

## **Article I – Name**

The name of this organization shall be the Human Communication and Technology Division.

## **Article II – Purpose**

The purpose of this division will be to promote research and study of the intersections of human communication and technology. The division is concerned with the broad spectrum of issues relevant to this field.

## **Article III – Membership**

Membership is open to members in good standing of National Communication Association (NCA), who are interested in the area of technology and communication and who register such interest with the NCA National Office by selecting this Division (#29) for membership

## **Article IV – Officers**

The Officers of the Division must be voting members and will consist of the Chairperson, the Vice Chairperson, the Vice Chairperson Elect, the Secretary, the Immediate Past Chairperson, the Information Officer, and a Student Representative

*Section 1. Founding Members.* The founding members will be recognized with this continuing title, but will be non-voting members and will serve as guides, along with elected members.

*Section 2. Paper Reviewers.* Paper reviewers will be recruited or appointed by the Vice Chairperson for a one-year term.

### *Section 3. Officer Positions and Division Roles.*

*3.a.* The division chairperson shall have the authority to request funds from the NCA national office and to authorize release of the division funds. The chairperson shall preside at the business meetings of the division as well as appoint and empower Ad Hoc Committees as necessary. They will also work in conjunction with the Vice Chairperson to coordinate the planning process. The Chairperson will also serve as one of the Legislative Assembly Representatives for the Division. Upon completion of the one year term, the Chairperson will have the title of Immediate Past Chairperson for one year.

*3.b.* The Vice Chairperson will succeed to the office of chairperson after serving the year with the following duties. They will serve as program planner and take the responsibility for developing the call for papers, finding paper readers to jury the manuscripts and programs. They will attend the appropriate meetings for program planners and submit the appropriate number and selection of programs. They will work in conjunction with the Division Chairperson to coordinate the planning process. In the event that the Division requires a third representative on the Legislative Assembly, the Vice Chairperson will serve in that capacity.

3.c. The Vice Chair Elect will succeed to the Office of Vice Chair after serving the year with the following duties. They will promote the division and serve as one of the Legislative Assembly Representatives for the Division. The Vice Chair Elect will serve as chair of the HCTD Dissertation Award Selection Committee

3.d. Office of the Secretary will serve a two-year term with the following duties. Minutes and agendas of the previous year's business meeting will be distributed at the annual business meeting. They will also take minutes at the current year's business meeting. They will also work to increase membership in the Division and maintain membership lists. They will also assist other division officers as needed. This position is elected every other year at the Division business meeting.

3.e. Legislative Assembly Representatives for the Division shall consist of the Immediate Past Chairperson and the current Chairperson.

3.f. The Information officer is responsible for creating and disseminating regular communications to the division. This will in part entail maintaining the division's NCA-sponsored website and maintaining an archive of Division minutes. The communications officer is also expected to communicate to the division through emails, social media, and newsletters although the particular format that communications take are left to the discretion of the officer. The Information officer will serve a two year term.

3.g. Student representative – This position is to be held by a graduate student in the process of attaining either their master's degree or doctorate. The duties of this position include the recruitment of new student members to the Division, coordinating and soliciting student manuscripts for the Division. Additionally, they may be asked to assist other officers as needed. The student representative will serve a one-year term.

#### *Section 4. Election and Succession Procedures*

4.a. The secretary will be elected by a majority vote of those voting members present at the Annual Business Meeting every other year. A slate will be presented by the nominating committee. Members may also self-nominate from the floor.

4.b. The vice-chair elect will be elected by a majority vote of those voting members present at the Annual Business Meeting. A slate will be presented by the nominating committee. Members may also self-nominate from the floor.

4.c. The members of the HCTD Award committees will be elected by a majority vote of those voting members present at the Annual Business Meeting every year. A slate will be presented by the nominating committee. Members may also self-nominate from the floor. If Award committee membership drops below three members during the course of the year, the Chairperson may appoint replacement members.

4.d. Two members of the HCTD nominating committee will be elected by a majority vote of those voting members present at the Annual Business Meeting every year. A slate will be

presented by the nominating committee. Members may also self-nominate from the floor. The HCTD Chair may appoint additional or replacement members as needed.

4.e. *Succession.* At the completion of one year of service in the Vice-Chairperson Elect, Vice Chairperson, and the Chairperson position, each of these officers will succeed to the next office in the following order:

Vice Chairperson Elect to Vice Chair

Vice Chairperson to Division Chairperson

Division Chairperson to Immediate Past Division Chairperson

4.f. *Vacancy.* In the event of a vacation of an office, the Executive Board will be empowered to appoint an individual to fill the vacancy.

4.g. *Legislative Assembly Representatives* for the Division are determined by their position in the officer leadership procession, with the two primary representatives consisting of the Division Chairperson and Immediate Past Division Chairperson. In the event that additional spaces are allowed from the Division on the Legislative Assembly, the Vice Chair shall serve in this capacity. If one of the above officers is unable to serve the Division in this capacity, the Division Chairperson can nominate another Division officer or former officer to serve in their place. A Legislative Assembly representative must have a minimum of two years of service to the Division in a leadership position.

## **Article V –Meetings**

The Annual Business Meeting(s) will be held each year during the Fall NCA Convention. The Chair and each officer will present a report to the membership. Additional information and input from the membership will also be discussed.

