

**BY-LAWS OF THE BLACK CAUCUS OF THE NATIONAL
COMMUNICATION ASSOCIATION 1998
Revised December 2015**

Article I: Name and Purpose

Section 1. The name of this organization shall be: The Black Caucus (BC) of the National Communication Association (NCA).

Section 2. The By-Laws of the Black Caucus shall serve as the operating principles of the organization. They shall include the organization's purpose, its functions, and its aims. The authority for the operation of this Caucus is contained in the 1984 documents of NCA and the taxonomy of the NCA micro groups adopted by the Legislative Council at the November 1980 meeting in New York.

Section 3. The purpose of the Black Caucus is to:

- 1) Pursue a meaningful presence and representation for its members in NCA through active positions of governance.
- 2) Support Black Caucus members in positioning themselves well as scholars in their respective departments. Thus, the Black Caucus will support its members through providing workshops, conferences and like events and materials that assist members in professional matriculation such as contract negotiation, vita preparation, mentoring and the gaining of tenure and promotion.
- 3) Establish liaison relationships with other Caucuses that have political and/or social issues or concerns deemed relevant by the Caucus membership.
- 4) Support NCA scholars in African Diaspora scholarship in co-organizational linkage with its sister organization, the African American Communication and Culture Division.
- 5) Support African American and African Diaspora communication scholars politically and socially in the discipline.

Article II: Membership

Section 1. General membership in the Black Caucus is open to any member of NCA who is interested in promoting the Black Caucus' purpose.

Section 2. The full membership of the Caucus shall consist of NCA members who attend meetings of the Caucus at the annual NCA convention and those individuals who submit written requests to be members of the Caucus, or who indicate on the NCA membership application the desire for membership.

Article III. Meetings

Section 1. Annually, scheduled meetings shall be held at the time and place of the annual NCA convention.

Section 2.

The Black Caucus may elect to conduct a non—annual summer conference or webinar for its membership and the membership of the African Communication and Culture Division. The division will be consulted in the planning of the meeting but responsibility for the conference shall reside with the Black Caucus members and its Executive Board.

Section 3. Additional meetings, such as to conduct its business, may be scheduled for and by the Executive Board of the Black Caucus, as needed.

Article IV. Officers and Terms

Section 1. The officers of the Black Caucus shall be: Chair, Vice Chair, Vice Chair-elect, Secretary, Treasurer, Parliamentarian, Public Relations Co-Officers (2), and Historian. The Black Caucus shall hold elections at the annual convention for the preceding offices, given termination of the cited lengths of offices. The nomination/election process for joint BC/AACC Division positions will occur at the AACC Division Business Meeting during the annual convention. With the exception of the treasurer, officers of the BC/AACCD shall serve no more than two (2) consecutive terms.

Section 2. The Chair will become an advisory member to the Black Caucus Board for a period of one year post served term.

Section 3. The Chair shall serve for one year; shall preside at business meetings and special meetings of the Caucus; shall be responsible for appointing coordinators and receiving reports from all committees of the Caucus; shall keep liaison with NCA National office; shall coordinate communications with the Caucus Executive Board; when held, shall plan and execute the Summer Conference of the Black Caucus and AACC Division with the assistance of the BC Vice Chair and other officers of the BC Executive Board; shall liaison with the Chair of the Division in planning the content for the Summer Conference, if necessary; shall work with the treasurer to establish and maintain a funding resource for the Caucus; shall provide an annual Black Caucus report toward the close of her/his term; shall preside over elections of Executive Board officers at the annual convention in cooperation with the nominating committee coordinator; shall be authorized to approve financial expenditures of less than \$50 for projects and awards as already approved by the Black Caucus Executive Board, with those approved sums being reported to the Treasurer within 72 hours for reasons of financial accountability. The Chair is an ex-officio member of all Black Caucus committees. The Chair will become an advisory member to the Black Caucus Board for a period of at least one year post served term. In cases of resignation outside of the annual convention, the Chair shall appoint interim officers and coordinators to serve remaining terms of office, per reasonable consultation with Executive Board members.

Section 4. The Vice Chair shall serve for one year; shall coordinate and plan the convention program sponsored by the Caucus in conjunction with the convention programs for the AACC Division; shall plan the summer conference/webinar, if necessary; shall prepare a brochure of programs for the annual convention; shall plan the social activities; shall provide to the Vice Chair-elect of the Black Caucus a report and supporting materials for planning the convention; shall provide program data, on disk and in hard copy, to the secretary for archiving.

