

BYLAWS

DIVISION OF COMMUNICATION ETHICS NATIONAL COMMUNICATION ASSOCIATION

ARTICLE I. NAME, AUTHORITY, AND PURPOSE

Section 1. The name of this group shall be the Division of Communication Ethics (DCE), formerly the Commission on Communication Ethics (CCE).

Section 2. The Division of Communication Ethics exists by authority of the Constitution and By-laws of the National Communication Association (NCA) ratified by the membership in 2003. Formerly, the CCE was established by the Legislative Council of the Speech Communication Association (SCA) at the SCA Convention in November 1984.

Section 3. The purpose of the Division is to promote research and teaching relating to ethical issues and standards in all aspects of human communication and to encourage educational programs that examine communication ethics.

ARTICLE II. MEMBERSHIP

Section 1. General membership in the Division of Communication Ethics is open to any member of NCA who is interested in promoting the Division's purpose.

Section 2. The membership of this Division shall be composed of those persons who attend meetings of the Division at the annual NCA Conventions and those individuals who submit a written request to be a member of the Division or so indicate on their NCA membership application or renewal. A current list of Division membership will be maintained in conjunction with the NCA National Office.

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 Division shall be Immediate Past Chair, Chair, Vice-Chair, Vice-Chair-Elect, Secretary-Treasurer, and Communication Director.

Section 2. The Immediate Past Chair shall serve as Chair of the Awards Committee and as a representative of the DCE in the NCA Legislative Assembly. The Immediate Past Chair shall serve a one-year term.

Section 3. The Chair shall preside at business meetings of the Division, shall represent the DCE in the NCA Legislative Assembly, serve on NCA's Nominating Committee, and perform such other duties as are specified in these Bylaws. The Chair shall serve a one-year term and shall succeed to the office of Immediate Past Chair.

Section 4. The Vice-Chair shall, in cooperation with the appropriate committees, plan the Division programs for the annual NCA Convention. The Vice-Chair shall serve a one-year term and shall succeed to the office of Chair.

Section 5. The Vice-Chair-Elect shall serve as a member of the Paper Selection Committee. The Vice-Chair-Elect shall serve a one-year term and shall succeed to the office of Vice-Chair.

Section 6. The Secretary-Treasurer shall prepare minutes of meetings of the Division and of the Executive Committee, channel appropriate information to Spectra and CRTNET, and perform other customary duties of that office, i.e. providing the annual report on membership as required by NCA. The Secretary-Treasurer shall also maintain an updated copy of the division's bylaws. The secretary shall serve a two-year term.

Section 7. Communication Director shall prepare and distribute the newsletter, *Ethica*, to members of the Division (e.g. paper copy, webpage, email format) and manage digital communication for the division. The Communication Director shall serve a two-year term.

ARTICLE V. ELECTIONS

Section 1. The nominating committee shall consist of the immediate past chair and two members appointed by the present chair. Their charge is to nominate at least one person for each vacancy to be filled.

Section 2. Following the report of the nominating committee at the annual business meeting, and allowing for nomination from the floor, the election shall be conducted by the chair in such a way as to provide for election by majority of those present and voting.

ARTICLE VI. COMMITTEES

Section 1. The Executive Committee of the DCE shall be composed of the Chair, Vice-Chair, Vice-Chair-Elect, Secretary-Treasurer, and Communication Director. The Executive Committee shall serve as chief administrative authority of the DCE between annual business meetings of the Association and Division, with the understanding that all actions taken shall be reported at the Division's annual meetings. In addition, the Executive Committee may prepare statements and respond to inquiries and suggestions from the membership to ensure the DCE is adequately represented in NCA policy matters. All Division members are welcome to submit statements for review. Draft statements will be circulated to the membership for comment, and final statements will be circulated and/or published to the website.

Section 2. Nominating Committee - - See Elections Section 1.

Section 3. The Paper Selection Committee shall consist of at least two members elected at the annual meeting and the Vice-Chair-Elect.

Section 4. The Awards Committee shall be chaired by the Immediate Past Chair and two appointed members.

Section 5: The Division may form ad hoc committees in order to meet the continuing needs of the Division. Such committees may include, but are not limited to, Committee on Communication Ethics and the Association, Committee on Short Courses and Pre-Conferences, Committee on Research and Scholarly Practice, Committee on Instructional Development, and Committee on Awards and Resolutions. Committee chairs will be voted on by the membership of the Division at the annual meeting. Volunteers from the Division will form the membership of the committees.

ARTICLE VII. PARLIAMENTARY AUTHORITY

All business meetings of the DCE and Subsidiary bodies thereof shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to these Bylaws may be initiated by a majority of the Executive Committee or by a majority of the membership at an annual meeting.

Section 2. A proposed amendment must be published in the Newsletter prior to the annual meeting at which it will be considered for final approval.

Section 3. The adoption of a proposed amendment requires a two-thirds majority vote of those present and voting at the annual meeting of the Division.

ARTICLE IX. COMMUNICATION WITH DCE MEMBERS

Section 1. Members are invited to send email messages to members of the DCE on the DCE listserv. To subscribe to the listserv, send an email message to: comethics-subscribe@yahoo.com. (Post message to: comethics@yahogroups.com Unsubscribe: comethics-unsubscribe@yahogroups.com)

Section 2. Information is available to members on the division web page, www.commethics.org, or at the NCA sponsored division page, http://www.natcom.org/Communication_Ethics_Division/

Section 3: All division news will be reported in the division's newsletter, *Ethica*. *Ethica* will be published twice per calendar year. To best communicate division news, upcoming conferences, and report minutes, recommended publication dates are September/October and

February/March. The Communication Director is responsible for distributing the newsletter via the division's website, social media, and email based on the division's database on the NCA website.

ARTICLE X. AWARDS

Section 1. The Division will give awards to the top paper and the top student paper presented at the NCA Convention each year, as determined by the Vice Chair and the paper reviewers. The top student paper award will include a monetary prize from the Division's annual budget.

Section 2. The Awards Committee (see Committees, Section 4) shall seek nominations and review submissions for the following awards to be presented each year at the DCE's business meeting in the following categories: Top edited book, top single author book, and top journal article with a communication ethics focus. In addition, one award may be given for outstanding teaching in communication ethics. Awards will be given only in years when the committee deems submissions merit recognition.

Bylaws approved 11/21/14