shall assist the Secretary in maintaining the membership records. The Chair shall appoint no fewer than two additional committee members to assist in this effort, to develop strategies that sustain the group's Divisional status, and to provide other appropriate services and assistance to Division members.

**Section 5:** The **Research Committee** shall be chaired by the Second Vice Chair of the Division. In its initial year, two additional members shall be appointed at the annual convention to serve for one year. Thereafter, the winners of the Division's outstanding publication awards for the previous year shall serve as committee members. The Second Vice Chair of the Black Caucus shall also serve as a member. The Research Committee shall prepare and distribute an annual bibliography of scholarship on African American communication and culture, solicit and evaluate nominees for the Division's distinguished publication awards, and engage in other duties that further the research mission of the Division.

**Section 6. The Chair shall appoint one member each year to serve a two-year term as Division representative on the Black Caucus Standing Committee on Endowment.**

## **Article VI: Elections**

**Section 1.** The Nominating Committee shall prepare a slate of two persons for each vacancy to be filled and distribute it to the membership at the Division business meeting at the annual NCA convention. Additional nominations will be received from the floor at this time.

**Section 2.** Balloting will be conducted at the Division business meeting. Ballots will be counted by a Tellers Committee appointed by the Chair from the members present, and results announced at that time.

**Section 3.** A majority vote of full members attending the annual Division business meeting will elect officers.

## **Article VII: Parliamentary Authority**

In the absence of any provision to the contrary in the Bylaws, all business meetings of the Division and its Committees shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order, Revised.

## **Article VIII: Amendments**

**Section 1.** Amendments to these bylaws may be initiated by a majority of the Executive Committee, by a majority of the full members attending a business meeting, or by a petition addressed to the Chair signed by 25 members of the Division. Any proposed amendment shall be published in Spectra thirty days prior to the annual meeting.

**Section 2.** The adoption of a proposed amendment requires a two-thirds majority vote of those full members present at the annual business meeting of the Division.

**Section 3.** These bylaws shall become effective after the 1999 annual Division business meeting by a majority vote of the full members attending the meeting.

## **Article IX: Dissolution**

Pursuant to Article VII, Section 3 of the NCA Constitution, if membership falls below 300 for two consecutive years, the name of the group will become the African American Communication & Culture Commission. All provisions of the bylaws herein stated shall apply to the Commission.