



NATIONAL COMMUNICATION
ASSOCIATION

Transforming Lives through Communication

Interest Group Manual 2024

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Washington, DC 20036
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Interest Groups play an important role in the professional lives of many NCA members. This manual is designed to assist Interest Group leaders to effectively and efficiently make good use of available resources.

Interest Groups are subgroups of NCA's membership that have shared interests. NCA's governing documents define three types of Interest Groups:

- **Divisions** - Interest groups for members with shared focus on particular topics of substantive study.
- **Sections** - Interest groups for members sharing common professional settings.
- **Caucuses** - Consistent with the Association's commitment to equal opportunity, interest groups representing historically underrepresented demographic groups in terms of gender, race, ethnicity, sexuality, and ability.

There are currently 51 divisions, six sections, and nine caucuses for a total on 66 Interest Groups. A list of Interest Groups can be found on NCA's website at <http://www.natcom.org/interestgroups/>.

For questions related to Interest Groups, please contact the NCA Membership Associate, Jennifer Fletcher (jfletcher@natcom.org).

Creating a New Interest Group

Divisions and Sections may be created by the Legislative Assembly upon receipt of petitions signed by at least 200 members of the Association. Caucuses may be created by the Legislative Assembly in response to petitions signed by at least 50 members of the Association.

Please email Jennifer Fletcher, (jfletcher@natcom.org) with any questions about the process, requirements, and deadlines for creating a new interest group.

Interest Group Officers/Leadership

Terms for interest group officers begin on January 1 and end on December 31. Each Interest Group establishes its own procedures for electing its officers and the number of calendar years in a term.

NCA procedure requires each Interest Group to include in its bylaws provisions for electing leadership. Traditionally, the vice chair shall succeed to the office of chair. The vice chair-elect shall succeed to the office of vice chair. Among responsibilities listed in the Interest Group bylaws, the chair presides at business meetings and the vice chair plans the portion of the NCA annual convention program for which the Interest Group is responsible.

All Interest Group officers must, at the time of their election and for the entirety of their term, be members of NCA and the relevant Interest Group. Current leaders who are managing elections should verify the membership status of potential candidates using the NCA member directory.

<https://portal.natcom.org/member-directory>

Representation in NCA's Governance Structure

Legislative Assembly

The Legislative Assembly is the principal policy making body of the Association and meets at least once a year in tandem with NCA's annual convention. There is a full afternoon session the Wednesday before the convention begins and a shorter morning session on the Saturday of the convention. The LA may also meet via electronic means in a manner which allows for discussion.

Legislative Assembly terms begin on January 1 and are renewable as determined by individual Interest Groups. Each Interest Group establishes its own procedures for electing its representatives to the Legislative Assembly.

NCA's governing documents provide for Interest Group representation on the NCA Legislative Assembly.

The number of representatives for each of the divisions and sections is calculated by the number of members of the group.

- Divisions and Sections with fewer than 500 members have 2 representatives.
- Divisions and Sections with 500-999 members have 3 representatives.
- Divisions and Sections with 1,000-1,499 members have 4 representatives.
- Divisions and Sections with 1,500 or more members have 5 representatives.
- Each Caucus has one representative.

The National Office takes an official membership count for each Interest Group during the first week in January.

As part of the bylaws, alternates or proxies are no longer permitted at the Legislative Assembly. However, "Vacancies among the representatives of Interest Groups, the four regional associations, the National States Advisory Council and the Association of Communication Administration Executive Committee may be filled in the same manner as the original representative was appointed" (Article 3, Section 5D). For example, if your group's bylaws state the chair is also the group's LA representative, and the chair cannot fulfill their LA member responsibilities or attend the annual LA meeting, the chair must resign as the position of chair and the newly elected chair may participate in the LA meeting. In short, a vacancy in the position must exist for an alternative person to represent your group; that person must be elected in the same manner as originally prescribed by your group's bylaws.

All active NCA members (members with an up-to-date membership) may attend the LA meeting. If an LA representative cannot attend, the Interest Group chair can appoint another member of that interest group to attend the meeting as a non-voting representative. The person may attend the LA meeting, take notes, and represent the Interest Group. This person will not have voting rights at the meeting. Please contact Justin Danowski (jdandowski@natcom.org) if you have any questions.

Nominating Committee

NCA's governing documents provide for one representative from each Interest Group on the NCA Nominating Committee. Each Interest Group establishes its own procedures for electing its representatives to the Nominating Committee.

The Nominating Committee finds candidates for Second Vice President, Legislative Assembly, and Leadership Development Committee. Candidates for each position are selected by the Committee and added to the December election ballot:

<https://www.natcom.org/calendar/2023-call-nominations-nca-second-vice-president-large-members-legislative-assembly-and>

IDEA Council (for caucuses only)

NCA's bylaws allow for one representative from each **caucus** on the NCA IDEA Council. Terms begin on January 1 and are renewable as determined by individual caucuses. Each caucus establishes its own procedures for electing its representative.

