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National Communication Association

*Nonverbal Communication
Division Bylaws*

Passed with Amendments, NCA, Boston MA, 2005
Revised January 2008
Revised November 2011

***National Communication Association
Nonverbal Communication Division Bylaws***

1. *Establishment.* The Nonverbal Communication Division (hereafter, the Division) is a constitutionally established division of the National Communication Association (hereafter, NCA).
2. *Membership.* Members of the Division are members of NCA in good standing who elect affiliation with the Division.
3. *Purpose and Goal.* The purpose of the Division is to unite theory, research, and practice of nonverbal communication, honor scholarship in the study of nonverbal communication, and create inter-divisional links between other NCA divisions through liaisons with other divisions.
4. *Meetings.* The Division holds one business meeting annually at the NCA convention (hereafter, NCA business meeting) and conducts the rest of its yearly activities by correspondence.
5. *Officers.* Officers of the Division are (a) Chairperson (hereafter, Chair), (b) Vice Chairperson (hereafter, Vice Chair), (c) Vice Chairperson Elect (hereafter, Vice Chair Elect), (d) Immediate Past Chair, (e) Secretary, (f) Webmaster, (g) Student Representative, and (h) Pre-Conference committee member (if a Pre-Conference is planned for that year).
6. *Officers' Duties*
 - 6.1. *Duties of the Chair*
 - 6.1.1. The Chair is responsible for all fiscal decisions regarding the Division's budget.
 - 6.1.2. The Chair is the Legislative Assembly (hereafter, LA) representative for the Division. The Chair is contacted by NCA's Executive Secretary with information and guidelines concerning participation in the LA. Prior to the NCA convention, the Chair provides the LA with a report of Division activities (form to be provided by NCA). The report follows the most current guidelines set by the LA, a copy of which can be obtained from NCA's Executive Secretary. The Chair presents a report of important LA matters at the NCA business meeting. If necessary (i.e., if membership numbers increase), the Chair also appoints additional LA representatives.
 - 6.1.3. The Chair arranges for the preparation of awards given by the Division (i.e., prepares certificates/plaques, arranges for checks to be available at the NCA business meeting), which are presented at the NCA business meeting. These awards include some form of commendation (e.g., certificate) for the (a) Top Paper author(s) (see 6.2.6), (b) Top Student Paper author(s) (see 6.2.6), (c) Outstanding Nonverbal Communication Scholar Award (see 8.4), and (d) if applicable, other awards.
 - 6.1.4. The Chair prepares the agenda for and presides over the NCA business meeting.

6.1.5. The Chair prepares and distributes copies of the call-for-nominations for the NVC awards, if instituted (Dissertation award; Outstanding Nonverbal Communication Scholar Award; Distinguished Book/Article award) at the NCA business meeting. The Chair also distributes the call-for-nominations for these awards on CRTNET.

6.1.6. The Chair serves on the Dissertation Award committee. The Chair helps to evaluate submissions in early spring.

6.1.7. After the NCA business meeting, the Chair becomes the Immediate Past Chair and assumes the responsibilities of that office as described below (see 6.4).

6.1.8 In the event the Chair is unable to fulfill his/her duties, the Vice Chair, in consultation with the Vice Chair-elect and the other officers shall take over the duties of the Chair.

6.2. *Duties of the Vice Chair.* Due to the heavy workload of this position, the Vice Chair can, if needed, call upon the Secretary for organizational assistance (see 6.5.4). However, the Vice Chair remains personally responsible for all duties.

6.2.1. In his/her first year, the Vice Chair attends a convention planners' meeting organized by NCA's First Vice President. This meeting is usually held on the first day of the convention and lasts for 3 to 4 hours. At this meeting, the Vice Chair receives information about the theme, location, and facilities of the next convention and its planning as well as rules about programming. The Vice Chair takes notes and presents a brief report to the Division at the current (not the following) NCA business meeting.

6.2.2. The Vice Chair announces (via all academic, email, web post, hard copy, etc.) the Division's call for papers (if applicable), as well as the Top Student Paper award competition, to at least all Vice Chairs from other divisions, and more widely if possible (i.e., via CRTNET, NCA's *Spectra*).

