

BY-LAWS OF THE CARIBBEAN CAUCUS
OF THE NATIONAL COMMUNICATION ASSOCIATION

Mission:

To elucidate the complexities of Caribbean cultures, identities, and histories, and the diaspora, from Caribbean communication perspectives and methodologies.

Article I: Name and Purpose

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

Section 2. The By-Laws of the Caribbean Caucus shall serve as the operating principles of the organization. They shall include the organization's purpose, its functions, and its aims.

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

1. Promote and support Caribbean research and heritage in our discipline and beyond.
2. Highlight the importance, relevance, and value of Communication research about the Caribbean.
3. Build community among Communication scholars working on and interested in Caribbean issues
4. Liaise with other Caucuses in the NCA that have political and/or social issues or concerns relevant to the Caucus activities.
5. Facilitate the decolonization of the discipline by embracing and privileging knowledge, agency, cultures, identities, and histories that do not center North American and European perspectives.
6. Support NCA scholars in African, Indigenous, Asian, Latinx Diaspora, and Creole scholarship pertaining to the Caribbean.

As we seek to fulfill this purpose, the Caribbean Caucus will cultivate research, education, and communiques on a marginalized and historically underrepresented part of the world, and support minoritized and traditionally-underrepresented scholarship. With Communication research often focused on North American and European topics, up until now it has been difficult for scholars in the United States working on Caribbean topics to find support and a dedicated home for their work. The Caribbean Caucus will fill this void.

Article II: Membership

Section 1. General membership in the Caribbean Caucus is open to any member of NCA who is interested in promoting the mission of the Caribbean Caucus.

Section 2. The full membership of the Caucus shall consist of NCA members who indicate on the NCA membership application the desire for membership.

Article III. Meetings

Section 1. At least one annual scheduled 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 Caribbean Caucus. The Caribbean Caucus may elect to conduct professional development offerings such as summer conferences or webinars for its membership.

Section 3. Additional meetings to conduct the business of the Caucus may be scheduled by the Executive Board of the Caribbean Caucus.

Article IV. Officers and Terms

Section 1. All nominees for the Caribbean Caucus offices shall be current members of the NCA.

Section 2. The officers of the Caribbean Caucus shall be: Chair, Vice Chair, Vice Chair-elect, Immediate Past Chair, Secretary, Treasurer, Public Relations Officer, Cultural Advisor, Historian, Affirmative Action Officer, and Parliamentarian. The Caribbean Caucus shall hold elections at the annual convention for the preceding offices, given termination of the cited lengths of offices. During the annual convention, nominations for elected positions will also be accepted from the floor.

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 professional development activities with the assistance of the Vice Chair and other officers of the CC Executive Board; shall work with the treasurer to establish and maintain funding resources for the Caucus; shall provide an annual Caribbean Caucus report toward the close of the term of appointment; 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 Caribbean 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 Caribbean Caucus committees. 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; shall plan professional development activities, if necessary; shall prepare a brochure of programs for the annual convention; shall plan the social activities; shall provide a report and supporting materials for planning the convention to the Vice

Chair-elect of the Caribbean Caucus; and shall provide program data, electronically 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 Caribbean Caucus particularly during the annual NCA convention; shall coordinate with the Caribbean Caucus secretary to recruit members for the Caribbean Caucus. The Vice Chair-elect shall assist the committee in its selection of awardees for the CC service awards; and shall ensure that the service award winners receive their awards.

Section 6. The Immediate Past Chair of the Caribbean 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 Caribbean 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 Caribbean Caucus during the annual NCA convention. Should the Immediate Past Chair be unable to assume their duties, the current Chair, Vice Chair-elect, Secretary, or Treasurer in order of progression, shall serve as the Representative to the Assembly.

Section 7. The Secretary shall serve for two years; shall prepare and circulate the minutes of regular conference and special meetings of the Caribbean Caucus; shall be primarily responsible for maintaining a list of Caribbean Caucus members; shall, along with the Membership Committee Chair and Caribbean Caucus Chair, maintain that membership list/database; shall keep a record of online communications for the Caucus; and shall maintain the Caribbean Caucus archives.

Section 8. The Treasurer shall serve for two years; shall maintain the Caribbean Caucus' fiscal accounts; shall collect any dues or pledges to the Caribbean Caucus; shall devise and implement a fundraising plan for the Caribbean Caucus; shall make the necessary and approved disbursements; shall provide regular financial reports to the Caribbean Caucus; and shall construct the annual budget requests for NCA support consideration.

