

**By-Laws**  
**NCA Division of Family Communication**  
*Updated 11.15.2019 at NCA 2019, Baltimore*

**ARTICLE 1: NAME**

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

**ARTICLE 2: PURPOSE**

The purpose of the Division shall be to promote education, research, service and consulting in family communication.

**ARTICLE 3: MEMBERSHIP**

Section 1: Membership is open to all members in good standing of the NCA, who are interested in education, research, service and/or consulting in the field of family communication.

Section 2: The voting membership shall consist of those regular NCA members who have notified the Division's Chair 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 4: OFFICERS**

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

Section 2: Election of the Secretary shall be conducted in odd-numbered years at the regular meeting of the Division. The Secretary shall take minutes at the business meetings and distribute them prior to the subsequent meeting. The Secretary shall maintain a current membership list, and as needed, mail or email information to members and disseminate division news to the membership at least twice a year via a newsletter. The Secretary shall update the FCD manual with input from the Executive Committee when it is warranted. 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.

Section 3: Election of the Vice-Chair Elect shall be conducted annually at the regular meeting of the Division. The Vice-Chair Elect shall assist the current Vice-Chair with program planning if necessary. The Vice-Chair Elect is responsible for chairing the Sandra Petronio Dissertation Award Committee. This includes: selecting division members to compose the committee; soliciting nominations for the awards from the division

membership; with the committee, evaluating and selecting the award winner; presenting the awards at the Division business meeting at the annual NCA convention. In selecting division members to compose the committee, the Vice-Chair Elect is responsible for including committee members and soliciting nominations from scholars representing non-majority identity standpoints, for instance, with regard to race, ethnicity, sexual orientation, ability, gender expression, nation of origin. When soliciting nominations for the awards from the division membership, the Vice-Chair Elect is responsible for encouraging nominations of dissertations written by scholars representing people of color or other marginalized groups whose work might have been overlooked or underappreciated in the past.

The Vice-Chair Elect shall succeed to the Office of Vice-Chair. Once s/he has succeeded to the Office of Vice-Chair, s/he serve as the Division's program planner for the subsequent year.

- Section 4: The Vice-Chair is responsible for program planning and for attending the Planners Meeting at the previous NCA annual convention. They shall share information regarding the next year's theme at the Division's business meeting. During the planning process, the Vice-Chair will create award certificates and plaques to be distributed at the business meeting. The Vice-Chair shall have the authority to request funds from the NCA office and authorize release of Division funds provided by NCA. The Chair approves the Vice-Chair's fund requests from NCA and manages the fund use by the division. The Vice-Chair shall succeed to the Office of Chair.
- Section 5: The Chair shall preside at the business meetings of the Division as well as appoint and empower Ad Hoc Committees as necessary, with the approval of the Executive Board (see Article 8 for further information on Ad Hoc Committees). The Chair is responsible for updating information regarding the officers and the Division to the NCA office as necessary. The Chair also sits on the Legislative Assembly of NCA, attends the Legislative council meeting, and Chairs the Top Paper Panel at the NCA annual convention.
- Section 6: The Immediate Past Chair is responsible for chairing the Distinguished Article and Book Award Committee. They are also responsible for selecting the Early Career Award Committee. For all committees, this includes: selecting division members to compose the committee; soliciting nominations for the awards from the division membership; with the committee, choosing the Distinguished Article and Book Award recipients; presenting the awards at the Division meeting at the annual NCA convention. In selecting division members to compose these committees, the Immediate Past Chair is responsible for including

committee members and soliciting nomination from scholars representing non-majority identity standpoints, for instance, with regard to race, ethnicity, sexual orientation, ability, gender expression, nation of origin. When soliciting nominations for the awards from the division membership, the Immediate Past Chair is responsible for encouraging nominations of books and articles written by scholars representing people of color or other marginalized groups whose work might have been overlooked or underappreciated in the past. The Immediate Past Chair is responsible for serving as the respondent to the Top Paper Panel for the division. The Immediate Past Chair is responsible for attending Legislative Assembly. The Immediate Past Chair also serves on and attends NCA Nominating Committee Meetings.