## **Article VI – Executive Board**

The Executive Board will consist of the current Chairperson and Vice Chairperson and the Immediate Past Chairperson. Founding Members can be called upon for council, but will be non-voting members of the board.

The Executive Board will act in the stead of the organization between Annual Business Meetings.

## **Article VII – Committees**

### **Section 1. Nominating Committee**

The nominating committee will consist of four members of the HCTD. Nominating committee members will serve two year roles with two members being nominated in even numbered years and two members being nominated in odd numbered years. The nominating committee will select its own chair. The nominating committee is charged with recruiting and nominating candidates for the following roles:

*1.a. Vice Chair Elect.* The nominating committee shall submit a slate of at least two candidates to run for Vice Chair Elect.

*1.b. Secretary.* In odd numbered years the nominating committee shall submit a slate of at least two candidates to run for Secretary.

*1.c. HCTD Dissertation Award Committee.* The nominating committee shall submit a slate of at least one person to serve on the HCTD Dissertation Award Committee along with the Vice Chair Elect and the previous year's award winner.

*1.d. HCTD Article and Book Award Committee.* In odd numbered years the nominating committee shall submit a slate of at least three people to serve on the HCTD Article and Book Award Committee. The nominating committee shall also submit a slate of at least two people to serve as chair of the Award and Book committee. The non-elected chair candidates may still be elected to serve on the Article and Book Award Committee. HCTD Award and Book Committee members will serve a term of two years. In the first year of their term (starting with an odd numbered year NCA meeting) they will bestow the article award (to be awarded at an even numbered year NCA meeting), in the second year of their term (starting with an even numbered year NCA meeting) they will bestow the book award (to be awarded at an odd numbered year NCA meeting).

*1.e. Nominating committee.* Each year the nominating committee shall submit a slate of at least two people to serve on the HCTD nominating committee.

## Section 2. Award Committees

### *2.a. HCTD Dissertation Award Selection Committee*

The HCTD Dissertation Award recognizes exemplary dissertation work in the field of human communication and technology. The HCTD Dissertation Award winner is to be chosen each year from nominees who have defended their dissertation in the previous academic year. The HCTD Dissertation Award Selection Committee shall consist of at least three members, no more than seven, including the Vice Chair Elect who shall chair the committee. The previous year's winner will also serve on the HCTD Dissertation Award Selection Committee. Additional members will be either elected at the annual business meeting or if necessary appointed by the Division Chair. Selection committee members must hold a PhD. In the case, that the Vice Chair Elect does not hold a PhD, the Division Chair will select a chair from the elected members. In the case of conflict (e.g. the advisee of a committee member is nominated) that member will step aside. Selection committee members may be nominated prior to or at the yearly business meeting. Membership present at the business meeting will vote on the committee membership. The Division chair will appoint a replacement or break a tie if needed.

### *2.b. HCTD Article and Book Award Committee*

The HCTD Article award recognizes an article published in an NCA journal that has had or has the potential to have a major impact on the study of human communication and technology. In even numbered years (based on the year the award is given at the convention. The first article award is to be given at NCA 2014), the members will solicit nominations for the article award, accept nominations for this award from Division members, choose the Article Award winner, and present the Article award at the division meeting at the annual NCA convention.

HCTD Book Award. The HCTD Book Award recognizes an outstanding recently published book covering topics of human communication and technology. Both monographs and edited collections may be considered. In odd numbered years (based on the year the award is given at the convention. The first book award is to be given at NCA 2015), the members will solicit nominations for the book award, accept nominations for this award from Division members, choose the Book Award winner, and present the Book award at the division meeting at the annual NCA convention.

The HCTD Article and Book committee shall consist of at least three members and shall be chaired by a chair elected bi-annually at the yearly business meeting. Should additional members be needed between elections (either due to resignations or a large volume of application) the HCTD Chair may appoint additional members. Members of the HCTD Article and Book committee shall serve a two year term. In even numbered years, the members will solicit nominations for the article award, accept nominations for this award from Division members, choose the Article Award winner, and present the Article award at the division meeting at the annual NCA convention. In odd numbered years, the members will solicit nominations for the article award, accept nominations for this award from Division members, choose the Book Award winner, and present the Book award at the division meeting at the annual NCA convention.

## Section 2. Ad Hoc Committees

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

### **Article VIII – Adoption and Amendment**

Changes to this document will be adopted by a majority vote of the members at the Annual Business Meeting and will appear in the first newsletter following the Annual Business Meeting.

Proposed amendments or changes to this document must be presented at least 30 days prior to an annual meeting to the Division Chairperson. The Division Chairperson will distribute them with the assistance of the other officers to the membership at the Annual Business Meeting. An opportunity to discuss proposed amendments must be provided at an annual meeting prior to the vote on the proposed amendment.

A majority of the voting members responding at the business meeting is necessary for the adoption of an amendment.

### **Article IX – Parliamentary Authority**

In the absence of any provision to the contrary in the Bylaws, all business meetings of the Division and other subsidiary bodies shall be governed by parliamentary rules and usages contained in the current edition of Robert's Rules of Order, New Revised.

*Bylaw Revisions approved at the 2014 Business Meeting.*