The IDEA Council is tasked with monitoring and making recommendations to enhance the diversity of the Association by, among other things, promoting the interests of the [NCA Resolution on Affirmative Action and Nondiscrimination](#), and the [NCA Resolution on Diversity, Equity, and Inclusion](#).

Members of the council meet in-person twice each year, once near Washington, DC in February (travel expenses covered by NCA) and once during the NCA Annual Convention. Throughout the year, the council convenes virtually and through email.

Strategic Plan

NATIONAL COMMUNICATION ASSOCIATION

STRATEGIC PLAN



2023–2027

CHARTING NCA'S PATH FOR THE FUTURE

Adopted by the NCA Legislative Assembly in November 2022

VISION: Transforming Lives through Communication

MISSION: Advancing Communication scholarship, teaching, and practice to foster a better world

GOAL 1—CREATE CONDITIONS TO SUPPORT AND EMPOWER MEMBERS

Strategic Objective Statements

- 1.1 Support excellence in Communication-related scholarship, pedagogy, and service
- 1.2 Enhance member access, engagement, and sense of ownership in the association
- 1.3 Maintain ethical standards for research, teaching, and service

GOAL 2—PROMOTE COMMUNICATION'S VALUE

Strategic Objective Statements

- 2.1 Enhance public awareness and understanding about the value of the discipline
- 2.2 Promote Communication's significance in challenging existing structures and fostering meaningful change
- 2.3 Advocate for Communication-informed institutional and public policies

GOAL 3—EMBRACE AND ENACT INCLUSION, DIVERSITY, EQUITY, AND ACCESS

Strategic Objective Statements

- 3.1 Provide the tools for members to value and promote inclusivity, diversity, equity, and access within all disciplinary spaces and societal practices
- 3.2 Create and improve structures, programs, practices, and policies within NCA that ensures all members are able to engage in the association and thrive in their professional pursuits
- 3.3 Promote and advocate for inclusivity, diversity, equity, and access in the field of Communication and within NCA

GOAL 4—CULTIVATE A THRIVING AND RESPONSIVE ORGANIZATION

Strategic Objective Statements

- 4.1 Nurture and support a membership, volunteer leadership, and national office staff that are energetic, collaborative, and engaged
- 4.2 Foster reflexive governance and administrative practices and informed decision-making
- 4.3 Collaborate with impacted communities to advocate for Communication-informed policies and structures

WWW.NATCOM.ORG

Bylaws

ARTICLE I: NAME AND PURPOSE

Section 1: Name.

The name of this corporation shall be “National Communication Association” (hereinafter, “NCA” or “the Association”).

Section 2: Purpose.

- A. The National Communication Association advances communication as the discipline that studies all forms, modes, media and consequences of communication through humanistic, social scientific and aesthetic inquiry. NCA serves the scholars, teachers, and practitioners who are its members by enabling and supporting their interests in research, teaching, and practice. Dedicated to fostering and promoting free, inclusive, and ethical communication, NCA promotes the widespread appreciation of the importance of communication in public and private life, the application of competent communication to improve the quality and diversity of human life and relationships, and the use of knowledge about communication to solve human problems.
- B. NCA has the goal of fostering and promoting a diverse and inclusive organization.
- C. NCA is organized exclusively for charitable, educational and scientific purposes within the meaning of the Internal Revenue Code (IRC) Section 501(c)(3), as amended (or corresponding provisions of any subsequent federal tax laws).
- D. No part of the net earnings of NCA shall inure to the benefit of, or be distributable to, its members, Directors, Officers, employees, or other private persons, except that NCA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of IRC Section 501(c)(3) purposes.

ARTICLE II: MEMBERSHIP

Section 1: Membership Categories.

NCA shall have the following individual membership categories: Retired, Student, Life, and Regular. In addition, NCA shall have the following group membership category: Department/Program.

- A. Retired membership is open to any person interested in the Association’s purpose who has been a member of the Association for at least twenty-five years and is no longer working full-time.
- B. Student membership is open to any person interested in the Association’s purpose who is currently enrolled for higher education credit and does not have a terminal degree.
- C. Life membership is open to any person interested in the Association’s purpose who does not fit into the categories of Retired or Student membership.
- D. Regular membership is open to any person interested in the Association’s purpose who does not fit into the categories of Retired or Student membership.
- E. Department/Program membership is open to any department or program at an institution of higher education with an interest in the Association’s purpose.

Section 2: Admission to Membership.

Any individual or group that meets the qualifications of a membership category specified in Section 1 may be admitted to membership in accordance with policies and procedures established by the Executive Committee of the Legislative Assembly.

Section 3: Rights and Responsibilities.

- A. An individual member shall have the right to vote and hold elected or appointed office as specifically provided in these Bylaws. All individuals serving in leadership positions including, but not limited to, Officers, Directors, or members of any committee shall be required to hold membership in the Association.
- B. In order to maintain membership status, an individual or group member shall pay annual dues by the member’s renewal date. Dues for each membership category shall
- C. be established by the Legislative Assembly.
- D. Privileges and responsibilities of each membership category shall be established by the Executive Committee of the Legislative Assembly.

ARTICLE III: LEGISLATIVE ASSEMBLY

Section 1: Members.