- Section 7: Election of the Student/New Professional Representative shall be conducted in odd-numbered years at the regular meeting of the Division. “Student” shall be defined as a person enrolled in a doctoral degree program. “New Professional” shall be defined as a person who has completed a master’s or doctoral degree within the previous two years. His/her responsibilities shall consist of (a) encouraging student participation and interest in Division activities, (b) informing the Executive Board and the general membership of student concerns, (c) organizing a panel or network event related to student/new professional concerns for the annual NCA convention, and (d) being a liaison to other divisions (e.g., creating panels with other divisions for the NCA convention).
- Section 8: Each year, the Executive Board shall nominate a member of the Division to serve on the NCA Committee on Committees to serve on the Bernard J. Brommel Award Committee. The FCD Division Chair will write a letter of support to the committee on committees. If selected, the member will serve on the committee for three years and chair the committee during the third year (per NCA Committee on Committees guidelines).
- Section 9: Any other duties and responsibilities of the officers are listed in the By-Laws of NCA (Article VII. Sections 2-5).
- Section 10: Officers shall be elected by those voting members present at the annual meeting. The slate of candidates will consist of (a) those recommended by the Nominating Committee (see Article 6, Section 3) and (b) those nominations from the floor at the annual meeting. All candidates must meet all qualifications for service specified in these by-laws and those of NCA.
- Section 11: In the event of vacation of any office, the Executive Board will be empowered to appoint an individual to fill the unexpired term.

## ARTICLE 5: MEETINGS

The regular business meeting(s) of the Division shall be held annually during the NCA convention.

## ARTICLE 6: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the Chair, Vice-Chair, Vice-Chair Elect, Secretary, Immediate Past Chair, and the Student/New Professional Representative.

Section 2: The Executive Board shall act in the stead of the organization between annual meetings.

Section 3: The Nominating Committee shall be composed of the members of the Executive Board. The Executive Board may include additional Nominating Committee members at their discretion and/or delegate this responsibility. In any case, all Nominating Committee members must be voting members of the Division.

Section 4: The Nominating Committee shall submit a slate of candidates for all open positions, including the Vice-Chair Elect annually, the Secretary biennially, and the Student/New Professional Representative biennially. When possible, the Nominating Committee will strive to have a slate consisting of at least two candidates per open position.

Section 5: Additionally, the Nominating Committee shall submit a slate of six or more candidates to serve one term as members of the Research Committee. Division members who have earned a doctorate or are current doctoral students are eligible for Research Committee membership. Of the Research Committee members elected, no more than 1/3 of the members may consist of doctoral students at the time of their election. The members of the Research Committee will participate in blind review of competitive papers and panels for the NCA Convention.

## ARTICLE 7: STANDING COMMITTEES

Section 1: The Division shall have four standing committees: Research, Dissertation Award, Distinguished Article and Book Award, and Early Career Award.

Section 2: The Research Committee shall assist the Vice-Chair in coordinating matters related to convention programming for the NCA annual convention. The Vice-Chair shall serve as Chair of the Research Committee. Members shall serve as blind reviewers for submitted papers and panel proposals. At the discretion of the Vice-Chair, the Committee

may advise the Vice-Chair in establishing guidelines for program offerings and proposals, submission dates, and feedback to submitters. In the event that an elected Research Committee member does not or cannot serve, the Vice-Chair may replace that member at his or her discretion. The Committee shall make its annual report at the NCA convention.

- Section 3: The Dissertation Award Committee shall serve as the committee responsible for soliciting nominations for the Sandra Petronio Family Communication Dissertation Excellence Award. This committee shall be chaired and appointed by the Vice-Chair Elect of the Division. These committee members are responsible for accepting nominations for this award from the Division members, choosing the Dissertation Award recipient, and presenting the award at the Division meeting at the annual NCA convention.
- Section 4: The Distinguished Article and Book Award Committee shall serve as the committee responsible for soliciting nominations for the Distinguished Article and Book Awards. This committee shall be chaired and appointed by the Immediate Past Chair of the Division. These committee members are responsible for accepting nominations for these awards from the Division members, choosing the Distinguished Article and Book Award recipients, and presenting the awards at the Division meeting at the annual NCA convention.
- Section 5: The Early Career Award Committee shall serve as the committee responsible for soliciting nominations for the Leslie A. Baxter Early Career Award in Family Communication. This committee shall be appointed by the Immediate Past Chair. These committee members are responsible for accepting nominations for this award from the Division members, evaluating the nominations, choosing the Early Career Award recipient, and presenting the award at the Division meeting at the annual NCA convention.
- Section 6: No member shall serve on the same Standing Committee for more than three consecutive years.

