

National Communication Association
Latina/Latino Communication Studies Division
Constitution & Bylaws
(Last Amended: November 20, 2021)

ARTICLE I. Name, Authority, and Purposes

Section 1. The name of this organization shall be the Latina/Latino Communication Studies Division of the National Communication Association (NCA), and shall hereinafter be referred to as the Division.

Section 2. The authority of this organization is derived from the relevant provisions of the Constitution and By-Laws of NCA, and its powers and procedures are those prescribed therein.

Section 3. The purpose of the Latina/Latino Communication Studies Division is to foster the study and teaching of communication within, by, and as it intersects with matters of concern for Latina/o communities throughout the Americas. The division embraces a variety of methodological perspectives and focuses on a wide range of communication practices and contexts as represented within NCA.

ARTICLE II. Membership

Members of the Division shall be members of NCA, in good standing, who are interested in promoting the purposes of the Division and who elect affiliation with the Division according to the conditions set forth by NCA.

ARTICLE III. Officers

Section 1. The officers of the Division shall be: a chairperson, a vice-chairperson, a vice-chairperson elect, an immediate past chairperson, a secretary, and a parliamentarian. All officers must be regular members of the Division and of NCA. At the conclusion of the Division's annual business meeting, the vice-chairperson shall succeed to the office of chairperson, the vice-chairperson elect shall succeed to the office of vice-chairperson, the chairperson shall succeed to the office of immediate past chairperson. Officers shall transfer relevant files and records to their successor within a reasonable timeframe after their terms of office.

Section 2. The duties of the chairperson shall be to preside at the business meetings of the Division, to oversee the work of officers and committees, to manage the Division's budget, to provide advice to the vice-chair as requested, and other such duties usually inhering in such an office. The chairperson shall serve on the NCA Nominating Committee. The chairperson shall present an annual report to the NCA Legislative Assembly in such form and manner as the Assembly requires, and a report of activities to the Division at the annual business meeting. The terms of the office shall be one year.

Section 3. The primary duty of the vice-chairperson shall be to coordinate and plan the Division's program for the NCA annual convention, in cooperation with the first vice-president of NCA. The vice-chairperson shall serve as a representative of the Division on the NCA Legislative Assembly. The vice-chairperson shall also make a report on the program planning at the annual business meeting of the Division. The vice-chairperson shall provide assistance to the chair as requested and shall preside at meetings in the absence of the chair. The term of office shall be one year.

Section 4. The vice-chairperson elect shall assist the vice-chairperson in planning the convention programs of the Division and shall coordinate and plan the Division's program a year in advance in cooperation with the Second Vice President of NCA. The vice-chairperson elect shall serve as a representative of the Division on the NCA Legislative Assembly. The vice-chairperson elect shall be responsible for membership recruitment for the Division. The term of office shall be one year.

Section 5. The secretary shall record the minutes of Division meetings, submit minutes to the Chairperson prior to the annual meeting, and shall perform other customary duties of that office. The term of office shall be one year.

Section 6. The immediate past chairperson shall provide such assistance as requested from the chairperson or vice-chairperson in assembling reports, setting the agenda of the annual business meeting, planning the convention program, and/or ensuring continuity in the operation of the Division. The term of office shall be one year.

Section 7. The parliamentarian shall advise the officers and committees on matters of parliamentary procedure, assist in the interpretation of the Constitution & By-Laws, and participate in the planning and steering of business meetings using Robert's Rules of Order. The term of office shall be three years.

Section 8. Should the office of chairperson become vacant, the vice-chairperson shall assume the duties of the office. Should an office other than chairperson become vacant, the chairperson shall appoint a member of the Division to fill the vacancy until the next Division business meeting, at which point an election shall be held in accordance with the procedures set forth in Article VII.

Section 9. At its annual meetings, the Division shall elect such other representatives as are appropriate to serve as liaisons to or representatives on committees of the Association, of other divisions within the association, or of affiliate organizations to the association.

ARTICLE IV. Executive Committee

Section 1. The Executive Committee of the Division shall be composed of the chairperson, the vice-chairperson, the vice-chairperson elect, the secretary, the immediate past chairperson, and the parliamentarian (non-voting).

Section 2. The Executive Committee shall carry out the directives of the membership of the Division, coordinate Committees and Standing Committees, and act on behalf of the Division between annual meetings.

ARTICLE V. Other Committees

Section 1. The Awards Selection Committee shall be composed of the immediate past chairperson of the division and two elected member of the Division who serve a one-year term. The immediate past chairperson of the Division shall serve as chair of the Selection Committee. The Selection Committee will be responsible for soliciting nominations for and selecting the winner of the Córdova-Puchot Scholar of the Year, Book of the Year, Outstanding Journal Article, Outstanding Book Chapter, and Excellence in Teaching and Mentorship awards. The Awards Selection Committee will recognize the winners at the annual meeting. No member of the Awards Selection Committee may be nominated for the Córdova-Puchot Scholar of the Year Award, Book of the Year Award, Outstanding Journal Article Award, Outstanding Book Chapter Award, and/or the Excellence in Teaching and Mentorship Award.

