



National Communication Association

Gay, Lesbian, Bisexual, Transgender  
and Queer Communication Studies Division

## **Constitution and By-Laws**

First draft, approved: November 26, 1998

Revised: July 2008

### **Article I: Name.**

Section 1. The name of this group shall be the Gay, Lesbian, Bisexual, Transgender, and Queer Studies Division of the National Communication Association.

Section 2. The purpose of this Division is to promote lesbian, gay male, bisexual, and queer studies and scholarship in the field of communication.

### **Article II: Membership**

Any member of NCA, in good standing, may declare membership in this Division by informing the NCA National Office under the conditions and procedures set forth by NCA.

### **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 Chairperson, Vice Chairperson, Vice Chairperson-elect, Secretary/Treasurer, Publications Chairperson, Archivist, and the Immediate Past Chairperson.

Section 2. The Chairperson of the division shall serve a one year term. S/he shall preside at the meetings of the Division, shall represent the Division at the meetings of the Legislative Council, and shall prepare and submit the annual report of the Division to the Legislative Council.

Section 3. The Vice Chairperson will serve a one year term, then succeed to the office of Chairperson. This officer shall, in cooperation with the Executive Committee and appropriate committees, plan the Division

programs for the annual NCA convention.

Section 4. The Vice Chairperson-elect shall serve for one year, then succeed to the office of Vice Chairperson. This officer shall assist the Vice Chairperson with the program planning by coordinating the review of papers and other program submissions.

Section 5. The Secretary/Treasurer shall serve for two years. The Secretary shall prepare minutes of the business meetings, be responsible for the newsletter of the Division and other internal communications among the members, and other duties customary for the office.

Section 6. The Publications Chairperson will be elected for a three year term and shall consult with the Publications Board of NCA. The Publications Chairperson shall coordinate and direct the publications of the Division.

Section 7. The Archivist shall be elected for a three year term and shall be responsible for maintaining the historical records of the Division.

Section 8. The Immediate Past Chairperson shall serve as one of the Division representatives on the Legislative Council of NCA. The Immediate Past Chair shall serve as the Divisional representative on the NCA Nominating and Resolutions committees.

Section 9. Other duties and responsibilities of the officers are prescribed in the By-laws of NCA (Article V).

Section 10. In the event that any office shall be vacated the Executive Committee will be empowered to appoint an individual to fill the unexpired term.

#### **Article V: Executive Committee.**

Section 1. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Vice Chairperson-elect, Secretary/Treasurer, and Immediate Past Chairperson.

Section 2. The Executive Committee shall act on behalf of the organization between annual meetings.

#### **Article VI: Elections and Nominating Committee.**

Section 1. The Nominating Committee of the Division shall be chaired by the Immediate Past Chairperson. The members of the Committee shall be the Immediate Past Chair, the Vice Chair-Elect, and two other voting

members who do not hold an office and are appointed by the Chair of the Division.

Subsection A. Annually, the Nominating Committee shall submit a slate of candidates for the office of Vice Chairperson elect.

Subsection B. In odd years, the Nominating Committee shall submit a slate of candidates for the office of Secretary.

Subsection C. In appropriate years, the Nominating Committee shall submit a slate of candidates for the office of Publications Chairperson.

Section 2. In addition to the slate of candidates presented by the Nominating Committee, nominations for officers will be accepted from the floor at the annual meeting.

Section 3. Balloting will be conducted at the annual meeting with ballots counted by the nominating committee. Results will be announced at that time. Election shall be by majority vote.

#### **Article VII: Program Planning**

Program submissions will be selected on the basis on their contributions to new knowledge, interest to Division members, and overall scholarly quality. All competitive program submissions shall include a complete paper and/or abstract.

#### **Article VIII: Ad Hoc Committees.**

The Executive Committee is empowered to appoint ad hoc committees as needed. Ad hoc committees shall exist for no longer than one year.

#### **Article IX: 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 meetings.

#### **Article X: Parliamentary Authority.**

Section 1. All meetings of the Division, 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.

Section 2. The Chairperson may appoint a voting member to serve as

parliamentarian during business meetings of the Division.

**Article XI: Adoption and Amendment.**

Section 1. This document shall be adopted by a 2/3 majority vote of the members present at the 1998 NCA convention.

Section 2. Amendments to these bylaws may be initiated by a majority of the Executive Committee, by a majority of the Division membership at the business meeting, or by a petition addressed to the Chairperson and signed by 25 members of the Division. Any proposed amendment shall be published in the newsletter of the Division, and on the Division listserve.

Section 3. The adoption of a proposed amendment requires a 2/3 majority vote of those present at the annual business meeting of the Division.