The Legislative Assembly shall consist of the following representatives, which representatives are sometimes referred to in these Bylaws as “Directors”:

- A. President.
- B. First Vice President.
- C. Second Vice President.
- D. Immediate Past President.
- E. Executive Director (non-voting).
- F. Members of the Finance Committee.
- G. Mentorship and Leadership Council Chair
- H. Publications Council Chair.
- I. Research Council Chair.
- J. Teaching and Learning Council Chair.
- K. IDEA Council Chair.
- L. A number of representatives from each Interest Group, determined in accordance with Section 2(G) below.
- M. Nine At-Large Directors.
- N. Six Directors appointed by the Legislative Assembly according to appointment procedures adopted by the Legislative Assembly; selection to recognize emerging interests and critical problems and to achieve a balanced representation of teaching levels, ethnic and minority group interests, sex, age, and academic status.
- O. Three Directors from each of the four regional communication associations (Central States Communication Association, Eastern Communication Association, Southern States Communication Association, and Western States Communication Association).
- P. National States Advisory Council representative.
- Q. Association of Communication Administration Executive Committee representative.

Section 2: Election and Terms.

- A. The President shall, after a one-year term, succeed to the office of Immediate Past President. The Immediate Past President shall serve for a term of one year. The First Vice President shall, after a one-year term, succeed to the office of President.
- B. The Second Vice President shall, after a one-year term, succeed to the office of First Vice President.
- C. The Second Vice President shall be elected by plurality vote of individual members and shall become the Second Vice President when the current Second Vice President succeeds to the office of First Vice President

- A quorum shall consist of 1/20th of the individual membership. The ballot for the Second Vice President election shall be developed by the Nominating Committee.
- D. The Finance Directors shall be elected by the Legislative Assembly for a term of three years. Terms of the Finance Directors are staggered, and one Finance Director shall be elected each year. The Leadership Development Committee will provide a slate to the Legislative Assembly for approval after consultation with the Finance Committee. The Finance Committee Chair shall be the Finance Director serving the third year of the three- year term.
 - E. The Chairs of the IDEA Council, Publications Council, Research Council, Mentorship and Leadership Council, and Teaching and Learning Council shall each be elected by the Legislative Assembly for a term of three years. The Leadership Development Committee will provide a slate to the Legislative Assembly for approval.
 - F. The representatives from each Interest Group, the number of which representatives shall be determined according to clauses (a) through (e) below depending on the size of the Interest Group, shall be appointed to the Legislative Assembly by that Interest Group for terms of one year.
 - a. Divisions and Sections with fewer than 500 members have 2 representatives.
 - b. Divisions and Sections with 500-999 members have 3 representatives.
 - c. Divisions and Sections with 1,000-1,499 members have 4 representatives.
 - d. Divisions and Sections with 1,500 or more members have 5 representatives.
 - e. Each Caucus has one representative.
 - G. The At-Large representatives on the Legislative Assembly shall be elected by plurality vote of individual members of the Association for a term of three years. A quorum shall consist of 1/20th of the individual membership. Three (3) of these At- Large representatives shall be elected each year. The ballot for the at-large representatives on the Legislative Assembly election shall be developed by the Nominating Committee. No member shall be eligible to serve two consecutive full terms as an At-Large representative.
 - H. The six individual representatives appointed by the Legislative Assembly shall serve staggered terms of three years, such that two of these representatives shall be appointed each year.
 - I. The representatives from the four regional associations, the National States Advisory Council representative, and the Association of Communication Administration Executive Committee representative shall each be appointed to the Legislative Assembly by their respective association or council for terms of three years.

Section 3: Duties.

The Legislative Assembly shall exercise fiduciary responsibility over the affairs of NCA and is responsible for the overall strategic direction and policymaking of the Association. Journal Editors of the Association shall each be approved by the Legislative Assembly for a term of three years. The Publications Council will provide a slate to the Executive Committee for endorsement, which is then forwarded to the Legislative Assembly for approval.

Section 4: Meetings.

- A. The Legislative Assembly shall meet at least annually at or around the national convention.
- B. The agenda shall be determined by the President in consultation with the Executive Director. The Legislative Assembly will approve the agenda at the start of the meeting.
- C. The President shall preside at meetings.
- D. A quorum shall consist of a majority of the members of the Legislative Assembly.
- E. The Legislative Assembly may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. The Legislative Assembly may also take action by written consent of the majority of the Legislative Assembly, including using email.
- F. Legislative Assembly meetings shall be open to all NCA members.

Section 5: Vacancies.