6.2.3. The Vice Chair provides information to NCA's First Vice President (typically in early December) concerning (a) the names and affiliations of the current Division officers, (b) the Division's call for papers, and (c) a proposed time for the Division's business meeting.

6.2.4. The Vice Chair recruits and corresponds with all division and caucus Vice Chairs/program planners from other NCA divisions to determine potential co-sponsored paper sessions, to solicit papers accepted to the other division/caucus and to be considered for the top paper awards, and other convention events. The program planners from the other divisions/caucuses will in turn communicate with appropriate paper readers in the division she/he represents (see 6.2.6 for more on determining the top paper award). Papers identified to be co-sponsored will be evaluated either within the Nonverbal Communication Division or by the other NCA division but not both. The Vice

Chair and liaison person will determine which is best in consultation with the appropriate convention planners in the other division.

6.2.5. If the Division accepts its own papers, the Vice Chair organizes and records electronically submitted convention papers and distributes them electronically to submission evaluators. The Vice Chair collects, summarizes, and rank orders evaluations and uses the resulting data to make programming decisions. When distributing papers to evaluators, the Vice Chair makes all reasonable efforts to eliminate bias regarding conflicts of interest between authors and evaluators; this includes ensuring that competitive student papers, which are eligible for the Top Student Paper award, are not reviewed by a majority of graduate student evaluators (see 8.2.). Papers are grouped into programs and titled (Panels are already titled at submission by their submitters). The Vice Chair rank orders all programs. If the division does not accept papers, the Vice Chair will work with the officers and other members of the division to create invited panels.

6.2.6. The Vice Chair identifies the top (i.e., highest ranked) competitively submitted paper that has been accepted for presentation by the division or (if not accepting papers) by other divisions/caucuses. Papers from panel submissions are not eligible. These rankings are based on rankings generated from the NVC submission evaluation committee. A paper that is identified as a Top paper in the co-sponsored division will not automatically receive the Top ranking in the NVC division. All of the authors are awarded a Top Division Paper award, and the Vice Chair communicates this information to the Chair. The NVC division will also award a Top Student Paper award to the top ranked paper authored solely by students, if the paper is identified by the awards committee as worthy of being recognized with an award. If the Top Student Paper is also the Top Division Paper, then its authors are given both awards (i.e., the Top Student Paper is not then given to the next highest ranked “student” paper). The Vice Chair communicates all of this information to the Chair.

6.2.7. The Vice Chair identifies and assigns program chairs, if applicable. Self-nomination for these positions may be done on a circulated sheet of paper at the previous NCA business meeting. The Vice Chair has discretionary power over the specific format of programs (e.g., eliminating respondents in favor of allocating more time to speakers and/or audience participation). The Vice Chair provides program information to NCA and is responsible for making corrections.

6.2.8. Once the First Vice President of NCA indicates how many programs have been accepted (and not before this time), the Vice Chair contacts all program submitters with the results via e-mail.

6.2.9. The Vice Chair prepares a programming report and presents it at the NCA business meeting. This report includes at least: (a) the number of papers submitted, (b) the percentage of papers accepted, (c) the number of panels submitted, (d) the percentage of panels accepted, and (e) the results of liaisons with other NCA divisions.

6.2.10. The Vice Chair serves on the Dissertation Award committee and helps to evaluate submissions.

6.2.11. In the event the Vice Chair is unable to fulfill his/her duties, the Vice Chair-elect in consultation with the Chair and the other officers shall take over the duties of the Vice Chair.

6.3. *Duties of the Vice Chair Elect.*

6.3.1. The Vice Chair Elect attends the program planners meeting at the annual meeting of the National Communication Association.

6.3.2. In the event the Vice Chair Elect is unable to fulfill his/her duties, the Immediate Past Chair, in consultation with the Chair and the other officers, shall take over the duties of the Vice Chair Elect.

6.4. *Duties of the Immediate Past Chair*

6.4.1. The Immediate Past Chair acts as a Legislative Assembly representative if needed.

6.4.2. The Immediate Past Chair serves on the Dissertation Award committee.

6.4.3. The Immediate Past Chair chairs the Outstanding Nonverbal Communication Scholar Award Committee (see 8.4).

6.4.4. The Immediate Past Chair chairs the Distinguished Book/Article Award Committee (see 8.5).

6.4.5. In the event the Immediate Past Chair is unable to fulfill his/her duties, the Secretary in consultation with the other officers, shall take over the duties of the Immediate Past Chair.

