

# By Laws

## BYLAWS OF THE COMMUNICATION AND THE FUTURE INTEREST DIVISION

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### ARTICLE I – Organization

Section 1. The name of this division shall be the “Division on Communication and the Future” of the National Communication Association.

Section 2. The organization may at its pleasure, by a vote of the membership body, change its name.

### ARTICLE II – Purpose

The following is the purpose for which this organization has been organized:

Section 1. The Division on Communication and the Future is dedicated to exploring any aspect of communication and the future, including novel methodologies, new theoretical perspectives, the intersection of communication and technology and uses of technology, communication networks, emergent communication networks, communication and strategic change, pedagogy, and ethics. The Division is committed to excellence in research on both practical and theoretical issues and offers a lively forum for discussion.

### ARTICLE III – Membership

Membership in the organization shall be determined in this manner:

Section 1. General membership in the Division is open to any member of the National Communication Association who is interested in promoting the Division’s purposes.

Section 2. The full membership of the Division shall be those persons who identify themselves as members of the Division on Communication and the Future with their NCA membership.

### ARTICLE IV – Meeting

Section 1. A business meeting shall be held at the time and place of the annual convention of the National Communication Association. Additional meetings may be scheduled by the Executive Committee of the Division.

Section 2. The Secretary shall be responsible for circulating/publishing the minutes of all meetings through the accepted forms of the division, such as email.

### ARTICLE V – Officers, Committees, Duties, and Terms

Section 1. The Officers of the Division shall be the Chair, Vice-Chair, Vice-Chair-elect, Secretary, Immediate Past-Chair, and Graduate Student Representative. These officers constitute the Division’s Executive Committee. The Executive Committee shall serve as the chief administrative authority of the Division between annual business meetings of the Association and the Division. ALL DIVISION OFFICERS SHALL BE MEMBERS OF THE DIVISION

AND ASSOCIATION. Officers will cycle through each position of the executive committee (with the exception of the Graduate Student Representative and Social Chair who hold their respective positions for the course of the year). See chart below:

	Year 1	Year 2	Year 3	Year 4	Year 5
Immediate Past-Chair (IPC)	IPC	—	—	—	—
Chair (C)	C	IPC	—	—	—
Vice-Chair (VC)	VC	C	IPC	—	—
Vice-Chair Elect (VCE)	VCE	VC	C	IPC	—
Secretary (S)	S	VCE	VC	C	IPC
Graduate Student Representative (GSR)	GSR	—	—	—	—
Social Chair (SC)	SC	—	—	—	—

*Table 1 Cycle of Officer Positions*

*Note: Election to the Secretary position is a 5-year commitment that concludes with service as Immediate Past-Chair*

Section 2. The Chair shall preside at business meetings of the Division, and shall work with the Vice-Chair-elect in membership recruitment for the Division. The Chair is responsible for presenting the annual report of Division activities to and as directed by the Legislative Assembly Council. The Chair shall serve a one-year term and will succeed to the office of Immediate Past-Chair in the subsequent year.

Section 3. The Vice-Chair shall, in cooperation and consultation with appropriate officers of the Division and the Association, plan the program for the Communication and the Future Interest Division for the annual NCA convention. The Vice-Chair shall be responsible for administering the evaluation process for papers and panels submitted for competitive evaluation. The Vice-Chair shall also be responsible for planning and submitting preconference proposals to NCA. The Vice-Chair may, with consent of the Vice-Chair Elect, delegate preconference planning to the Vice-Chair Elect. The Vice-Chair shall serve a one-year term and succeed to the office of the Chair in the subsequent year.

Section 4. The Vice-Chair-elect shall serve as a convention submission evaluator. The Vice-Chair-elect shall work with the Chair in membership recruitment for the Division. The Vice-Chair-elect shall serve a one-year term beginning immediately after the close of the convention at which he/she is elected. The Vice-Chair-elect shall succeed to the office of the Vice-Chair in the subsequent year.

