

COMMUNICATION AND AGING DIVISION BY-LAWS

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ARTICLE I. Name, Authority, and Purposes

Section 1. The name of this organization is the Communication and Aging Division of the National Communication Association (NCA).

Section 2. The authority of this organization is derived from Article VII of the Constitution and Article VI of the By-Laws of the National Communication Association, and its powers and procedures are those prescribed therein.

Section 3. The primary purpose of the Communication and Aging Division is to study the processes and experiences of communication with, by, and about older adults with a special focus on successful aging, quality of life, and lifespan development. The ways in which interpersonal, mediated, and health messages describe, represent, and affect older adults and the aging process are a central focus of the division. Researchers in this area often draw from a broad spectrum of communication theories and life span development to conduct research and practice that can improve the aging process and older adults' well-being. As such, Communication and Aging research is situated in a wide range of relational contexts, including intergenerational relationships, middle-aged and later-life adult relationships (including marital, sibling, grandparent-grandchild, and friendships), caregiver-care receiver bonds, family networks, provider-patient relationships, superior-subordinate relationships, and intercultural relationships, as well as relationships within various health care and leisure organizations. Scholarship and practice in communication and aging merges with related disciplines and encompasses interpretive, critical, and empirical research paradigms and diverse research methods.

ARTICLE II. Membership

Section 1. Membership in this Division is open to any member in good standing with the Association who is interested in promoting the Division's purposes.

Section 2: The voting membership shall consist of those regular NCA members who have notified the Division's Chairperson of their interest in affiliating with the Division and/or are in attendance at a formal business meeting of the Division and/or declare membership to the Division through NCA.

ARTICLE III. Meetings

Business meetings shall be held in conjunction with the annual meeting of the Association as published in the program for the annual meeting of the Association.

ARTICLE IV. Elections

Section 1. At each annual business meeting elections shall be held to select various officers, committee chairpersons, committee members, representatives and liaisons of the Division as specified in these By-Laws.

Section 2. Nominations of the election will be reported by the Nominating Committee as specified in Article VI, Section 2 of these By-Laws.

Section 3. Following the report of the Nominating Committee and any nominations made from the floor, the elections shall be conducted by the chairperson of the Division in such a way as to provide for election by a plurality of members in attendance.

ARTICLE V. Officers of the Division

Section 1. The officers of the Division shall be: a chairperson, a vice-chairperson, a vice-chairperson elect, an immediate past chairperson, and a secretary. At the conclusion of the Division's annual business meeting at the Association convention, the vice-chairperson shall succeed to the office of chairperson, the vice-chairperson elect shall succeed to the office of vice-chairperson, and the chairperson shall succeed to the office of immediate past chairperson.

Section 2. The chairperson shall preside at meetings of the Division, shall discharge the usual responsibilities adhering in such office, shall provide advice to the vice-chairperson as requested, and shall serve as a representative of the Division on the Legislative Assembly of the Association. He or she shall present an annual report to the Legislative Assembly in such form and manner as the Assembly prescribes and will make a report to the Division at the annual business meeting of the Division. The term of the office shall be one year.

Section 3. The vice-chairperson shall, in cooperation with the first vice-president of the Association, and after consulting with Division officers and committees, plan that portion of the program of the Association for which the Division is responsible. At such times that the Division's membership allows for three representatives on Legislative Assembly, the vice-chairperson shall serve as a representative of the Division. The vice-chairperson will make a report on the program planning at the annual business of the Division. The term of office shall be one-year. The vice chairperson shall succeed to the Unit chair in the event of the death, disability, or resignation of the chair. The vice-chairperson shall Discharge the usual responsibilities normally adhering to the office.

Section 4. The vice-chairperson elect shall cooperate with the vice-chairperson in planning the convention programs of the Division. The term of office shall be one year. The vice-chairperson elect shall succeed to the Unit vice chair in the event of the death, disability, or resignation of the vice chair and discharge the usual responsibilities normally adhering to the office.

Section 5. The secretary shall perform the customary duties of that office including attending and recording minutes of the Annual Division meeting, distributing the meeting minutes, writing the newsletter, and managing the website and communications to Division members. The term of the secretary shall be two years.