6.5. *Duties of the Secretary*

6.5.1. The Secretary takes minutes at two NCA business meetings, one for each year he/she holds the office. The Secretary types up the minutes for each NCA business meeting (which typically fit onto one sheet of paper, double sided if necessary), produces enough copies for all attendees at the following NCA business meeting, and distributes them to attendees.

6.5.2. The Secretary is responsible for posting emails to the Division membership list.

6.5.3. The Secretary is responsible for maintaining the membership list.

6.5.4. If need be, the Secretary shall assist the Vice Chair in organizational duties.

6.5.5. The Secretary is responsible for maintaining the Division's historical records. Each Secretary adds to the historical records (e.g., information on awards, records of business meetings, agendas), which are kept in electronic form. After the NCA business meeting in which a new Secretary is elected, the Secretary forwards the updated historical records to the new Secretary.

6.5.6. In the event the Secretary is unable to fulfill his/her duties, the Webmaster, in consultation with the other officers, shall take over the duties of the Secretary.

6.6. *Duties of the Webmaster*

6.6.1. The webmaster is responsible for maintaining the NVC website, as well as establishing and maintaining social media sites, and for posting all calls for nominations on the website.

6.6.2. The webmaster (or his/her designate) is responsible for counting ballots during Division business meetings and for selecting additional people to help with counting as needed.

6.6.3. In the event the Webmaster is unable to fulfill his/her duties, the Secretary, in consultation with the other officers, shall take over the duties of the Webmaster.

7. *Officer Succession and Annual Election.* A new Vice Chair Elect is elected at every other NCA business meeting. This person assumes the position of Vice Chair Elect (and its responsibilities) at the conclusion of this meeting. The Vice Chair and Chair are both two year terms, and the Vice Chair Elect, is a one year term. As such, over the next six years, at the conclusion of every other NCA business meeting, the Vice Chair Elect becomes the Vice Chair, then becomes the Chair, and then becomes the Immediate Past Chair. The Secretary also has a two-year term. A new Secretary is elected during the NCA business meeting constituting the present Secretary's second term and in a year when a new Vice Chair Elect is not voted upon; the incoming Secretary assumes the office at the completion of this meeting. The Webmaster has a two-year term but can be re-elected to assure continuity of the NVC web page maintenance. A new Webmaster is elected during the NCA business meeting constituting the present Webmaster's second term; the incoming Webmaster assumes the office at the completion of this meeting.

7.1. If a Pre-conference is held, one at-large PC committee member and one Graduate Student representative are to be elected at the business meeting prior to the NCA annual conference for which the pre-conference is planned and conducted.

8. *Accepting Papers.* The Division will not accept its own papers, unless such a procedure is voted on by Division members attending the NVC Division business meeting in the previous

year. To make the change from only creating our own panels or cross-listing with other divisions, a majority of members at the business meeting must vote in favor of the change.

9. *Committees.* There are six primary committees: (a) Executive Committee, (b) Submission Evaluation Committee; (c) Nominating Committee; (d) Outstanding Nonverbal Communication Scholar Award Committee; (e) Distinguished Book and Article/Chapter committee; (f) Dissertation Award Committee; and (g) Pre-Conference Committee (see 10).

9.1. *Executive Committee.* The Executive Committee consists of Division members whose role is to implement the interdisciplinary goals of the Division. The Executive Committee is made up of current officers in the Division and other Division members invited by the Chair. The Executive Committee will be consulted about issues facing the Division at the behest of the Chair.

