

**National Communication Association
Caucus on Lesbian, Gay, Bisexual, Transgender, and Queer Concerns
CONSTITUTION AND BYLAWS**

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ARTICLE I: Name.

Section 1. The name of this group shall be the Caucus on Lesbian, Gay, Bisexual, Transgender, and Queer Concerns of the National Communication Association.

Section 2. The purpose of this caucus is to serve as the advocacy arm of the lesbian, gay, bisexual, and transgender efforts in the National Communication Association. Specific duties of the caucus are to:

- A. Annually bestow the Randy Majors Award.
- B. Help increase membership in the GLBTQ Studies Division of the NCA.
- C. Sponsor an annual forum or panel on a political or advocacy issue at the NCA convention.
- D. Provide mentoring to faculty and students in the discipline.
- E. Assist with job searches, and
- F. Build and maintain relations with other minority caucuses within NCA.

ARTICLE II: Membership

Any member of NCA, in good standing, may declare membership in the Caucus by informing NCA National Office under the conditions and procedures set forth by NCA.

ARTICLE III: Meetings

An annual business meeting shall be held at the time and place of the annual convention of NCA. Additional meetings may be scheduled by the Executive Committee.

ARTICLE IV: Officers

Section 1. The officers of the Caucus shall be Chairperson, Vice Chairperson, Vice Chairperson-Elect, Secretary, Immediate Past Chairperson, Publicity Chairperson, and Representative to the Legislative Assembly.

Section 2. The **Chairperson** of the Caucus, who shall serve for one year, shall preside at the meetings of the Caucus, coordinate the Randy Majors Award, attend the business meeting of the GLBTQ Studies Division, and participate in membership recruitment. The Chairperson shall also represent the Caucus at the NCA Nominating Committee meeting during the NCA convention and throughout the following year, or the Chairperson may choose to assign this duty to the Representative to the Legislative Assembly.

Section 3. The **Vice Chairperson** succeeds to the office of Chairperson in the next election year. This officer is responsible for planning of the convention program, and shall assist the Chair in all duties.

Section 4. The **Vice Chairperson-Elect** succeeds to the office of Vice Chairperson in the next election year.

Section 5. The **Secretary** shall record minutes of the Caucus meetings, submit minutes to the Chairperson prior to the annual meeting, and assist other officers in their duties as requested, for a term of three years.

Section 6. The **Publicity Chairperson** shall maintain or oversee the maintenance of the Caucus Website, and maintain or oversee maintenance of the Division/Caucus listserv, for a term of three years.

Section 7. One individual shall serve as the **Representative to the Legislative Assembly**, as well as the **Diversity Council Representative**, for a term of three years.

Section 8. The Executive Committee shall be empowered to appoint any office vacant for the remainder of the term.

ARTICLE V: Executive Committee

Section 1. The Executive Committee of the Caucus shall consist of the Chairperson, the Vice Chairperson, the Immediate Past Chairperson, the Vice Chairperson Elect, the Secretary, the Publicity Chairperson, and the Representative to the Legislative Assembly (ex-officio, non-voting).

Section 2. The Executive Committee shall act on behalf of the Caucus between annual meetings.

ARTICLE VI: Elections

Section 1. Nominations for officers will be accepted from the floor at the annual meeting, or at any time during the year prior to the annual meeting. The Chair may request nominations via the Caucus listserv prior to the annual meeting.

Section 2. Balloting will be conducted at the annual meeting, and results will be announced at that time. Election shall be by majority vote, and the Chair may appoint an individual or committee to count the ballots.

ARTICLE VII: Program Planning

Program submissions will be selected on the basis of their contributions to the political and advocacy goals of the Caucus and overall scholarly quality. All competitive paper submissions shall include a complete paper, and all competitive panel submissions shall include an abstract.

ARTICLE VIII: Ad Hoc Committees

The Executive Committee is empowered to appoint ad hoc committees as needed. Ad hoc committees shall exist for no longer than one year.

ARTICLE IX: Quorum

A quorum for the annual meeting shall consist of two officers and those additional voting members of the Caucus present at the publicly announced meetings.

ARTICLE X: Parliamentary Authority

All meetings of the Caucus or its subsidiary bodies shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order.

ARTICLE XI: Adoption and Amendment

Section 1. This document was adopted by a 2/3 majority vote of the members present at the 2001 NCA Convention Caucus Business Meeting.

Section 2. Amendments to these bylaws may be initiated by a majority of the Executive Committee, by a majority of the Caucus membership at the business meeting, or by a petition addressed to the Chairperson and signed by 10 members of the Caucus. Any proposed amendment shall be published at least 15 days in advance of the business meeting on the Caucus listserv.

Section 3. The adoption of a proposed amendment requires a 2/3 majority vote of those present at the annual business meeting of the Caucus.