

Article I: Name

The name of this organization shall be the Communication and Law Division of the National Communication Association.

Article II: Object

Within the National Communication Association, it shall be the purpose of the Communication and Law Division to advance theory, research, criticism, and teaching of communication processes and principles related to the law and/or operating in legal contexts.

Article III: Members

Section 1. Membership in the Communication and Law Division shall be open to all those who are members in good standing in the National Communication Association and who are interested in advancing the purposes of the Division. Membership is divided into three categories:

- 1 Active members are members of the National Communication Association, hereafter referred to as NCA, and have designated membership in the Division on their NCA membership form.
- 2 Associate members belong to other professional organizations, such as the American Society of Trial Consultants, the American Bar Association, and other communication associations. Associate members are not required, but may be, members of NCA. Associate members do not have voting rights.
- 3 Honorary membership may be conferred upon an individual who shall have rendered notable service to the Communication and Law Division. Honorary members shall have none of the obligations of membership, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office. Upon

the written recommendation of one member, seconded by another member, and by a majority ballot vote at the annual meeting, honorary membership may be conferred upon an individual.

Article IV: Officers

Section 1. The officers of the division shall be a Chair, Vice Chair, Vice Chair Elect, Secretary, and Immediate Past Chair. The position of Webmaster is a voluntary one, assumed by anyone with the ability, time, and willingness to fulfill its duties. These officers and the Webmaster shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Communication and Law Division.

Section 2. The Division will elect by ballot at the annual business meeting a Vice Chair Elect who will serve in the position for one year or until his or her successor is elected before moving to the position of Vice Chair. The Vice Chair will serve in the position for one year before moving to the position of Chair. The Chair will serve for one year. The Secretary will be elected at the annual business meeting and will serve in this position for two years. The Webmaster will serve as long as he or she is willing and able to do so. If the Webmaster should need to step down, notice to the President should be rendered as soon as possible to allow for a smooth transition to another Webmaster.

Section 3. The chair shall serve as presiding officer of all division meetings and all executive committee meetings.

Section 4. The Vice Chair shall, in cooperation and consultation with appropriate officers of the Division and the Association plan the programs of the Division for the annual NCA Convention. It is suggested that there be a balance between competitive and invited panels, and that there be a procedure established for blind reviews.

Section 5. The Vice Chair shall perform the duties of the

Chair in the event of that officer's absence or incapacity.

Section 6. The Vice Chair Elect shall assist the Vice-Chair with convention planning and arrangements.

Section 7. The Vice Chair Elect shall conduct a membership drive each year.

Section 8. The Vice Chair Elect shall perform the duties of the Vice Chair in the event of that officer's absence or incapacity.

Section 9. The Secretary shall be responsible for reporting required membership information in a timely fashion to NCA, the members of the Division, and the Webmaster. He or she will take minutes at the Division's annual business meeting.

Section 10. The Secretary shall work with the Webmaster to publish important information about the Division and its members.

Section 11. The Webmaster shall be responsible for maintaining the Division's Web site, which includes information from the annual business meeting.

Section 12. The Immediate Past Chair shall assist the chair when requested to perform necessary duties by the National Office.

Article V: Conventions

Section 1. The Communication and Law Division shall hold its annual business meeting in conjunction with and at the site of the annual NCA Convention. The election of officers and reports of officers shall occur at the annual business meeting.

Section 2. Ten percent of the membership of the Division shall constitute a quorum.

Article VI: Executive Committee

Section 1. The officers of the Division shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Division between its business meetings. The Executive Committee shall be subject to the orders of the Division, and none of its acts shall conflict with majority action taken by members of the Division.

Section 3. Meetings of the Executive Committee may be called by the Chair and shall be called upon request of two members of the committee.

Article VII: Committees

Section 1. Standing or special committees shall be appointed by the Chair as the Division or the Executive Committee shall from time to time deem committees necessary to carry on the work of the Division.

Section 2. Division members shall vote five active members onto the Nominating Committee. Members of the Nominating Committee shall serve one year. The member with the highest votes cast for him or her shall be selected as the Chair of the Nominating Committee. The Nominating Committee will solicit nominations from Division members before the annual business meeting and will present a slate of nominations for the available officer positions to Division members at the business meeting.

Section 3. The Chair of the Division shall be ex officio a member of all Division committees except the Nominating Committee.

Article VIII: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the Division may adopt.

Article IX: Amendment of By-laws

These bylaws may be amended at any regular meeting of the Division by a majority vote of those individuals present and voting, provided that the amendment has been noted on the Division's Web site, in a snail-mail letter, or in an e-mail message. If a proposed amendment to the bylaws has not been printed on the Division's Web site, it may be considered at an annual meeting, but the amendment requires a majority vote of the Division's entire membership to pass.