9.2. *Submission Evaluation Committee.* The Submission Evaluation Committee, which is chaired by the Vice Chair, consists of up to 5 elected members, and evaluates paper/panel submissions to the Division for the following NCA convention. The election process occurs during the NCA business meeting, with names generated beforehand by the Nominating Committee and other nominations taken from the floor; see 9.3). At least half of all evaluators must hold a Ph.D. in either Communication or a related discipline. Graduate student evaluators must have passed their comprehensive/qualifying examinations in Communication or a related discipline. All submissions must be read and evaluated by at least one faculty member evaluator, but preferably two, if each submission is evaluated by three persons (which is standard). For example, given a hypothetical 100 submissions, if there are 20 faculty member evaluators and 10 graduate student evaluators, then 10 teams of 3 evaluators (each team consisting of two faculty member evaluators and one graduate student evaluator) each review 10 submissions. In the event that the Division does not accept its own papers, this committee is responsible for choosing the top paper and top student paper from accepted papers sent to our Division from other NCA units (see 6.2.4.).

9.3. *Nominating Committee.* The members of the executive committee serve as the Nominating Committee. The Chair oversees this committee. The Nominating Committee generates prospective candidates for the following positions: (a) Vice Chair Elect; (b) Secretary; (c) Graduate Student Representative (who must be a Ph.D. student who has completed their comprehensive/qualifying examinations in Communication or a related discipline. This office will be filled only if a pre conference is planned); (d) Webmaster; and (e) Submission Evaluators. It is the duty of the Nominating Committee to solicit, as thoroughly as possible, nominations for all positions from the Nonverbal Communication Division at large.

9.4. *Outstanding Nonverbal Communication Scholar Award Committee.* This committee is made up of the Immediate Past Chair and a committee elected at the business meeting.

9.4.1. *Description.* The Outstanding Nonverbal Communication Scholar Award recognizes a significant and original contribution, in the form of a monograph, book, and/or program of research, to the study and application of the field of Nonverbal Communication.

9.4.2. *Nomination Criteria.* There are five nomination criteria. The scholar's work must have (a) a significant and long-lasting effect on the field of Nonverbal Communication, (b) strong heuristic value, (c) influence over others' work, (d) originality regarding theory, research, and/or practice, and (e) contributed to the development of Nonverbal Communication as a distinct field of study.

9.4.3. *Nomination Procedure.* Although nominations are open to anyone who has made a significant contribution to the Nonverbal Communication field, preference is given to members of NCA's Nonverbal Communication Division. Nomination packets include (a) a single, detailed letter of nomination addressing the aforementioned criteria, (b) the scholar's vita, and (c) the single most influential or representative piece of work from the scholar. Self-nominations are encouraged.

9.4.4. *Award Procedure.* The call for nominations (if made, in a given year) goes out in January of each year in the form of a letter to all NCA Nonverbal Communication Division members. The letter also appeals for monetary contributions to NCA's Nonverbal Communication Division; these contributions are intended to cover the costs of the scholar award and other special events, to be determined at the discretion of the NCA Division Chair (e.g., a reception following the business meeting, other awards, special speakers). Additional calls for nominations go out in NCA's *Spectra*. The deadline for nominations is May 1 of each year. The award committee holds an initial screening meeting during the ICA convention meeting to determine procedures for deciding on the award recipient. A final decision is made by August 1. The award recipient is contacted by the committee chair and asked to attend the NCA meeting to present their work at a special panel and to attend the Division business meeting to receive the award. Some form of commendation is given to the award recipient (e.g., certificate, money).

9.5. *Distinguished Book and Article/Chapter Committee.* In years when the membership wishes this award to be given, this committee is made up of the Immediate Past Chair and three Division members who (a) have their Ph.D. in Communication or a related discipline; and (b) have authored a Top Division paper in the previous three years. These three members are appointed (with their permission) by the Immediate Past Chair, who also chairs the committee. If any of the committee members are themselves authors of a nominated publication, or if they were a managing editor of the book or journal at the time of the nominated publication, they must remove themselves from the committee. In this case, the Immediate Past Chair appoints a replacement (with their permission, and with the above requirements in mind). If the Immediate Past Chair must remove him or herself, he or she is replaced by the Chair. The Chair may appoint an alternate to chair this committee (with their permission, and with the above requirements in mind). Authorship and editorship are only one form of conflict of interest and others might be considered.

9.5.1. *Description.* The Distinguished Book and Article/Chapter Awards recognize a publication that has made, or offers the promise of making, a significant contribution to scholarship in Nonverbal Communication theory, research, and/or practice. Awards are considered in two categories: (a) outstanding scholarly book, and (b) outstanding article or chapter published in a Communication (or related discipline's) journal or edited

volume. Textbooks are not eligible for the book award. Evaluation criteria will be developed.

