

National Communication Association La Raza Caucus Bylaws

Revised: November 20, 2021

ARTICLE I. Name, Authority, and Purposes

Section 1. The name of this organization shall be the La Raza Caucus of the National Communication Association (NCA), a not-for-profit organization hereinafter referred to as the Caucus.

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 Caucus is to provide a forum for the discussion of issues related to Latina/Latino faculty, professional staff, administrators, and students in higher education and to advocate for, and provide workable solutions to, these issues within the National Communication Association and the larger Communication Studies discipline. The goals of the Caucus include educational advocacy, networking, recruitment and retention, and cultural promotion.

ARTICLE II. Membership

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

ARTICLE III: 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 Caucus 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 Caucus present at the publicly announced meetings.

Section 4. In light of the historical relationship between the LRC and the Latina/Latino Communication Studies Division, the executive committee shall decide, at least two months before the NCA Convention and by a simple majority, whether to hold a joint business meeting with the LCSA at the annual convention.

ARTICLE IV. Elections

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

Section 2. At each annual business meeting elections shall be held to select various officers, committee chairpersons, and committee members of the Caucus as specified in these Constitution and By-Laws.

Section 3. Nominations for officers shall be accepted from the floor at the annual meeting, or at any time during the year prior to the annual meeting. All nominees shall indicate their willingness to serve.

Section 4. A simple majority of the professional members voting at the annual meeting 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, a motion may come from the floor to serve the position by acclamation. The results will be announced at that time.

Section 5. A simple majority of the professional members voting at the annual meeting is required for the approval of all other initiatives that are put to a vote of the general membership, in accordance with these constitution and by-laws.

ARTICLE V. Officers

Section 1. The officers of the Caucus 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 voting members of the Caucus. At the conclusion of the 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 at the end of their terms of office.

Section 2. The duties of the chairperson shall be to preside at the business meetings of the Caucus, to oversee the work of officers and committees, to manage the Caucus'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 as a representative of the Caucus on the NCA Legislative Assembly. 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 Caucus 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 Caucus's program for the NCA annual convention, in cooperation with the first vice-president of NCA.

The vice-chairperson shall also make a report on the program planning at the annual business meeting of the Caucus. 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 with the vice-chairperson in planning the convention programs of the Caucus and shall coordinate and plan the Caucus's program a year in advance in cooperation with the Second Vice President of NCA. The vice-chairperson elect shall be responsible for membership recruitment. The term of office shall be one year.

Section 5. The secretary shall record the minutes of Caucus 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 two years.

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 ensuring continuity in the operating of the Caucus. 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. The Caucus shall elect one member to serve as a representative to the NCA Affirmative Action and Intercaucus Committee for a term of three years.

Section 9. 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 Caucus to fill the vacancy until the next Caucus business meeting, at which point an election shall be held in accordance with the procedures set forth in Article IV.

Section 10. At its annual meetings, the Caucus shall elect such other representatives as are appropriate to serve as liaisons to or representatives on committees of the Association, of other Caucuses within the association, or of affiliate organizations to the association.

ARTICLE VI. Committees

Section 1. The Executive Committee of the Caucus shall be composed of the chairperson, the vice-chairperson, the vice-chairperson elect, the secretary, the immediate past chairperson, and the parliamentarian (ex-officio, non-voting). The Executive Committee shall, between annual meetings of the Caucus and of NCA, serve as the chief administrative authority of the Caucus.

Section 2. Each year, the Executive Committee shall appoint, by a simple majority, one of its members to serve as representative of the Caucus on the NCA Legislative Assembly. No member may simultaneously represent both the Caucus and another NCA Division or Caucus on the Legislative Assembly.

Section 3. The Mentorship Committee shall be composed of the vice chairperson, the vice-chairperson elect, and up to three members of the division appointed by the executive committee. All appointed committee members will serve a one-year term. One member appointed by the Executive Committee shall serve as chair of the Mentorship Committee. The Mentorship Committee will be responsible for developing mentorship-focused resources and programming, including at least one mentorship panel to be programmed at the annual convention.

Section 4. The Executive Committee may appoint or the Caucus may propose the election of such ad hoc committees as any of them deems appropriate in furthering the purposes of the Caucus. 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 Caucus at the next annual business meeting.

Section 5. At its annual meetings, the Caucus may create additional standing committees, as it shall deem appropriate in furthering the purposes of the Caucus.

ARTICLE VII. 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 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 Caucus stationery, under the Caucus's logo, or in the name of the Caucus or any of its officers or committees.

Article IX. Amendments

Section 1. Amendments to these Constitution and By-Laws may be initiated by the Executive Committee, by a majority of the Caucus membership at the business meeting, or by a petition addressed to the Executive Committee and signed by twenty-five members of the Caucus. Amendments must be circulated to the Caucus 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 Caucus at any regular business meeting will be required.