

Bylaws

NCA Communication and Military Division

ARTICLE ONE: NAME

The name of this organization shall be the NCA Communication and Military Division.

ARTICLE TWO: PURPOSE

The basic purpose of the division is to promote scholarship, pedagogy, and community-engaged work that highlights and critiques communication, messages, and discourses within and about the military. Collectively, we do not take a “for” or “against” stance on the military as an institution; rather, we work to enhance understanding between military and civilian communities, critique policies/practices, and contribute to positive changes concerning military/veteran-related topics.

ARTICLE THREE: MEMBERSHIP

Section 1: Membership is open to all NCA members in good standing who are interested in promoting the Division’s purposes.

Section 2: The voting membership shall consist of those NCA members who are in attendance at formal business meetings of the Division and/or who indicate their willingness to be affiliated with the Division on their membership application and/or renewal.

ARTICLE FOUR: MEETINGS

An annual business meeting will be held at the time and place (physical or virtual) of the annual NCA convention. Additional meetings may be scheduled by the Executive Committee. As noted in Article 7, the Executive Committee is composed of the Division Chair, Vice Chair, Vice Chair Elect, and Immediate Past Chair.

ARTICLE FIVE: OFFICERS

Section 1: The officers of the division must be voting members and shall consist of the Chair, Vice Chair, Vice Chair Elect, Secretary, Student/New Professional Representative, and Immediate Past Chair.

Section 2: Election of the Vice Chair Elect shall occur annually. The Vice Chair Elect shall coordinate the Division’s membership recruitment efforts, assist the Vice Chair with coordinating the review of papers and other program submissions, and assist with other activities assigned by the Executive Committee. The Vice Chair Elect will work with the Student/New Professional Representative to encourage student membership, participation, and interest in Division activities. The Vice Chair

Elect shall succeed to the office of Vice Chair after one year, at which time they serve as the Division's program planner for the subsequent year.

- Section 3: The Vice Chair is responsible for planning the Division's programs for the annual NCA convention. They are responsible for attending the Planners Meeting at the previous NCA convention and sharing relevant information about the next year's conference at the Division's business meeting. During the planning process, the Vice Chair will coordinate with the National Office on award certificates and/or plaques to be distributed at the business meeting. In consultation with the Division Chair, the Vice Chair shall have the authority to request funds from the NCA office and authorize release of division funds provided by NCA. After one year, the Vice Chair succeeds to office of Chair.
- Section 4: The Chair shall preside at the Division's business meeting as well as lead the Division's Nominating Committee (see Article 5 for further information about elections). The Chair also shall appoint and empower Ad Hoc Committees as necessary, with the approval of the Executive Committee (see Article 8). Working with the Vice Chair, the Chair shall manage fund use by the Division. The Chair is responsible for updating information regarding the officers and the Division to the NCA main office as necessary. Finally, the Chair sits on the Legislative Assembly of NCA, attends Legislative Assembly meetings, reports on news from Legislative Assembly at the Division's business meeting, and chairs the Top Papers Panel at the NCA annual convention. After one year, the Chair succeeds to the office of Immediate Past Chair.
- Section 5: The Immediate Past Chair is responsible for chairing the Outstanding Article or Chapter Award Committee. Responsibilities include selecting division members to compose the committee, soliciting nominations for the award, choosing award recipients, and presenting the awards at the Division meeting at the annual NCA convention. The Immediate Past Chair is responsible for including award committee members and soliciting nominations from scholars representing non-majority identity standpoints with regard to, for instance, race, ethnicity, sexual orientation, ability, gender expression, and/or nation of origin. The Immediate Past Chair should also ensure that award committee members are diverse in terms of meta-theory and method. The Immediate Past Chair also represents the Division on NCA's Nominating Committee. Finally, the Immediate Past Chair serves as respondent on the Division's Top Paper's Panel at the NCA annual convention.
- Section 6: Election of the Secretary shall occur at even-numbered years. During their two-year term, the Secretary shall take notes at the Division's business meetings and distribute them to members prior to the subsequent meeting. The Secretary shall maintain a current membership list and, disseminate division news to the membership at least twice a year. When a member proposes changes to the bylaws, the Secretary—with input from the Executive Committee—shall also update the bylaws for presentation to the membership (see Article 12).

Section 7: Election of the Student/New Professional Representative shall be conducted at even-numbered years. “Student” shall be defined as a person enrolled in a doctoral (other terminal degree) program. “New Professional” shall be defined as a person who has completed a master’s or doctoral degree within the past two years. During their two-year term, the Student/New Professional Representative shall (a) work with the Vice Chair Elect to encourage student membership, participation, and interest in Division activities, (b) inform the Executive Committee and the general membership of student concerns, and (c) organize a networking and/or career-development event at the annual NCA convention. The Student/New Professional representation also sits on the Legislative Assembly of NCA, attends Legislative Assembly meetings, and helps report on news from Legislative Assembly at the Division’s business meeting.

Section 8: In the event of a vacation of office, the Executive Committee will be empowered to appoint an individual to fulfill the unexpired term. In the event that the Chair or Student/New Professional Representative is unable to attend Legislative Assembly, the Executive Committee will appoint a member to serve in his or her place.