- A. A vacancy in the office of President, First Vice President, Second Vice President, or Second Vice President Elect shall be filled for the balance of the term in which the vacancy occurred by appointment of the Executive Committee of the Legislative Assembly. The person so appointed to fill such vacancy, after the conclusion of that term, shall not automatically succeed to subsequent office as set forth in Section 2(A), (B) and (C), respectively. Rather, such subsequent office shall be filled by member vote, following the same procedures as set forth in Section 2(D) for the Second Vice President election.
- B. A vacancy in the office of Immediate Past President may be filled by appointment of the Officers from the pool of past Presidents of the Association.
- C. Vacancies among the nine at-large and six appointed representative positions (described above in Section 1(A)(n) and (o), respectively) may be filled by appointment of the Executive Committee of the Legislative Assembly. Members selected to fill these vacant positions shall complete the balance of the calendar year in which the position became vacant. The position will then be filled for the remainder of the term, if any, following the process described in Section 2 above usually used to fill the position.
- D. Vacancies among the representatives of Interest Groups, the four regional associations, the National States Advisory Council and the Association of Communication Administration Executive Committee may be filled in the same manner as the original representative was appointed.

Section 6: Committees

- A. **Executive Committee of the Legislative Assembly.** The Executive Committee shall consist of the following members: President, First Vice President, Second Vice President, Immediate Past President, three Finance Committee Members, Mentorship and Leadership Council Chair, Publications Council Chair, Research Council Chair, Teaching and Learning Council Chair, IDEA Council Chair, and Executive Director (non-voting). The Executive Committee shall administer the policies of the Legislative Assembly and shall, between annual meetings of the Assembly, serve as the chief administrative authority of the Association. The Executive Committee shall have authority to set association fees other than membership dues and to establish standing rules and procedures to govern the conduct of elections. The Executive Committee shall meet regularly. The agenda of meetings shall be determined by the President in consultation with the Executive Director. The Executive Committee may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. The Executive Committee may also take action by written consent of 2/3 of the Executive Committee, including using email.
- B. **Finance Committee.** The Finance Committee shall consist of the Finance Committee Chair and the two other Finance Directors. The Finance Committee is responsible for providing guidance and information to the Legislative Assembly on the financial affairs of the Association and shall have such other responsibilities as are established from time to time by the Legislative Assembly or Executive Committee of the Legislative Assembly. The Finance Committee shall meet regularly. The agenda of meetings shall be determined by the Finance Committee Chair in consultation with the Executive Director. The Finance Committee may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. The Finance Committee may also take action by written consent of 2/3 of the Finance Committee, including using email.

ARTICLE IV: OFFICERS**Section 1: Officers.**

The Officers of the Association shall be the President, First Vice President, Second Vice President, Immediate Past President, Treasurer, and Secretary. The President, First Vice President, Second Vice President, and Immediate Past President shall be elected and assume such offices in the manner set forth in Article 3. The

office of Treasurer shall be held by the Finance Committee Chair and the office of Secretary shall be held without vote by the Executive Director.

Section 2: Duties.

- A. **President.** The President shall preside at all meetings of the Legislative Assembly and the Executive Committee of the Legislative Assembly and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Legislative Assembly.
- B. **First Vice President.** The First Vice President shall perform the duties of the President during such time as the President is unable or unwilling to perform the same, shall be in charge of the planning of the program for the annual convention, and shall perform such other duties as may be assigned by the President or by the Legislative Assembly.
- C. **Second Vice President.** The Second Vice President shall perform the duties of the First Vice President during such time as the First Vice President is unable or unwilling to perform the same and shall perform such other duties as may be assigned by the President or by the Legislative Assembly.
- D. **Immediate Past President.** The Immediate Past President shall perform such duties as may be assigned by the President or by the Legislative Assembly.
- E. **Treasurer.** The Treasurer shall perform all duties incident to the office of Treasurer and shall perform such other duties as may be assigned by the President or Legislative Assembly.
- F. **Secretary.** The Secretary shall perform all duties incident to the office of Secretary and shall perform such other duties as may be assigned by the President or Legislative Assembly.

ARTICLE V: STANDING COMMITTEES

Section 1: Leadership Development Committee.

- A. **Members.** The Leadership Development Committee shall consist of the following members: Immediate Past President, President, First Vice President, Second Vice President, four At- Large representatives appointed by the Legislative Assembly from among the current members of the Legislative Assembly, four At-Large members elected by vote of the individual membership of NCA, and Executive Director (non- voting). The At-Large representatives appointed by the Legislative Assembly and the At-Large representatives elected by the individual NCA membership shall serve staggered two-year terms, with two representatives appointed by the Legislative Assembly and two representatives elected by the individual membership of NCA each year. The Immediate Past President shall serve as Chair of the Committee.
- B. **Duties.** The Leadership Development Committee shall develop a slate of candidates for the following positions, such slate subject to election by the Legislative Assembly: Finance Committee member; Chairs and members of the Mentorship and Leadership Council, Publications Council, Research Council, Teaching and Learning Council, Resolutions Committee, and Convention Committee; Chair of the IDEA Council; Nominating Committee at- large member and Nominating Committee Chair; and members of award selection committees unless otherwise specifically provided in applicable award agreements. In addition, the Leadership Development Committee shall develop a slate of candidates for four Nominating Committee at-large members, such candidates subject to election by the NCA membership.

Section 2: Nominating Committee.