Section 5. The Vice Chair-elect shall serve for one year; shall plan the social activities of the Black Caucus particularly during the annual NCA convention; shall work with the Second Vice Chair of the AACC Division to plan joint social activities; shall coordinate with Black Caucus secretary to document and recruit members to the Black Caucus. The Vice Chair-elect shall serve as the liaison to the Past

Chairs Committee; shall assist the committee in its selection of awardees for the AACCD/BC service awards; and shall work with the AACCD Second Vice Chair to ensure that the service award winners receive their awards.

Section 6. The Secretary shall serve for two years; shall prepare and circulate the minutes of regular conference and special meetings of the Black Caucus; shall be primarily responsible for maintaining a list of Black Caucus and AACC Division members; shall, along with the Membership Committee Chair, Black Caucus Chair, and the Chair of the Division maintain that list; shall, pending Black Caucus Board approval, provide a mailing list and labels to those who request it; shall maintain the membership database; shall keep a record of online communications for the Caucus; and shall maintain the Black Caucus archives.

Section 7. The Treasurer shall serve for two years; shall maintain the Black Caucus' fiscal accounts; shall collect any dues or pledges to the Black Caucus; shall devise and implement a fund-raising plan for the Black Caucus; shall make the necessary and approved disbursements; shall provide regular financial reports to the Black Caucus; shall construct the annual budget requests for NCA support consideration; shall serve also as the AACC Division treasurer; shall maintain a separate accounting of funds for both the Black Caucus and AACC Division. This is a joint BC/AACC Division office.

Section 8. The Parliamentarian shall serve for two years; shall ensure that Robert's Rules of Order are maintained in all meetings, and particularly for issues related to motions and voting; shall ensure that order is maintained in all meetings. This is a joint BC/AACC Division office.

Section 9. The two Public Relations Co-Officers shall serve for two years; shall solicit information of interest and use for the purposes of both the Black Caucus and AACC Division; shall prepare and coordinate distribution of newsletter issues four times per year in cooperation with NCA National Office, AACC Division, and Black Caucus Board members and membership; shall create flyers about BC; shall manage and utilize the Caucus's communication mediums, which include the BC website, listserv, webinar, and Yahoo blog; and shall distribute materials about the Caucus before, during, or after our annual meeting at the NCA convention. These are joint BC/AACC Division offices.

Section 10. The Historian shall serve as the keeper of record at Caucus events; shall assist the Public Relations Officer during annual meetings at the NCA Convention, if necessary; and shall serve as the multimedia archivist of Caucus history.

Section 11. The Caucus shall elect an Affirmative Action and Intercaucus Committee (AAIC) representative to serve NCA on behalf of the Black Caucus for a two year term.

Section 12. The immediate Past Chair of the Black Caucus shall serve as the official representative to the NCA Legislative Assembly; shall attend NCA Legislative Council sessions; shall participate actively in the proceedings of the Assembly; shall consult with the Black Caucus Executive Board and members regarding policy issues that come before the Assembly; and shall provide both an oral and a written report to the Black Caucus during the annual NCA convention. Should the immediate past Chair be unable to assume his/her duties, the current Chair, Vice Chair-elect, Secretary, or Treasurer in order of progression, shall serve as the Representative to the Assembly.

Section 13: Each officer shall provide a written report to the BC on the execution of his/her official duties at the annual meeting of the BC at the NCA Convention.

Section 14: The elected officers of the Black Caucus shall comprise the Executive Board of the organization. The elected members of the Executive Board members shall:

- 1) Attend all Executive Board meetings.
- 2) Act in situations which do not warrant a special meeting of the BC.
- 3) Uphold all officer duties and responsibilities vested in the Board.
- 4) Pass on to their successors all official records and reports within one month following the NCA convention; and
- 5) Uphold the fiduciary responsibility vested in the Board.
- 6) Provide a written report to the Black Caucus on the execution of his/her official duties at the annual meeting of the BC at the NCA Convention.

Article V. Vacancies

Section 1. In the case of an unexpected Executive Board vacancy the progression of officers in Sections 2,3 and 4 in Article IV will apply, that is, the Vice Chair assumes as Chair, and the Vice Chair elect as Vice Chair. An election will be held for Vice Chair elect and other positions at the annual convention with the persons receiving the highest vote per available position assuming the position.

Section 2. In situations of vacancy outside of the parameters of the annual meeting a temporary replacement person may be appointed by the Executive Board of the Black Caucus via the Chair with reasonable means of achieving member approval being pursued.

Section 3. No Executive Office of the Black Caucus shall be vacant for a period exceeding one month of a given year.

Section 4. Should a committee Coordinator position become vacant unexpectedly, the Executive Board, under the coordination and authority of the Chair, shall make another appointment taking care to appraise membership of the appointment in a timely and reasonable manner. Membership shall be made aware of new appointments within one month after their occurrence.

