

NCA Visual Communication Division Bylaws (Approved November 2021)

Article 1: NAME

The name of this organization shall be the Visual Communication Division.

Article 2: PURPOSE

The purpose of the Division shall be to promote education, research and service in visual communication.

Article 3: MEMBERSHIP

Section 1: Regular membership is open to all members in good standing of the National Communication Association who are interested in education, research and service in the field of visual communication.

Section 2: Voting membership shall consist of those regular members who have notified the NCA of their interest in affiliating with the division.

Article 4: OFFICERS

Section 1: The officers of the Division must be voting members and consist of the Chairperson, the Vice Chairperson, the Vice Chairperson-Elect, the Secretary and the immediate Past Chairperson.

Section 2: Election of the Secretary shall be conducted bi-annually at the regular meeting of the Division.

Section 3: Election of the Vice Chairperson-elect shall be conducted annually at the regular meeting of the Division.

Section 4: The Vice Chairperson shall succeed to the office of Chairperson.

Section 5: The Vice Chairperson-Elect shall succeed to the office of Vice Chairperson.

Section 6: The duties and responsibilities of the officers are listed in the bylaws of the National Communication Association.

Section 7: Officers shall be elected by those voting members present at the annual meeting from a slate of candidates from:

Subsection A: Those recommended by the nominating committee consisting of the officers; or

Subsection B: Those nominations from the floor at the annual meeting.

Section 8: In the event of vacation of any office, the executive committee will be empowered to appoint an individual to fill the unexpired term.

Section 9: The Chairperson and Immediate Past Chairperson will serve as representatives of the division at the Legislative Assembly during the convention.

Article 5: MEETINGS

The regular business meetings of the Division shall be held annually during the NCA convention.

Article 6: EXECUTIVE COMMITTEE

Section 1: The Executive Board shall consist of the Chairperson, Vice Chairperson, Vice Chairperson-Elect, Secretary, immediate past Chairperson, and chairpersons of the (1) Research, and (2) Media committees, and (3) Convention committees.

Section 2: The Executive Board shall act in the stead of the organization between annual meetings.

Article 7: STANDING COMMITTEES

Section 1: The Division shall have three standing committees: Research, Media and Convention.

Section 2: In conjunction with the Vice Chair, the Research Committee shall be in charge of accepting nominations for the annual research award, selecting the winner and recognizing the winner/winners at the annual business meeting.

Section 3: The Media Committee shall be in charge of newsletters, Web sites, social media and other means used to maintain contact with members of the Division.

Section 4: The Convention Committee shall be in charge of preparations for the annual NCA convention such as planning receptions, inviting special guests to events, seeking local sponsors or arranging cultural outings for members.

Section 5: The Standing Committees shall consist of a minimum of two members. Members will be chosen from the voting membership by:

Subsection A: Voluntary participation by all interested voting members, and/or,

Subsection B: Appointment from the Chairperson.

Section 6: No member shall serve on the same Standing Committee for more than three consecutive years.

Article 8: AD HOC COMMITTEES

The Executive Committee is empowered to appoint ad hoc committees as needed. Ad hoc committees shall exist for no longer than one calendar year.

Article 9: QUORUM

A quorum for the annual meeting shall consist of three officers and those additional voting members of the Commission present at the publicly announced meetings(s).

Article 10: PARLIAMENTARY SOURCE

The parliamentary source for the Division shall be Robert's Rules of Order.

Article 11: ADOPTION AND AMENDMENT

Section 1: This document shall be adopted by a two-thirds vote of the members present at the 2021 convention.

Section 2: A two-thirds vote of the voting members at the annual meeting is necessary for the adoption of an amendment.