- A. **Members.** The Nominating Committee shall consist of the following members, each of whom shall serve one-year terms:
 - a. The Chair of the Nominating Committee, who shall be elected by the Legislative Assembly from the

- candidates selected by the Leadership Development Committee, as set forth in Section 1(B) above.
 - b. One representative chosen by each Interest Group.
 - c. The IDEA Council Chair.
 - d. One representative from each of the four regional associations represented on the Legislative Assembly, chosen by each regional association.
 - e. Four at-large members elected by the full voting NCA membership from the slate of candidates developed by the Leadership Development Committee, as set forth in Section 1(B) above.
 - f. One at-large member elected by the Legislative Assembly from the candidates selected by the Leadership Development Committee, as set forth in Section 1(B) above.
- B. Duties. Each year, the Nominating Committee shall prepare a ballot for the election of the Second Vice President, three at-large members of the Legislative Assembly, and two at-large members of the Leadership Development Committee to be elected by the full voting NCA membership.

Section 3: Mentorship and Leadership Council

- A. Members. The Mentorship and Leadership Council shall consist of a Chair and six members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Leadership Development Committee will consult with the Mentorship and Leadership Council during the selection process. The Mentorship and Leadership Chair and Council members shall serve for a term of three years. Terms of the members of the Mentorship and Leadership Council shall be staggered, such that terms of two members shall expire each year.
- B. Duties. The Mentorship and Leadership Council shall coordinate, centralize, and organize mentorship and leadership resources, activities, and opportunities for NCA.

Section 4: Publications Council.

- A. Members. The Publications Council shall consist of a Chair and six members elect Leadership Development Committee Leadership Development Committee ed by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Leadership Development Committee will consult with the Publications Council during the selection process. The Publications Council Chair and Council members shall serve for a term of three years. Terms of the members of the Publications Council shall be staggered, such that terms of two members shall expire each year.
- B. Duties. The Publications Council shall be responsible for supporting the Association's publishing program, including recommending editors to the Legislative Assembly for the Association's Journals and filling Journal editor vacancies as necessary.

Section 5: Research Council.

- A. Members. The Research Council shall consist of a Chair and six members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Leadership Development Committee will consult with the Research Council during the selection process. The Research Council Chair and Council members shall serve for a term of three years. Terms of the members of the Research Council shall be staggered, such that terms of two members shall expire each year.
- B. Duties. The Research Council shall be responsible for supporting the creation and dissemination of knowledge about communication.

Section 6: Teaching and Learning Council.

- A. Members. The Teaching and Learning Council shall consist of a Chair and six members elected by the

Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Leadership Development Committee will consult with the Teaching and Learning Council during the selection process. The Teaching and Learning Council Chair and Council members shall serve for a term of three years. Terms of the members of the Teaching and Learning Council shall be staggered, such that terms of two members shall expire each year.

- B. Duties. The Teaching and Learning Council shall be responsible for supporting disciplinary pedagogy.

Section 7: IDEA Council.

- A. Members. The IDEA Council shall consist of a Chair and one representative from each of the Association's Caucuses. The Chair of the IDEA Council shall be elected by the Legislative Assembly from a slate provided by the Leadership Development Committee for a term of three years. The Leadership Development Committee will consult with the IDEA Council during the selection process. Each of the Association's caucuses shall elect one of its members to serve on the IDEA Council for a term of three years. Terms of the IDEA Council members shall be staggered.
- B. Duties. The IDEA Council is responsible for monitoring and making recommendations to enhance the diversity of the Association.

Section 8: Resolutions Committee.

- A. Members. The Resolutions Committee shall consist of six members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The Chair shall be selected by the members of the Resolutions Committee from among the first- and second-year members to serve a term of one year. Resolutions Committee members shall have staggered three-year terms.
- B. Duties. The Resolutions Committee shall be responsible for reviewing proposed public statements and providing related recommendations to the Legislative Assembly.

Section 9: Convention Committee.

- A. Members. The Convention Committee shall consist of six members elected by the Legislative Assembly from a slate of candidates developed by the Leadership Development Committee. The NCA Second Vice President shall serve as ex-officio. The Chair shall be selected by the members of the Convention Committee from among the first- and second-year members to serve a term of one year. Convention Committee members shall have staggered three-year terms.
- B. Duties. The Convention Committee shall be responsible for providing recommendations on issues related to the convention.

Section 10: Meetings.

- A. Meetings of any Standing Committee may be called by the chair of the committee or by any two members of the committee. The date, location, and agenda of the meetings shall be determined by the committee chair.
- B. A quorum shall consist of a majority of the standing committee members.
- C. Standing committees may hold meetings using telephone or electronic means that allow participants to actively deliberate with each other. Committees can also take action by written consent of 2/3 of the Committee, including using email.

Section 11: Vacancies.

- A. Standing committee vacancies may be filled by the Executive Committee of the Legislative Assembly.

Members selected to fill vacant positions shall complete the balance of the term which became vacant.

ARTICLE VI: EXECUTIVE DIRECTOR

Authority for the day-to-day management of the Association shall be vested in an Executive Director whose employment and termination shall be the responsibility of the Executive Committee of the Legislative Assembly. The Executive Director shall have such authority and duties as are determined by the Executive Committee of the Legislative Assembly. The Executive Director shall be responsible for hiring and termination of staff and paid contractors.