Section 2. A Nominating Committee will be constituted every year, consisting of the Vice-Chairperson Elect and two members appointed by the Executive Committee. The Nominating Committee will be responsible for soliciting nominations for any elected positions within the Division and advertising upcoming position vacancies in accordance with Division bylaws. The Nominating Committee will present a slate of candidates that the membership will vote on during the annual elections. All committee members will serve a one-year term. Nominating Committee members may not serve more than two consecutive years.

Section 3. The Executive Committee may appoint or the Division may propose the election of ad hoc or standing committees as either deems appropriate in furthering the purposes of the Division. Ad hoc committees shall exist for no longer than one year, unless explicitly charged otherwise in their composition. The Executive Committee may create ad hoc committees on an interim basis only, subject to definitive action by the Division at the next annual business meeting.

Section 3. In the event of the incapacity of an elected committee member, the Executive Committee shall elect a replacement to serve until the next business meeting or shall establish a nomination and election procedure for selecting a replacement, at its discretion and in accordance with these bylaws.

ARTICLE VI: Meetings

Section 1. An annual business meeting shall be held at the time and place of the annual convention of NCA.

Section 2. The Executive Committee may schedule additional meetings of the Division with sufficient advanced notice to the membership. Special meetings may be called by a majority of the active individual members present at any regular meeting or by the petition of twenty percent (20%) of the membership.

Section 3. Two-thirds of the existing officers shall constitute a quorum for the transaction of business at all meetings of the Executive Committee. 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 VII. Elections

Section 1. All members of the Division shall have the right to vote in elections and major initiatives of the organization.

Section 2. Prior to each annual business meeting, elections shall be held virtually through the NCA website to select various officers, committee chairpersons, and committee members of the Division as specified in these Constitution and By-Laws.

Section 3. Nominations for officers will be solicited by the Nominating Committee prior to the annual business meeting. Self-nominations are also welcomed at any time during the year prior to the election. All nominees shall indicate their willingness to serve.

Section 4. A simple majority of the professional members voting is required for the election of officers. If no candidate receives a simple majority of the whole number of votes cast, the membership shall ballot a second time between the two candidates receiving the highest number of votes on the first ballot. If the votes should be evenly divided between the two run-off candidates, balloting continues until the one receiving the most votes is the winner. If only one candidate is being considered, no election is needed. The results will be announced at the annual business meeting.

ARTICLE VIII. Awards

Section 1. In order to honor outstanding scholarship, the division will present the following awards each year at the annual business meeting: Top Paper Award, Top Student Paper Award, Book of the Year Award, Outstanding Journal Article Award, Outstanding Book Chapter Award, Excellence in Teaching and Mentorship Award, and the Córdova-Puchot Scholar of the Year Award. Works nominated for the Book of the Year, Outstanding Journal Article, and Outstanding Book Chapter awards must be published in the preceding three years from the date of the annual meeting.

Section 2. The Top Paper award and Top Student Paper Award are determined by the vice-chair of the Division based on the blind reviews of convention submissions. The winners receive a plaque or certificate and, if the division budget allows, a monetary award.

Section 3. The winner of the Córdova-Puchot Scholar of the Year Award is selected by the Awards Committee. The winner receives a plaque and, if the division budget allows, a monetary award.

Section 4. The winner of the Book of the Year Award is selected by the Awards Selection Committee. The winner receives a certificate or plaque.

Section 5: The winner of the Outstanding Journal Article Award is selected by the Awards Selection Committee. The winner receives a certificate or plaque.

Section 6: The winner of the Outstanding Book Chapter Award is selected by the Awards Selection Committee. The winner receives a certificate or plaque.

Section 7: The winner of the Excellence in Teaching and Mentorship Award is selected by the Awards Selection Committee. The winner receives a certificate or plaque.

Section 8. At its annual meetings, the Division may create additional awards as it shall deem appropriate in furthering the purposes of the Division.

ARTICLE VIII. Public Statements

As per the Constitution and Bylaws, Standing Rules, and guidelines of the Association, no statement, news release, public announcement, circular letter, or other communication shall be issued on Division stationery, under the Division's logo, or in the name of the Division or any of its officers or committees, except upon unanimous agreement of the executive committee.

ARTICLE IX. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and By-Laws or standing rules of the National Communication Association.

Article X. Amendments

Section 1. Amendments to these Constitution and By-Laws may be initiated by the Executive Committee, by a majority of the Division membership at the business meeting, or by a petition addressed to the Executive Committee and signed by twenty-five members of the Division. Amendments must be circulated to the Division at least one calendar month prior to the business meeting.

Section 2. For the adoption of a proposed amendment, a two-thirds majority vote of the Division at any regular business meeting will be required.