



INTERNATIONAL AND INTERCULTURAL COMMUNICATION DIVISION

IICD By-Laws (Revised, 11-21-2015)

ARTICLE I

Section 1. The name of this group shall be the International and Intercultural Communication Division of the National Communication Association.

Section 2. The authority for the operation of this Division is contained in the 1984 documents of Speech Communication Association (SCA, now the National Communication Association or NCA); and the taxonomy of SCA subgroups adopted by the Legislative Council of SCA at the November 1980 meeting in New York.

Section 3. The basic purpose of the Division is to promote the research, teaching, and improved practice of communication in international and intercultural settings.

ARTICLE II: MEMBERSHIP

Section 1. General membership in this Division is open to any member of NCA who is interested in promoting the Division's purpose.

Section 2. The full membership of the Division shall be those persons who attend meetings of the Division at the annual NCA conventions and those individuals who submit a written request to be a member of the Division, or so indicate on their NCA membership application or renewal. A current list of Division membership will be reported to the NCA National Office at the end of each calendar year.

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-chair-person, vice-chairperson-elect, secretary, and publications chairperson.

Section 2. The chairperson shall serve for one year, preside at business meetings of the Division, be responsible for membership records, and maintain liaison with the NCA National Office.

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 officers 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 primarily be charged with chairing the scholar awards committee but may also assist the vice-chairperson with program planning by coordinating the review of papers and other program submissions if necessary.

Section 5. The secretary shall serve two years, prepare minutes of the business meetings, assist the Publications Officer when requested with the Newsletter 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 primarily serve as editor of the Division's newsletter and manager of the division listserv. This includes developing two newsletters per year and also posting announcements to the membership.

Section 7. In the case of vacancy, the progression of officers in Section 3 and 4 would apply in filling a vacancy in the positions for chairperson or vice-chairperson. For vice-chairperson-elect and secretary, the person who received the second highest number of votes in the election would fill the vacated position.

Section 8. In the case an officer is unable to fulfill his/her responsibility for whatever reason the remaining members of the executive committee shall appoint a replacement until such time as a replacement can be duly elected.

ARTICLE V: COMMITTEES AND ELECTIONS

Section 1. The officers shall constitute the executive committee and shall serve as the chief administrative group.

Section 2. A minimum of twelve persons will be identified and/or volunteer at the annual meeting to assist the vice-chair/unit planner to review papers and other program submissions. The elected persons must be qualified to review papers by having some scholarly manuscript reviewing experience in addition to having earned a Ph.D. degree or equivalent.

Section 3. Three persons will be elected to serve with the chairperson as a nominating committee. The unit chair will serve as an ex-officio member of the nominating committee. The duties of this committee are to generate nominations and develop a slate of candidates for election consideration at the annual unit business meeting. The nominating committee will prepare a slate of two persons for each vacancy to be filled and distributed to membership at the Divisional meeting of the NCA annual convention. At this time additional nominations will be received from the floor. Balloting will be conducted at the Divisional meeting with ballots counted by the nominating committee. Results will be announced at that time. A majority vote of those attending the Divisional meeting at the NCA annual convention will elect these officers.

Section 4. The awards committee shall include, but not be chaired by, the immediate past chair of the unit. There shall be at least three appointed members of this committee—the vice chair-elect, the past chair, and the immediate past chair. The vice-chair-elect shall chair this committee. The principal duty of this committee is to evaluate the submissions for distinguished scholar awards (book, article, thesis/dissertation) and determine the recipient(s) of each. After

this decision has been reached, the committee chair will arrange to have awards made and then presented to the recipients at the annual business meeting.

Section 5. The awards nominating committee is the advisory group to the awards committee. Group members are responsible for generating names for potential distinguished scholarship awardees. The purpose of this committee is to safeguard against having too few nominations for division awards. This committee shall be appointed by the chair of the division and shall not include anyone from the awards committee.

Section 6. The chairperson of publications for the Division will serve as Editor of the division newsletter and manager of the division listservs for three years. The election of this chairperson will occur at least one year before they will assume their position in order to facilitate an effective transition. Nominations will be sought through the nominating committee and if deemed necessary via an announcement to professional listservs, the Division Newsletter, and other appropriate sources.

Section 7. Special committees may be appointed by the chairperson with the concurrence of the executive committee.

ARTICLE VI: CRITERIA FOR PROGRAM SELECTIONS

Program submissions will be selected on the basis of 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. Persons planning panels, action caucuses, seminars, workshops, and/or other types of formats shall submit proposals to the program committee, listing the names and titles of participants and the purpose and expected outcome of the program.

ARTICLE VII: PARLIAMENTARY AUTHORITY

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.

ARTICLE VIII: AMENDMENTS

Section 1. Amendments to these bylaws may be initiated by a majority of the executive committee, by a majority of the Division membership at a business meeting or by a petition addressed to the Chairperson and signed by 25 members of the Division. Any proposed amendment shall be announced to the membership via newsletter or email to listserv thirty days prior to the business meeting.

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

Section 3. These by-laws shall become effective after the 1985 annual meeting by a majority vote of the Division at the 1985 annual business meeting.

--Revisions approved by a unanimous vote of members at the annual business meeting, November 2015, Las Vegas, NV. Previous date of bylaw revisions was eight years prior in November 2007, Chicago, IL.