ARTICLE VII: INTEREST GROUPS

Section 1: Divisions.

Interest groups for members with shared focus on particular topics of substantive study shall be known as Divisions.

Section 2: Sections.

Interest groups for members sharing common professional settings shall be known as Sections.

Section 3: Caucuses.

Consistent with the Association's commitment to equal opportunity, interest groups representing historically underrepresented demographic groups in terms of gender, race, ethnicity, sexuality, and ability shall be known as Caucuses.

Section 4: Creation.

Divisions and Sections may be created by the Legislative Assembly upon receipt of petitions signed by at least 200 members of the Association. Caucuses may be created by the Legislative Assembly in response to petitions signed by at least 50 members of the Association.

Section 5: Dissolution.

Any Division or Section failing for two consecutive years to maintain at least 100 members shall be dissolved. The Legislative Assembly shall have authority to dissolve Caucuses.

Section 6: Convention.

Each Interest Group will have a role in planning the program for the annual convention.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern NCA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order NCA may adopt.

ARTICLE IX: MISCELLANEOUS

Section 1: Conflict of Interest.

The Association shall maintain a conflict-of-interest policy and annual disclosure process that shall apply to all Chairs and Officers and any other individuals specified by the Executive Committee of the Legislative Assembly.

Section 2: Indemnification.

NCA will indemnify employees, Officers, Directors, and volunteers as determined by the Executive Committee of the Legislative Assembly and based on facts and circumstances.

Section 3: Dissolution.

Upon the dissolution of NCA, all its assets and property of every nature and description remaining after the payment of all liabilities and obligations of NCA shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, as amended (or corresponding provisions of any subsequent federal tax laws), consistent with the purposes of NCA, as determined by the Legislative Assembly.

ARTICLE X: AMENDMENTS

Section 1: Proposed Amendments.

Proposed amendments to these Bylaws shall be submitted for a vote of the Legislative Assembly upon:

- A. A petition signed by at least twenty percent (20%) of individual members submitted to the President at least 90 days prior to a meeting of the Legislative Assembly, or
- B. A petition signed by at least twenty percent (20%) of the members of the Legislative Assembly submitted to the President at least 90 days prior to a meeting of the Legislative Assembly, or
- C. A majority vote of the Executive Committee of the Legislative Assembly.

Section 2: Adoption.

A two-thirds vote of the Legislative Assembly shall be required for adoption of an amendment to these Bylaws.

ARTICLE XI: ADOPTED AMENDMENTS

Adopted November 2016; Amended November 2018; Amended November 2019; Amended November 2020. Amended November 2021.

- 1. NCA Journal Editors will no longer serve on the Legislative Assembly. Motion passed – November 2018.
- 2. Standing Committee name changed from Committee on Committees to the Leadership Development Committee. Motion passed – November 2018.
- 3. Member of the Resolutions Committee need not be among the current Legislative Assembly. Motion passed – November 2018.
- 4. Removal of Second Vice President-Elect from the LA roster. Motion passed – November 2019.
- 5. Standing Committee name changed from Diversity Council to IDEA (Inclusion, Diversity, Equity, and Access) Council. Motion passed – November 2020.
- 6. Standing Committee approved by Legislative Assembly – The Mentorship and Leadership Council. – November 2021.
- 7. Standing Committee – Resolutions Committee language amended. – November 2023. (Article V, Section 8)
- 8. Standing Committee – Convention Committee language amended – November 2023. (Article V, Section 9)

NCA Leadership Positions

[NCA Leadership](#)

[NCA Journal Editors](#)

[NCA Interest Group Pages](#)

Important Dates

Reminder messages with relevant details will be sent to Interest Group leaders for all items requiring Interest Group action.

January 1	New term begins for governance positions
First week of January	Official Interest Group membership count taken
February	Budget statement for Interest Groups is created
August	Budget statement reminder
October 2	All award plaque information must be submitted to the National Office
October 2	Requests for Interest Group award check requests due
October 2	Request for Food & Beverage on the convention (Please send request and meeting/event information to convention@natcom.org .)
November 1	Interest Group reports for the Legislative Assembly due
December 18	Interest Group leadership information for the next year due
December 31	Current calendar year ends; all requests for reimbursement during past year are due no later than February

Resources available on the NCA website

The interest group webpage has several resources available for leadership to utilize.

[NCA Interest Groups | National Communication Association \(natcom.org\)](https://www.natcom.org/about-nca/membership-and-interest-groups/nca-interest-groups)

1. Interest Group Orientation (Requires NCA Member Email and Password)
2. Interest Group PowerPoint
3. Interest Group Manual – 2024
4. Interest Group Reimbursement Form
5. Interest Group Award Check Request
6. Interest Group Certificate Template

Archiving

The NCA National Office coordinates the archiving of important historical documents for each Interest Group. Each year, Interest Groups are asked to submit leadership information so that group webpages can be updated

(<https://www.natcom.org/about-nca/membership-and-interest-groups/nca-interest-groups> If there are additional documents that the Interest Group deems worthy of archiving, such as newsletters or meeting minutes, please submit those documents to the NCA National Office at jfletcher@natcom.org.

