

## BYLAWS OF THE INTERPERSONAL COMMUNICATION DIVISION OF THE NATIONAL COMMUNICATION ASSOCIATION

I. Establishment. The Interpersonal Communication Division is a constitutionally established division of the National Communication Association.

II. Membership. Members of the division shall be members in good standing of NCA who elect affiliation with the Interpersonal Communication Division.

III. Purposes. The Interpersonal Communication Division focuses on scholarship and pedagogy related to how messages are structured, perceived, and evaluated in routine or difficult situations between dyads or small groups in face-to-face or mediated contexts. We maintain a broad range of interests including scholarship focused on friendships, dating and romantic relationships, marriage, family, and workplace relationships. The division honors outstanding scholarship in the form of the Gerald R. Miller book award, the Franklin H. Knower article award, the Early Career Award, and the top thesis and dissertation awards. The division also offers awards for the top four papers and the top student paper at its annual meeting. Finally, it hosts a panel in honor of the Mark L. Knapp Award in Interpersonal Communication which recognizes individuals who have made significant scholarly contributions to the study of interpersonal communication, interaction, and/or relational processes throughout their career.

IV. Meetings. The division holds one business meeting annually at the NCA convention and conducts most of its other yearly activities by correspondence.

V. Officers.

A. Officers of the division include: Chair, Vice Chair, Vice Chair Elect, Immediate Past Chair, and Secretary. Only division members may serve as officers.

B. Succession: Newly elected officers succeed to office at the conclusion of the annual business meeting at which they were elected. Individuals ultimately succeeding to chair of the division are elected to a four-year term, serving one year in each of the following offices: Vice Chair Elect, Vice Chair, Chair, and Immediate Past Chair. A new Vice Chair Elect is elected annually at the division's business meeting; succession to all subsequent offices is automatic and occurs at the conclusion of the annual business meeting.

C. Officer Responsibilities:

1. Chair:

- a. Coordinates all business of the division
- b. Oversees the work of officers and committees
- c. Monitors the division's budget
- d. Prepares the agenda/serves as chair of the division's annual business meeting
- e. Represents the division at the NCA Legislative Assembly
- f. Chairs division's Top Four Paper panel at the annual convention

2. Vice Chair:

- a. Serves as primary program planner for the division
- b. Coordinates and completes all tasks associated with evaluating and selecting competitive papers and panels for the annual convention
- c. Coordinates ordering plaques, certificates, and monetary awards

3. Vice Chair Elect:

- a. Shadows officers to become familiar with tasks associated with each office
- b. Chairs the Knower and Miller Awards Selection Committee
- c. Attends the NCA Program Planners Meeting at the NCA annual convention

4. Immediate Past Chair:

- a. Serves as advisor for the division's officers and committee members
- b. Represents the division at the NCA Legislative Assembly
- c. Serves as respondent to division's Top Four Paper panel
- d. Chairs the division's Awards Nominating Committee:
  1. Coordinates nomination processes for division's major awards (e.g., Miller, Knower, thesis, dissertation, early career).
  2. Prepares and sends out call for award nominations.
  3. Submits nomination materials for Miller & Knower awards to Miller-Knower Awards Selection Committee.
  4. Submits nomination materials for thesis, dissertation, and early career awards to the thesis, dissertation, and early career awards selection committees.
- e. On September 15<sup>th</sup> becomes the division's representative to the NCA Nominating Committee and serves a one year term (i.e., until September 15<sup>th</sup> of the next year).

5. Secretary:

- a. Serves a one year term
- b. Takes minutes at division's annual business meeting
- c. Distributes completed business meeting minutes to all division officers
- d. Maintains the division's email distribution list

6. Other Elected Positions:

a. Social Media Content Manager

1. Serves a four-year term of service.
2. Must be a member of the division for the entire term of service.
3. Responsible for maintaining the division's social media presence and distributing division-related content.

b. At-Large Representatives to the NCA Legislative Assembly

1. The division has four representatives to the LA, the division's chair, immediate past chair, and two members elected at large for a one year appointment of service.
2. These two at-large members are elected during the division's business meeting and attend the Legislative Assembly at the next annual meeting of the NCA.
3. The LA representatives must be members of the division when elected and throughout the term of service as the division's representatives.

VI. Awards.

A. In order to honor outstanding scholarship and the scholars who produced it, the division will present the following awards each year at the annual business meeting:

1. The Gerald R. Miller Outstanding Book Award

- a. Book must be written by a member of the IPC division.
- b. Book must have a copyright date that is no more than five years old.
- c. Edited or co-authored books will also be considered.
- d. Award nomination must be made by someone other than the author(s)/editor(s).
- e. Winner(s) will receive a plaque.