Section 6. The immediate past chairperson will provide such assistance as requested from the chairperson in assembling reports, setting the agenda for the annual meeting, and ensuring continuity in the operation of the Division. The immediate past chairperson shall serve as a representative of the Division on the Legislative Assembly of the Association. The term of office shall be one year.

Section 7. In the event that Division membership allows more than three representatives on Legislative Assembly, the nominating committee of the Division will provide at least two nominees for each available position on Legislative Assembly. Members elected to Legislative Assembly will serve a term of two years (or until representation is decreased).

Section 8. In the event of the incapacity of an officer, the Executive Committee of the Division shall, at its discretion and in accordance with the bylaws of the Association, divide the uncompleted duties among existing officers, elect a replacement to serve until the next business meeting, or establish a nomination and election procedure for selecting a replacement.

ARTICLE VI. Committees of the Division

Section 1. The Executive Committee of the Division shall consist of the chairperson, the vice-chairperson, the vice-chairperson elect, the immediate past chairperson, the secretary, and elected representatives to Legislative Assembly. It shall, between annual meetings of the Division and of the Association, serve as the chief administrative authority of the Division.

Section 2. The Nominating Committee shall consist of three (3) members elected at the annual business meeting of the Division.

Sec. 2.1. The Nominating Committee shall be chaired by the person receiving the largest number of votes in its election.

Sec. 2.2. Except for the provisions of these By-Laws, the Nominating Committee shall proceed without instruction to select a slate of at least two (2) confirmed nominees for each position to be filled at the election to be held at the next annual meeting. A confirmed nominee is one who has agreed to be nominated and to serve if elected.

Sec. 2.3. The Nominating Committee shall slate candidates for each of the following positions as they become vacant: vice-chairperson elect, secretary, representative to the NCA Nominating Committee, divisional nominating committee (three members), the Master's Thesis Research Award (three members), the Dissertation Award Committee (three members), the Outstanding Article/Book Award Committee (three members), and the Giles and Nussbaum Award Committee.

Sec. 2.3.1 Nominees to the Master's Thesis Research Award Committee must have successfully directed a Master's Thesis.

Sec. 2.3.2. Nominees to the Dissertation Thesis Research Award Committee must have successfully directed a Doctoral Dissertation.

Sec 2.3.3. The immediate past chairperson serves on the NCA Nominating Committee.

Sec. 2.3.4. In the event of the incapacity of an elected committee member, the Executive Committee of the Division shall, at its discretion and in accordance with the bylaws of the Association, divide the uncompleted duties among existing members, elect a replacement to serve until the next business meeting, or establish a nomination and election procedure for selecting a replacement.

Section 3. The Division in its annual meetings, the Executive Committee, or the officers individually may appoint, or propose the election of, such ad hoc committees as any of them deems appropriate in furthering the purposes of the Division.

Section 4. The Division in its annual meetings may, upon application by interested members or on its own initiative, create additional standing committees or other subsidiary bodies as it shall deem appropriate in furthering the purposes of the Division. The Executive Committee may create such committees or bodies on an interim basis only, subject to definitive action at the next annual business meeting.

ARTICLE VII. Representatives and Liaisons of the Division

The Division shall elect such other representatives as are appropriate to serve as liaisons to or representatives on committees of the Association, of other divisions within the association, or of affiliate organizations to the association.

ARTICLE VIII. Parliamentary Authority

In the absence of any provision to the contrary in the Constitution or By-Laws of the Association or in the By-Laws of the Division, all business meetings of the Division and of its committees or other subsidiary bodies shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order, Newly Revised.

ARTICLE IX. Adoption and Amendments

Section 1: This document shall be adopted by a 2/3 vote of the members present at the 2014 business meeting of the NCA Communication and Aging Division.

Section 2: Amendments to this document must be presented in writing to the Secretary at least 30 days prior to an annual meeting. The Secretary shall distribute them to the membership prior to the annual meeting. An opportunity to discuss proposed amendments must be provided at an annual meeting prior to the vote on the proposed amendment(s).

Section 3: A 2/3 vote of the voting members at the NCA Division business meeting and/or by responding to a mail ballot is necessary for the adoption of an amendment.