Section 5. The Secretary shall serve as the recorder and historian for the Division. The Secretary will prepare and distribute minutes of all Division business meetings and of Executive Committee meetings. The Secretary is also responsible for various communications. The Secretary shall serve a one-year term beginning immediately after the close of the convention at which he/she is elected. The Secretary shall also serve as the Division's representative to the Association's Resolutions Committee.

Section 6. The Immediate Past-Chair shall serve as a representative of the Division on the Association's Nominating Committee, convene and chair the Division's Nominating Committee, and assist other officers of the Division as directed by the Chair.

Section 7. A minimum of five convention submission evaluators shall be appointed by the Division membership. The evaluators shall be appointed at the annual business meeting to serve a one-year term during which they work under the direction of the Vice-Chair to evaluate papers and panels submitted for the following year's convention program.

Section 8: Special and ad-hoc committees ordinarily limited to one year and with specific duties appropriate to the needs of the Division shall be appointed by the Chair, with the advice and consent of the Executive Committee.

Section 9: The Graduate Student Representative serves as a liaison between our graduate student members and the executive committee to ensure that graduate student interests are being represented.

Section 10: The Social Chair shall serve as the social media coordinator and event planner for the Division. The Social Chair will work in coordination with the Executive committee to execute the division's social media strategy as well as organize and coordinate annual recruitment events. The Social Chair shall serve a one-year term beginning immediately after the close of the convention at which he/she elected.

Section 11. The Officers of the Division shall elect (by a simple majority of the Officers) divisional representatives to Legislative Assembly during the previous year's business meeting. The number of representatives shall be determined by the National Office. It is the responsibility of the Chair to report to the National Office who will be acting as the divisional representatives to Legislative Assembly no later than the date required by the National Office. The default Legislative Assembly representatives for the division shall be the Chair and the Immediate Past-Chair if the Officers decide not to have an election.

Section 12. Should any officer become incapacitated, blatantly neglect the responsibilities of their position, or engage in behavior that violates the ethical standards of the CATFD, NCA, or home institution, the executive committee may by majority vote initiate a special election to replace the incapacitated or offending officer. This process shall consist of the following: (1) the executive committee must communicate to CATFD members clearly and without malice the reason for the removal of the officer; (2) the executive committee must provide CATFD members a minimum of 7 days to review the reasons for removal prior to the opening of voting; (3) voting for the officer's removal shall remain open for no less than 7 days; (4) if the officer's removal is successful, then the executive committee shall, at its discretion, elect a replacement or establish a nominating and election procedure for doing so.

## Article VI. Voting

Section 1. At all meetings, except for the election of positions, all votes shall be viva voice.

Section 2. All election votes shall be done by secret ballot with the results displayed to the members at attendance.

Section 3. For all actions of the Division that must be voted upon by the Division outside of the normal Business Meeting, the Secretary shall submit a voting ballot to all members of the Division in good standing via the standard communication channels of the Division and conduct the vote.

Section 3a. Such a voting process must begin with an announcement of a vote with the language of the action clearly stated and communicated to the members of the Division via the standard communication channels of the Division.

Section 3b. After the language of the action has been made available to the membership for no less than 14 days, the voting will open and must remain open for no less than 14 days.

Section 3c. The action shall be approved if the majority of the voting membership votes in the affirmative of the action.

Section 3d. The Chair shall appoint a person responsible for setting up the mechanisms of voting.

#### Article VII. Parliamentary Authority

Section 1. All meetings of the Division, its committees, and other subsidiary bodies, shall be governed by the parliamentary rules and usages contained in the current edition of Roberts' Rules of Order (Revised).

#### Article VIII. Amendments

Section 1. Amendments to these By-Laws may be initiated by a majority of the Executive Committee, by a majority of the Division membership at a business meeting, or by a petition addressed to the Chair and signed by 25 members of the Division.

#### Article IX. Ratification of By-Laws

Section 1. These By-Laws shall become effective after ratification by a majority vote of voting members present at the annual Division business meeting.

Approved in Chicago on November 4, 1999.

Revised in Washington on November 22, 2013.

Revised in Dallas on November 17, 2017.

Revised in Indianapolis on November 6, 2020.