Section 9. The Public Relation Officer shall serve for two years; shall solicit information of interest and use for the purposes of the Caribbean Caucus; shall prepare and coordinate distribution of newsletter issues four times per year in cooperation with NCA National Office, and Caribbean Caucus Board members and membership; shall create flyers about Caucus activities; shall manage and utilize the Caucus's communication mediums, which include the Caucus' website, listserv; and shall distribute materials about the Caucus before, during, or after our annual meeting at the NCA convention.

Section 10. The Cultural Advisor shall serve for two years. The Cultural Advisor shall be responsible for supporting the cultural work of the Caucus across the Diaspora in furtherance of the mission of the Caucus. This person will also assist with inter-caucus collaborations for events such as joint panels, sessions, mini-conferences seminars, webinars.

Section 11. The Historian shall serve as the keeper of record at Caribbean Caucus events and the NCA convention, as well as serve as the multimedia archivist. The Historian will also be the archivist of the Caucus' history, will maintain a digital archive backed up in a cloud and on a hard drive. The archive will include founding documents, proposals, agendas, meeting minutes, elected officers, etc. This Historian will also be responsible for collaborating with the website manager to maintain and keep up to date all Caucus information and core activities.

Section 12. The Affirmative Action officer shall serve for two years and represent the Caribbean Caucus on NCA's Inclusion, Diversity, Equity & Access (IDEA) Council and on NCA's Affirmative Action and Inter-caucus Committee (AAIC). The Affirmative Action Officer will advocate on behalf of the Caucus at the IDEA Council and AAIC.

Section 13. 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; and shall ensure that order is maintained in all meetings.

Section 13: Each officer shall provide a written report to the Caribbean Caucus on the execution of their official duties at the annual meeting of the Caucus at the NCA Convention.

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

1. Attend all Executive Board meetings.
2. Act in situations which do not warrant a special meeting of the CC.
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;
5. Uphold the fiduciary responsibility vested in the Board; and
6. Provide a written report to the CC on the execution of their official duties at the annual meeting of the CC at the NCA Convention.

Article V. Vacancies

Section 1. In the case of an unexpected Executive Board vacancy, the progression of officers in Sections 3,4 and 5 in Article IV will apply, that is, the Vice Chair assumes the role of 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 Caribbean Caucus via the Chair with reasonable means of achieving member approval being pursued, including using the most appropriate technology of the day,

Section 3. No Executive Office of the Caribbean 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 apprise members 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 Caribbean 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 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.

Article VI. Donations

Mission-focused donations may be accepted or solicited occasionally.

Article VII. Committees

Section 1. The Leadership Cultivation Committee of the Caribbean Caucus shall be responsible for recruiting and supporting candidates who are interested in running for offices of the Caribbean Caucus, beginning at least one month prior to the Convention. The Leadership Cultivation Committee shall gain agreements from candidates to run for office; shall serve as volunteers to assist with balloting and ballot counts at the annual convention; and shall consist of the Immediate Past Chair and two current members of the Caucus who are not running for office during that particular time. The Leadership Cultivation Committee shall also seek nominations for all Caribbean Caucus awards.

Article VIII. Awards

Section 1: To create a new Caucus award, the Executive Board shall submit its recommendation for a new award to the body of the Caucus 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 Immediate Past Chair shall be responsible for the nomination and election procedures for the Research Award, Lifetime Service Award, the Caribbean Diaspora Scholar Award, and the Student Research Award. Nomination calls for each award shall be sent out to

the Caribbean Caucus prior to the nomination deadline. All nomination materials are required to be made public to all Caribbean Caucus board members. Caribbean Caucus Ad Hoc Awards Committee members 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 body of work or service (depending on the award)
4. any additional supporting materials.

Section 4: The Caribbean Caucus offers the following awards: Research Award, Lifetime Service Award, Caribbean Diaspora Scholar Award, and the Student Research Award. The Research Award recognizes the extraordinary contributions in the field of research made by an active member of NCA. 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 work related to the Caribbean in the field of education, social/political advocacy, community service, and/or mentoring. The Caribbean Diaspora Award recognizes the contributions made by an active member of NCA who does extraordinary work to champion the Caribbean Diaspora. The Student Research Award recognizes exceptional research by an active student member of NCA whose work centers on the Caribbean and/or its Diaspora.