2. The Franklin H. Knower Outstanding Article Award

- a. Only scholarly journal articles and scholarly book chapters will be considered.
- b. Must be authored or co-authored by a member of the IPC division.
- c. Article/chapter must have a copyright date that is no more than five years old.
- d. Award nomination must be made by someone other than the author(s).
- e. Winner(s) will receive a plaque.

### 3. Early Career Award

- a. All nominees and winners of this award must be members of the division.
- b. The scholar must be no more than eight years past receipt of the Ph.D.
- c. Self-nominations are acceptable and encouraged.
- d. The winner receives a plaque and, if the division budget allows, a monetary award.

### 4. Outstanding Dissertation Award

- a. This award honors the most outstanding dissertation in interpersonal communication completed within the prior two year period.

For example, to be eligible for the 2013 award, the dissertation must have been successfully defended and deposited at some date between January 1, 2011 and December 31, 2012.

- b. At the time of the award, the author of the dissertation must be a member of the IPC division.
- c. The nomination letter may only come from the student's dissertation advisor, a member of the dissertation committee, or from a professional colleague.
- d. The winner receives a plaque and, if the division budget allows, a monetary award.

### 5. Outstanding Thesis Award

- a. This award honors the most outstanding thesis in interpersonal communication completed within the prior two year period.

For example, to be eligible for the 2013 award, the thesis must have been successfully defended and deposited at some date between January 1, 2011 and December 31, 2012.

- b. At the time of the award, the author of the thesis must be a member of the IPC division.
- c. The nomination letter may only come from the student's thesis advisor, a member of the thesis committee, or from a professional colleague.
- d. The winner receives a plaque and, if the division budget allows, a monetary award.

### 6. Top Paper Award

- a. This award honors the highest ranked/rated paper submitted to the division's annual paper submission process as determined by the Vice Chair.

- b. The paper is presented as part of the division's annual "top four papers" panel.
- c. The winner(s) receive a plaque and/or a certificate.
- d. The second, third, and fourth ranked/rated papers will receive the designation "top four paper," will also be presented as part of the division's annual top four papers panel, and the author(s) will also receive a plaque and/or a certificate.

#### 7. Top Graduate Student Paper Award

- a. This award honors the highest ranked/rated paper submitted by a graduate student to the division's annual paper submission process as determined by the Vice Chair.
- b. To be eligible for this award, at the time of submitting the paper to the division's annual paper submission process, the graduate student must indicate that the paper is a student-authored paper.
- c. The author(s) must have been officially classified as a graduate student when the paper was written.
- d. The winner receives a plaque and, if the division budget allows, a monetary award.

### VII. Committees.

#### A. Standing committees of the division include:

1. Service Nominating Committee
2. Awards Nominating Committee
3. Paper Reader Committee
4. Miller-Knowler Awards Selection Committee
5. Outstanding Thesis & Dissertation Awards Committee
6. Early Career Award Committee

B. Most committee members are elected annually during the annual business meeting of the division and serve one year terms. Only division members may serve on committees.

#### C. Committee Responsibilities:

##### 1. Service Nominating Committee

- a. A five-member committee is elected annually for a one-year term of service.
- b. The committee shall elect its chair immediately after the business meeting at which they are elected.

c. The committee is responsible for proposing a slate of candidates for service as division officers and for committee membership. Annually, nominations for these service positions shall include:

1. Vice Chair Elect (at least two candidates)
2. Secretary (at least two candidates)
3. Legislative Assembly (at least three candidates)
4. Service Nominating Committee (at least five candidates)
5. Awards Nominating Committee (at least three candidates)
6. Paper Readers Committee (at least 25 candidates)
7. Thesis & Dissertation Awards Committee (at least three candidates)
8. Early Career Award Selection Committee (at least three candidates)
9. Social Media Content Manager (at least two candidates, elected once every four years)

d. The committee is responsible for coordinating the election process, including preparing election ballots, distributing and collecting ballots during the election, and counting the votes during the annual division business meeting.

e. In the event open positions remain on any standing committee of the division, the chair, in consultation with the chair of the Service Nominating Committee and the division's officers, has the authority to appoint members for service.