Section 5: Resignation by a member of the Black Caucus Executive Board or a Committee Coordinator or head will be submitted to the Executive Board via the Chair in writing. The Executive Board shall accept the resignation of the Chair, should the Chair and the Vice Chair resign. The Executive Board shall appoint a new Chair, Vice Chair and Vice Chair-elect, should these three offices become simultaneously vacant. The newly appointed officers shall serve until a new election is held by the Caucus.

Section 6: Should the performance of any Executive Board or Coordination Committee member be in question, members, board members or affected committee members, shall have the right to call for a referendum on said Officer or Coordinator with cation of office being the potential request.

Article VI. Donations

Donations from the membership in the Black Caucus shall be the recommended sum of \$10 per year, payable at the annual convention meeting or by mail to the Treasurer.

Article VII. Committees

Section 1. In the case of a summer conference or webinar, the summer conference/ webinar committee , in consultation with the Executive Board, shall plan and coordinate a joint conference for the Black Caucus and AACC Division. This includes a call for papers and coordination of political, social and scholarly content for membership.

Section 2. The Research Committee shall be a joint committee of the Caucus and Division. It shall be responsible for generating and coordinating research outlets for members of both organizations.

Section 3. The Steering Committee shall be responsible for generating and planning strategies and programs designed to better position the Black Caucus in NCA.

Section 4. The Nominating Committee of the Black Caucus shall be responsible for generating candidates for offices of the Black Caucus beginning at least one month prior to the Convention; shall gain agreements to run for office from candidates; shall coordinate elections with the Chair of the Black Caucus and Executive Board members; shall serve as volunteers to assist with balloting and ballot counts at the annual convention; and shall consist of the Vice Chair and two current members of the Caucus who are not running for office during that particular time. Nominations for elections will also be accepted from the floor at the annual meeting. The Nominating Committee shall also seek nominations for the Outstanding and Lifetime Service Awards for the next conference year at the annual Business Meeting. The Vice Chair of the Black Caucus shall serve as Chair of the Nominating Committee, and shall annually solicit volunteers for the Nominating Committee at least one month prior to the Convention. Nominations will also be accepted from the floor at the annual meeting. All nominees and elected officers shall be members of NCA at the time of the election.

Section 5. The Student Outreach Committee shall conduct undergraduate and graduate student outreach and serve as the coordinating base for communication departments at colleges and universities to facilitate affiliation with the Black Caucus.

Section 6. The Past Chairs Committee shall consist of past chairs from the Caucus and Division; shall provide advice to the Caucus and Division when necessary; and shall serve as the selection committee for specific awards, if requested.

Article IX. Awards

Section 1: To create a new Caucus award, the Executive Board of the Caucus shall submit its recommendation for a new award to the body of the Caucus at least two (2) times in writing prior to its annual meeting. The award must be voted on at the annual meeting and receive at least 2/3 vote from all attendees.

Section 2: The Vice-Chair Elect shall be responsible for the nomination and election procedures for the Rex Crawley Outstanding Service Award and the Lifetime Service Award. Nomination calls for each award shall be sent out at least twice to Black Caucus and AACCD members prior to the nomination deadline. All nomination materials are required to be made public to all Black Caucus and AACCD board members and the past Chairs. Black Caucus and AACCD board members and past Chairs will vote to select the award recipients based on nomination materials. Votes are to be anonymous.

Section 3: Nominations for each award must include 1) a nomination letter 2) nominee's curriculum vita 3) two to four recommendation letters attesting to the nominee's lifetime of service and/or nominee's service and (3) any additional supporting materials.

Section 4: The Black Caucus and AACCD offer the following service awards: The Lifetime Service Award and The Rex Crawley Service Award. The Lifetime Service Award is given to an individual with a lifetime of service exemplified in both personal and professional pursuits. The award recognizes the contributions made by an active member of NCA who does extraordinary works of social advocacy, community service-, and/or mentoring. The Rex Crawley Service Award recognizes the contributions made by an active member of NCA who does extraordinary works of service. Service is defined as social advocacy, community service-, and/or mentoring.

Article X. Committee on Endowment

The Chair shall appoint one member each year to serve a two-year term as Caucus representative on the AACCD Standing Committee on Endowment. The Committee on Endowment shall enhance the Black Caucus by recommending, in conjunction with the membership, recipients for scholarships, fellowships, and grants for undergraduate and graduate student travel to NCA conventions; and shall recommend ways to support the research and professional development missions of the Black Caucus. This is a joint BC/AACC Division committee.