Funds

Each Interest Group is provided funds as part of NCA's annual operating budget. At the beginning of the calendar year, new budget allocations are applied depending upon the available pool of funds. Divisions and Sections are provided funds based on their relative membership size during the first week in January each year. Caucuses are given an equal amount dependent on available funds.

Funds from each year's budget are to be spent for activities during that calendar year and may not be carried over from one year to the next or used to pre-pay expenses for the next year.

Interest Groups typically expend financial resources for monetary award checks, award plaques, meeting supplies, newsletters, and food and beverage at the annual convention. Interest Groups are not permitted to use their resources for convention travel expenses, hotel costs, or membership dues for interest group officers or other members.

At the start of the year, Interest Group chairs will be informed of their budget and official membership count. A reminder will be emailed in July. Overspending the budget is not permitted, and reimbursement for amounts greater than the budgeted amount for the year will not be made (unless income for the Interest Group has been generated extra-budgetarily; see Fundraising section below).

To use budgeted funds, Interest Groups are asked to make purchases and then request reimbursement from NCA. Please complete the Universal Expense Reimbursement Form (<https://www.natcom.org/about-nca/membership-and-interest-groups/nca-interest-groups>) and allow three to four weeks for processing once reimbursement requests are received. Only the current Interest Group chair or another officer authorized by the chair may make reimbursement requests. Please submit reimbursement requests as soon as possible. Reimbursements cannot be made if a request is received two weeks after the close of the calendar year, December 31.

Funds may be used for award checks, which will be handed out at the annual convention in November. A check must be requested no later than **Monday, October 2** using the Check Request Form (<https://www.natcom.org/about-nca/membership-and-interest-groups/nca-interest-groups>).

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Checks of \$600 or more require the submission of an IRS W-9 form by the check payee, as per IRS requirements. The National Office will contact the recipient to request the proper tax form before the end of the year.

Community Listserv

NCA provides a listserv to Interest Groups that request one. The lists are populated with current Interest Group members. New members are added each month, and twice a year, members who no longer hold an NCA and interest group membership are purged. The listserv is considered a member benefit. NCA provides one-way announcement lists which means only the list owners can send emails to the list. Other members can send messages to the listserv email address, but the list owners must approve the message before it is distributed. If list members reply to a list posting, the reply will be sent to the original sender.

To set up an Interest Group listserv, please contact Jennifer Fletcher at jfletcher@natcom.org.

Upload Interest Group Documents for Members

NCA can add documents (bylaws, minutes, awards call, convention call) to your Interest Group webpage. Please contact Jennifer Fletcher at jfletcher@natcom.org for more information.

<https://www.natcom.org/about-nca/membership-and-interest-groups/nca-interest-groups>

Interest Group Budgets

Divisions	2024 Count	Budget
Activism and Social Justice Division	895	\$1,000
African American Communication and Culture Division	497	\$800
American Studies Division	168	\$500
Applied Communication Division	658	\$900
Argumentation and Forensics Division	306	\$600
Asian/Pacific American Communication Studies Division	230	\$500
Basic Course Division	388	\$600
Communication and Aging Division	118	\$500
Communication and Law Division	176	\$500
Communication and Military Division	91	\$500
Communication and Social Cognition Division	271	\$500
Communication and Sport Division	212	\$500
Communication and the Future Division	174	\$500
Communication Anxiety and Apprehension Division	50	\$500
Communication as Social Construction Division	133	\$500
Communication Assessment Division	120	\$500
Communication Ethics Division	226	\$500
Critical and Cultural Studies Division	1,104	\$1,300
Death and Dying Division (NEW)	-	\$500
Economics, Communication, and Society Division	106	\$500
Environmental Communication Division	336	\$600
Ethnography Division	336	\$650
Experiential Learning in Communication Division	168	\$500
Family Communication Division		\$750
Sandra Petronio Dissertation Excellence Endowed Award	393	\$650
Feminist and Gender Studies Division	477	\$850
Freedom of Expression Division	147	\$500
Game Studies Division	190	\$500
Gay, Lesbian, Bisexual, Transgender and Queer Communication Studies Division	497	\$900
Group Communication Division	243	\$500
Health Communication Division	1,048	\$1,300
Human Communication and Technology Division	580	\$1,120
Instructional Development Division	424	\$750
International and Intercultural Communication Division	852	\$1,300
Interpersonal Communication Division	1,036	\$1,300
Language and Social Interaction Division	247	\$500
Latino/Latina Communication Studies Division	173	\$500
Mass Communication Division	791	\$1,300
Nonverbal Communication Division	192	\$500