## 2. Awards Nominating Committee

a. The division's Immediate Past Chair will chair this committee.

b. Two other members are elected annually for a one-year term of service.

c. The three member committee shall solicit a slate of candidates and collect the required nomination materials for the Miller Outstanding Book Award, the Knower Outstanding Article Award, the Outstanding Thesis and Dissertation Awards, and the Early Career Award

d. The Awards Nominating Committee shall forward the nominations for the Miller and Knower awards to the Miller and Knower Awards Selection Committee who shall select the award winners. In the case of a conflict of interest for nominating or selection committee members (e.g., a committee member has a work nominated), that member will step aside. The division chair will appoint a replacement member or break a tie if needed.

e. The Awards Nominating Committee shall forward the nominations for the thesis, dissertation and early career awards to the Outstanding Thesis & Dissertation Awards committee and to the Early Career Award Selection Committee who shall select the award winners. In the case of a conflict of interest for selection committee members (e.g., the advisee of a committee member is nominated), that member will step aside. The division chair will appoint a replacement or break a tie if needed.

### 3. Paper Readers

- a. A minimum of 25 paper readers are elected annually for one-year terms; this number may be increased or decreased by a vote of the division at the annual business meeting.
- b. Members must come from all academic ranks holding the terminal degree (e.g., assistant, associate, full professors) and only from graduate students who are currently A.B.D.
- c. Paper readers are responsible for evaluating the merits of papers submitted to the division's annual paper competition.
- d. The division's Vice Chair serves as the chair of this committee and coordinates the paper selection process:
  1. If needed, the vice chair has the authority to add paper readers as they self-nominate or are nominated after the annual business meeting.
  2. All papers submitted to the IPC division are evaluated in a blind, peer review process. After the first round of reviews is completed, the top ranked papers (as determined by the first round of reviews) are subjected to a second round of reviews.
  3. The second round paper reviewers are selected by the Vice Chair.
  4. Based on the results of the second round of reviews, the division's top four papers are then determined by the Vice Chair.

### 4. Miller-Knower Awards Selection Committee

- a. The committee is chaired by the Vice Chair Elect.
- b. Two other members will be appointed by the Vice Chair Elect of the division for a one year term of service.
- c. Committee members will include the immediate past winners of the Miller and Knower Awards (first authors when possible).
- d. After receiving the nomination materials from the division's Awards Nominating Committee, the committee will select the winners. The committee will then report results to the division's Immediate Past Chair.

### 5. Outstanding Thesis & Dissertation Awards Selection Committee

- a. A three member committee is elected annually for a one-year term of service.

- b. All committee members must hold the terminal degree and the rank of assistant, associate, or full professor.
- c. One committee member must be designated as chair.
- d. After receiving the nomination materials from the division's Awards Nominating Committee, the committee will select the winners. The committee will then report results to the division's Immediate Past Chair.

6. Early Career Award Selection Committee

- a. The committee is chaired by the Vice Chair Elect.
- b. Two other members will be appointed by the Vice Chair Elect of the division for a two-year term of service.
- c. Committee members will include the immediate past winners from the last two years of the Early Career Award.
- d. After receiving the nomination materials from the division's Awards Nominating Committee, the committee will select the winners. The committee will then report results to the division's Immediate Past Chair.

VIII. Standing Annual Convention Panels.

- A. Each year at the annual meeting of the NCA, the division will always sponsor three standing convention panels:
  - 1. The Top Four Papers in Interpersonal Communication
  - 2. The Business Meeting of the Interpersonal Communication Division
  - 3. The Mark Knapp Award in Interpersonal Communication tribute panel
- B. Every even number year (e.g., 2012, 2014, 2016), the division will also sponsor a special tribute panel honoring the winners of the Gerald R. Miller book award and the Franklin H. Knowler article award from the past two years.

IX. Elections.

- A. Candidates for all divisional offices are nominated either by the division's Service Nominating Committee in accordance with its regular procedures, or candidates may be nominated by members of the division from the floor during the annual business meeting.
- B. Elections are conducted during the annual business meeting.
- C. All candidates for divisional offices shall be members in good standing of the division.

D. Election to all offices and committees shall be by simple majority vote of the members present and voting. In the event of a tie, a run-off vote must be held until a winner is determined.

E. Members of the Service Nominating Committee will be responsible for coordinating the election process, including preparing election ballots, distributing and collecting ballots during the election, and counting the votes during the annual division business meeting.

X. Amendments.

A. Amendments to the bylaws may be proposed by any member of the division.

B. Amendments shall be submitted to the chair of the division at least six weeks before the annual business meeting.

C. On rare occasions, an amendment may be submitted from the floor during the annual business meeting; however, the chair will determine if the amendment is appropriate for an immediate vote or merits further discussion and review. Voting members may also make a motion to table the proposed amendment.

D. After discussion, a proposed amendment shall be adopted if it is approved by a simple majority of the members present and voting during the annual business meeting.

Approved by the division membership, November, 2003

Amended by the division membership, November, 2009

Amended by the division membership, November, 2012

Amended by the division membership, November, 2013

Amended by the division membership, November, 2015