#### ARTICLE 8: AD HOC COMMITTEES

The Executive Board is empowered to appoint ad hoc committees as needed. Ad hoc committees shall exist for no longer than two calendar years.

#### ARTICLE 9: AWARDS

- Section 1: The Brommel Award is an NCA level award that is presented to a scholar and/or teacher for his/her outstanding contribution to the field of family communication. This award can be given for a body of work related to

family communication, service to the field in the form of editorship, teaching or other services, and/or for a significant piece of family communication scholarship. This award (and plaque/check) is presented by NCA to the award recipient at the annual National Communication Association convention. The award shall be presented annually, pending that an appropriate award recipient is provided for that year.

- Section 2: The Sandra Petronio Family Communication Dissertation Excellence Award is granted to a new scholar who successfully defended his/her dissertation during the previous academic year. For the purposes of determining award eligibility, the academic year is considered to begin on September 1 and end on August 31. (For example, to be eligible for the 2020 award, the scholar must have successfully defended the dissertation between September 1, 2018 and August 31, 2019.) The selection committee will evaluate nominations based on overall quality that addresses whether the dissertation advances knowledge of family communication, methodological and theoretical rigor, and creativity or originality. The award shall be presented annually, pending that an appropriate award recipient is provided for that year.
- Section 3: The Distinguished Article and Book Awards acknowledge research that has made, or offers the promise of making, a significant contribution to scholarship in family communication theory and/or research. To be eligible for the Distinguished Article award, an article must have been published in a peer-reviewed scholarly journal at least five years prior to the date of the award. To be eligible for the Distinguished Book award, a book must be either an authored or edited scholarly volume focusing on family communication whose publication date is at least five years prior to the date of the award. Undergraduate textbooks are not eligible to compete for the book award. The selection committee will evaluate nominations for both awards based on overall quality that addresses whether the work advances knowledge of family communication theory and research.
- Section 4: Top paper awards shall be provided to the top four competitive papers submitted to the Division at the annual NCA convention. One of the papers will be designated as the top paper for the Division. A top student paper award will also be presented to the student with the highest ranking student paper for the Division. Top student papers may also be programmed on the top four paper panel. The top student paper will receive a \$50 check from the Division. All of the top papers will also receive either certificates or plaques from the Division. The current Vice-Chair is responsible for creating the plaques and certificates. These awards will be presented at the annual business meeting at NCA. The current Chair shall serve as the chair and the Immediate Past Chair shall serve as the respondent for the Top Paper Panel at the annual NCA convention.

Section 5: The Leslie A. Baxter Early Career Award in Family Communication honors a scholar who has established an important role in shaping family communication research within eight years of having earned the Ph.D. degree. The scholar's body of work must show promise that it will contribute significantly to the knowledge of family communication. This person must be a member of the Family Communication Division of NCA at the time of the nomination. The selection committee will judge a scholar's contribution and promise based on productivity and the strength of the published work, including its theoretical or conceptual foundation, originality, methodological rigor, and impact. They will also consider the extent to which the scholar addresses issues of diversity, equity, and/or inclusion in their scholarship. The award will be presented annually at the Family Communication Division's business meeting at the NCA convention. The award winner will receive a plaque.

#### ARTICLE 10: QUORUM

A quorum for the annual meeting shall consist of two officers and those additional voting members of the Division present at the publicly announced meeting(s).

#### ARTICLE 11: PARLIAMENTARY 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 present at the 2019 business meeting of the NCA Division of Family Communication.

Section 2: Amendments to this document must be presented in writing to the Secretary. The Secretary shall distribute them to the membership at least 30 days 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.