ARTICLE SIX: ELECTIONS

Section 1: The Division’s Executive Committee also serves as its nominating committee. The Executive Committee may appoint additional voting members of the Division to the nominating committee to ensure sufficient representation of non-majority identity standpoints with regard to, for instance, race, ethnicity, sexual orientation, ability, gender expression, and/or nation of origin. The Executive Committee also may appoint additional members to ensure representation of diverse meta-theoretical and methodological commitments.

Section 2: The Nominating Committee shall submit a slate of candidates for all open positions, including the Vice Chair Elect annually, the Secretary biannually, and the Student/New Professional Representative biannually. Whenever possible, the Nominating Committee will strive to have a slate of at least two candidates per open position.

Section 3: The Nominating Committee shall also submit a slate of candidates to serve as paper/panel reviewers for the subsequent NCA annual convention. The number of reviewers to be selected shall be determined by the Nominating Committee. Doctoral students are eligible to serve as paper/panel reviewers, but the majority of members elected to serve as reviewers in any year must have earned their Ph.D. degree (or equivalent) by the time of the Division’s business meeting.

Section 4: The Nominating Committee is responsible for ensuring that all members of the division are aware of opportunities to be nominated for an elected office and/or to

serve as paper/panel reviewers, such as by sending messages about opportunities for service to all division members and encouraging self-nominations.

Section 5: The Nominating Committee will coordinate with the National Office to hold the election for officers and paper readers online (e.g., through the NCA website) prior to the annual meeting.

Section 6: For each open elected office, the candidate who receives the largest number of votes will be considered the winner. For panel/paper readers, the candidates receiving the largest number of votes up to the total number of readers required will serve (within the constraint that the majority of readers must have earned their PhD by the time of the Division's business meeting). If needed, the Vice Chair has the authority to add panel/paper readers who self-nominate during or after the annual business meeting.

Section 7: Election results will be announced at the annual business meeting.

ARTICLE SEVEN: STANDING COMMITTEES

Section 1: The Division shall have two standing committees: (a) the Executive Committee, and (b) the Outstanding Article or Chapter Committee.

Section 2: The Executive Committee shall consist of the Division Chair, Vice Chair, Vice Chair Elect, and Immediate Past Chair. The Executive Committee serves as the Division's Nominating Committee and also acts in the organization's stead between annual meetings.

Section 3: The Outstanding Article or Chapter Award Committee shall serve as the committee responsible for soliciting nominations for the Outstanding Article or Chapter Award. The committee is appointed and chaired by the Immediate Past Chair (see Article 5, Section 5 for more detail). Committee members are responsible for developing award criteria, evaluating nominations, choosing a recipient, and helping present the award at the Division's annual business meeting.

ARTICLE 8: AD HOC COMMITTEES

The Executive Committee is empowered to appoint Ad Hoc Committees as needed. Ad Hoc Committees will be given specific duties as well as a specific date for presenting their final report.

ARTICLE 9: AWARDS

Section 1: The Outstanding Article or Chapter Award recognizes scholarship that has significantly advanced communication perspectives on or about the military. To

be eligible for the award, the nominated work must focus on communication and military/veteran-related issues and have been published in a peer-review journal or as part of a collection of scholarly essays no more than five years prior to the date of the award. The selection committee will evaluate nominations for the award based on overall quality using criteria such as theoretical contribution, methodological rigor, and contribution to practice/engagement/social justice.

Section 2: Top paper awards will be provided to the top 3 competitive papers submitted to the Division at the annual NCA convention. One paper will be designated as the top paper for the Division. A top student paper award will also be presented to the student(s) with the highest-ranking paper authored solely by a student(s) submitted to the Division. The top student paper also may be programmed on the top paper panel.

Section 3: Award winners will receive a certificate or plaque at the Division's annual business meeting. The division's current Vice Chair will work with the NCA National Office to ensure certificates and plaques are created and distributed.

ARTICLE 10: QUORUM

A quorum for the annual meeting shall consist of two officers and those additional voting members present (physically or virtually) at the meeting.

ARTICLE 11: PARLIMENTARY SOURCE

Section 1: The parliamentary source for the Division shall be the latest edition of Robert's Rules of Order.

Section 2: The Chair may appoint a voting member to serve as parliamentarian during business meetings and/or executive committee meetings.

ARTICLE 12: ADOPTION AND AMENDMENT

Section 1: This document shall be adopted by a 2/3 vote of the members of the NCA Communication and Military Division.

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

Section 3: A 2/3 vote of the voting members present at the NCA division business meeting or by voting members responding to an online ballot is necessary for adoption of an amendment.

Section 4: The Executive Committee will undertake a review of the Division's bylaws every five years, to ensure that bylaws remain consistent with current NCA policies as well as emerging practices within the Division. If they desire, the Executive Committee can bring proposed amendments to the Division for discussion and possible approval through the mechanisms outlined in this article. The Executive Committee also may choose to appoint an Ad Hoc Committee to review the Division's bylaws in their stead at the five-year time interval.