Organizational Communication Division	800	\$1,275
Peace and Conflict Communication Division		\$500
John "Sam" Keltner Inspiration Endowed Award	222	\$500
Performance Studies Division		\$500
Marie J. Robinson Endowed Award	251	\$3,800
Philosophy of Communication Division	185	\$500
Political Communication Division	575	\$950
Public Address Division		\$800
Benson-Campbell Dissertation Research Endowed Award	452	\$500
Public Dialogue and Deliberation Division	142	\$500
Public Relations Division	418	\$600
Rhetorical and Communication Theory Division	1,071	\$1,275
Spiritual Communication Division	216	\$500
Theatre, Film, and New Multi-Media Division	336	\$500
Training and Development Division	268	\$500
Visual Communication Division	349	\$600
Sections		
Communication Centers Section	151	\$500
Community College Section	257	\$500
Emeritus and Retired Members Section	121	\$500
Master's Education Section	292	\$500
Student Section	570	\$500
Undergraduate College and University Section	417	\$500
Caucuses		
Asian/Pacific American Caucus	607	\$1,350
Black Caucus	740	\$1,350
Caribbean Communication Caucus	168	\$1,350
Caucus on Lesbian, Gay, Bisexual, Transgender, and Queer Concerns		\$1,350
Randy Majors Endowed Award	794	\$500
Disability Issues Caucus	569	\$1,350
Indigenous Caucus	234	\$1,350
La Raza Caucus	371	\$1,350
South West Asian/North African, Middle East Caucus	172	\$1,350
Women's Caucus		\$1,350
Francine Merritt Endowed Award	1,833	\$500

Allocation of funds is dependent on Interest Group membership count taken each January.

Award Plaques

NCA will oversee the ordering of Interest Group award plaques. NCA uses an all-woman owned awards company. This company provides professional looking, eco-friendly plaques for all NCA award winners.

Each plaque costs \$50 and will be subtracted from your Interest Group budget. The deadline to submit plaque information is **Monday, October 2.**

Here's the award information needed for each winner:

- Interest Group
- Award Title
- Winner Name(s)
- Title of paper/book or In Recognition of

After October 2 – Everything above plus:

- Shipping address of winner(s)

Plaques will be available for pick up at the convention. The National Office will send out information on where to pick up plaques in early November.

Award Certificates for 2024

The National Office does not have the staff capacity to offer this benefit moving forward. Certificates are the responsibility of the interest group. A template is available on the IG homepage under Interest Group Resources.

<https://www.natcom.org/about-nca/membership-and-interest-groups/nca-interest-groups>

Food and Beverage at the Convention

Interest Groups may use their budget to purchase food and beverage at the convention. Please email the convention team at convention@natcom.org with more information. The deadline to submit your food and beverage is Monday, October 2.

Membership Rosters

Interest Group officers may request Interest group rosters, with member names and email addresses at any time throughout the year. Officers are not permitted to distribute the lists more broadly to section members or beyond, and the lists are only permitted to be used for official Interest Group business.

Importance of Maintaining Membership Numbers

NCA's governing documents specify Divisions and Sections failing for two consecutive years to enroll at least 100 members shall be dissolved. The National Office takes an official membership count for each Interest Group during the first week in January. If a Division or Section falls under the 100-member threshold at the January count, the group will be notified. The following January, if the group is still under 100 members, the National Office will send a final notification. The group has until the next count to get to the 100-member threshold. If a group fails to reach the 100-member threshold after the third count, the group will be dissolved.

Caucuses can only be dissolved by a majority vote from the Legislative Assembly.

Parameters for Interest Group Activity

Interest Groups are subgroups of NCA with no independent, legal, or financial standing, and are therefore subject to the authority of NCA's governing bodies. Interest Groups may not make any independent, legal or financial commitments or speak publicly on behalf of NCA without meeting the requirements below. This is important to ensure that NCA maintains its 501(c)3 nonprofit status and is protected from other legal and financial liability.

Affiliation

Interest Groups may not independently affiliate with other organizations. If an Interest Group would like to ask NCA to develop an affiliate relationship with another organization, please contact the NCA National Office at inbox@natcom.org for details about the affiliate application process.

Contracting

Members of Interest Groups are not authorized signers of contracts on behalf of NCA. If contracting is required for an Interest Group activity, please contact Jennifer Fletcher (jfletcher@natcom.org).

Fundraising

All interest group fundraising is temporarily suspended until the National Office and NCA as an Association are re-registered to fundraise in all 50 states.

NCA Election Campaign Policies

There is no detailed NCA policy outlining parameters for campaigning. The National Office expects any campaigning will be undertaken in a manner consistent with [NCA's Credo for Ethical Communication](#).

NCA does not provide any kind of financial support for campaign activities. This is a policy of the volunteer leadership of the Association. The National Office will not provide any materials to the candidates, including mailing labels and electronic mailing lists, and it will not arrange for space at the national convention for individual campaign events. The National Office will maintain neutrality in the election.

NCA encourages its interest groups to establish clear policies concerning campaigning for any NCA office.

Interest Group Online Elections

The National Office can host your interest group election via our website. We can create a URL for you to distribute to the members of your interest group and the webpage. For more information about hosting your annual election online, contact Jennifer Fletcher at jfletcher@natcom.org.

Public Statements

Interest Groups may not independently make public statements. If an Interest Group would like to ask NCA to consider making a public statement on an issue, the standard resolutions process should be followed. Instructions for submitting a resolution proposal can be found here: www.natcom.org/publicstatementprocedures