

**Bylaws of the Master's Education Section  
of the  
National Communication Association**

**Article I: Name**

The following organization shall henceforth be called the "Master's Education Section." It will be referred to as the "Section" for the remainder of these bylaws.

**Article II: Purpose**

The purpose of this organization is to promote dialogue and scholarship engaging issues of Master's level education in the communication disciplines.

**Article III: Membership**

Members of the Section must be members of the National Communication Association (NCA) and should identify their affiliation to the Section when paying dues to NCA.

**Article IV: Definitions**

Six or more members of the Section at an NCA designated meeting must be present at a meeting for a quorum to exist.

Unless otherwise specified, the phrase "majority of the Section" refers to a majority vote of those members present at the meeting in which the vote occurs.

**Article V: Officers**

At minimum, the Section will have a NCA Representative, Chair, Vice Chair, Vice Chair-Elect, and Secretary. The Chair, and Vice Chair will assume their offices according to the order of succession outlined in Article VI. The Vice Chair-Elect and Secretary will be elected by a majority of the Section at the annual convention of the NCA, following the procedures outlined in Article VIII. The Vice-Chair will also serve as the NCA Representative.

Additional Temporary Officers required for the operation of the Section may be elected by a majority of the Section without amendment to these Bylaws. The Chair may appoint a Temporary Officer when necessary to fill a vacancy or otherwise address an emergency situation.

Officers may resign their positions or vacate them by death, but Officers may not be removed except by a majority vote of the Section.

All Officers must be Section members.

Excepting the Secretary, the Officers shall serve a term of the duration between their election or the end of the NCA convention at which they assume office and the end of the next NCA convention.

The Secretary shall serve a renewable two year term from beginning of the Annual Business Meeting in the year after the Secretary's election until the beginning of the second subsequent Annual Business Meeting thereafter.

#### **Article VI: Duties and Responsibilities of the Officers**

The Chair shall establish agendas for and preside over Section meetings, maintain control of the Section treasury, oversee the operation of all committees, report to NCA and the Legislative Assembly as required by the NCA Constitution and Bylaws, and appoint Temporary Officers when needed. Along with the NCA Representative, the Chair shall attend and vote for the Section in Legislative Assembly meetings, except when the Chair is unable to attend or already votes as an at-large member or representative of that unit. As stated in the NCA bylaws, "Vacancies among the representatives of Interest Groups, the four regional associations, the National States Advisory Council and the Association of Communication Administration Executive Committee may be filled in the same manner as the original representative was appointed" (Bylaws, Article 3, Section 5D, effective January 2018). Thus, replacements to legislative assembly may only be made if the Chair resigns his/her position.

The Vice Chair shall engage in the activities and complete the duties associated with planning for the NCA conference of the coming year. In particular, the Vice Chair will cooperate with the First Vice President of NCA as required for planning the conference. The Vice Chair-Elect shall assist the Vice Chair as necessary with planning the NCA conference of the coming year, cooperate with the Second Vice President of NCA as necessary and attend the planning meeting to prepare to plan the conference of the year after that, and prepare for the Office of Chair by becoming familiar with these bylaws and other Section procedures.

The vice chair shall also serve as the NCA representative. NCA Representative shall represent the Section at official NCA functions and meetings. The NCA Representative, along with the Chair, shall attend and vote for the Section in Legislative Assembly meetings. As stated in the NCA bylaws, "Vacancies among the representatives of Interest Groups, the four regional associations, the National States Advisory Council and the Association of Communication Administration Executive Committee may be filled in the same manner as the original representative was appointed" (Bylaws, Article 3, Section 5D, effective January 2018). Thus, replacements to legislative assembly may only be made if the vice chair resigns his/her position.

The Vice Chair-Elect shall assist the Vice Chair as necessary with planning the NCA conference of the coming year, cooperate with the Second Vice President of NCA as necessary to plan a the conference of the year after that, and prepare for the Office of Chair by becoming familiar with these bylaws and other Section procedures. The Vice Chair-Elect shall assume the Office of Vice Chair when the Vice Chair's term expires or when the Vice Chair otherwise vacates the

office. If the Vice Chair-Elect vacates the office before her or his term expires, the Chair, after consultation with the other officers, shall designate a Temporary Officer to fill the position until the Section is able to elect a permanent replacement.

The Secretary will record the minutes at each meeting and distribute copies of the minutes to all members prior to the next meeting.

#### Article VII: **Meetings**

Except in extraordinary circumstances, the Section will hold its Annual Business Meeting every year at the annual convention of NCA. Members are encouraged, but not required, to attend this meeting.

#### Article VIII: **Elections**

Any office that will not be filled by the order of succession established in Article VI will be filled by election at the Annual Business Meeting. Members present at the Annual Business Meeting will nominate candidate for those offices to be filled by election. Self-nominations are allowed. Members may refuse nomination and should be consulted about their willingness to perform prior to the election. Members may be nominated in absentia as long as their willingness to perform can be ascertained.

Nominees will be elected to office by a majority vote of those members present at the meeting.

The Chair will only vote in the case of a tie and will announce the results of the election before the close of the meeting.

#### Article IX: **Committees**

The Section will have the power to establish committees as deemed necessary by a majority of the Section. Committees should report their progress and activities at each Annual Business Meeting. Committees will exercise broad discretion over their own operation, but the Chair will oversee committee procedure, leadership, and membership when necessary. All actions by committees on behalf of the Section should be approved by a majority of the Section.

#### Article X: **Amendments**

Any member may propose an amendment to these bylaws by submitting a text of that amendment to the other members. The proposed amendment must be seconded by at least one other member.

Once a proposed amendment has been submitted and seconded, the Chair will call for a vote.

If the amendment is approved by a majority of the Section, the Chair will announce the passage of the amendment and, in timely fashion, submit a revised copy of the Bylaws to each member.

Unless otherwise specified, the approved amendment will go into effect immediately.

Notes:

On December 18, 2006 the Bylaws were amended as follows:  
“Master’s” will replace all references to “Masters” in the Bylaws.  
The amendment passed unanimously.

On November 21, 2014 the Bylaws were amended as follows:  
The position of Communication Director was created.  
The amendment passed unanimously.

On November 18, 2017 the Bylaws were amended as follows:  
The duties of “NCA representative” are now assigned to the vice-chair.  
Updated to the language regarding legislative assembly attendance were updated to meet the requirements of the new NCA Bylaws (effective 2018)  
The amendments passed unanimously.

On November 9<sup>th</sup>, 2021, the Bylaws were amended as follows:  
Excepting the Secretary, the Officers shall serve a term of the duration between their election or the end of the NCA convention at which they assume office and the end of the next NCA convention.

The Vice Chair shall engage in the activities and complete the duties associated with planning for the NCA conference of the coming year. In particular, the Vice Chair will cooperate with the First Vice President of NCA as required for planning the conference. The Vice Chair-Elect shall assist the Vice Chair as necessary with planning the NCA conference of the coming year, cooperate with the Second Vice President of NCA as necessary and attend the planning meeting to prepare to plan the conference of the year after that, and prepare for the Office of Chair by becoming familiar with these bylaws and other Section procedures.

The amendments passed unanimously.