9.5.2. *Nomination Procedure.* Nomination packets should include (a) a brief rationale and explanation of the significance of the nominated piece to the advancement of Nonverbal communication theory, research, and/or practice, (b) four copies of the nominated article (or four copies of one or more chapters from the nominated book); and (c) published reviews of the nominated work (if available). Self-nominations are encouraged.

9.5.3. *Award Procedure.* The deadline for nominations is June 1 of each year (in those years where the award is given). The committee makes a final decision by September 1. Award recipients are contacted and asked to attend the NCA Division meeting to receive their award. Some form of commendation is given to the award recipients (e.g., certificate, plaque, money).

9.6. *Dissertation Award Committee*

9.6.1. *Nominating Procedure:* In years where this award is to be given, the same nomination procedure as was outlined in 8.5 is followed. Nomination packets should include (a) a brief rationale and explanation of the significance of the dissertation to the advancement of Nonverbal communication theory, research, and/or practice, and (b) four copies of the complete dissertation. Self-nominations are encouraged.

9.6.2. *Award Procedure.* The deadline for nominations is June 1 of each year. The committee makes a final decision by September 1. Award recipients are contacted and asked to attend the NCA Division meeting to receive their award. Some form of commendation is given to the award recipients (e.g., certificate, plaque, money).

9.7. *Emerging Scholar Award Committee.* This committee is made up of the Immediate Past Chair and two faculty members of the division elected at the NCA division meeting.

9.7.1 *Description.* The Emerging Scholar Award recognizes a new scholar who studies nonverbal communication and whose work shows promise in contributing to our understanding of nonverbal communication. A new scholar is defined as either (1) a graduate student currently pursuing a Ph.D. or (2) a scholar who received their Ph.D. no more than 3 years prior to the year in which the award is bestowed.

9.7.2 *Nomination Criteria.* There are three nomination criteria. The emerging scholar's work must (a) contribute to the field of Nonverbal Communication, (b) show potential to advance our understanding of nonverbal communication in interesting ways, and (c) reveal a commitment to contributing to the discipline through engagement and professional service.

9.7.3. *Nomination Procedure.* Although nominations are open to anyone who shows potential as an emerging scholar in the Nonverbal Communication field, preference is given to members of NCA's Nonverbal Communication Division. Nomination packets include (a) a single, detailed letter of nomination by a faculty mentor or faculty colleague addressing the aforementioned criteria, (b) the scholar's vita, and (c) a statement by the scholar of their research and teaching interests in the area of nonverbal communication.

9.7.4. *Award Procedure.* The call for nominations is made at the NCA meeting each year, and a written call for nominations is forwarded to division members in January. The deadline for nominations is May 1 of each year. The award committee holds an initial screening meeting in May to determine procedures for deciding on the award recipient. A final decision is made by August 1. The award recipient is contacted by the committee chair and asked to attend the NCA meeting and to attend the Division business meeting to receive the award. The award recipient is invited to serve on the division executive committee for the year following their receipt of the award. Some form of commendation is given to the award recipients (e.g., certificate, plaque, money up to \$100).

9.8. The Dissertation Award, Outstanding Nonverbal Communication Scholar Award, and Distinguished Book article award do not have to be awarded on an annual basis. It is at the discretion of the Chair and the Vice Chair to decide whether and what kinds of awards will be made.

10. *Award Remuneration*

10.1. The Top Student Paper Award is nominated with up to \$100.00.

10.2. The Top Paper Award is nominated with up to \$100.00.

10.3. All other awards that are handed out any given year are recognized with either plaques or paper certificates to be prepared by the Chair. If plaques are chosen, the costs for the preparation of the plaques are to be covered by the academic institution of the Chair with the option of requesting refunds from NCA.

11. *Pre-Conference.* The Division may choose to hold a "doctoral and early career" pre-conference every two years. Traditionally, the pre-conference is held during even years (e.g., 2002, 2004, 2006). The pre-conference is conducted in accordance with NCA's pre-conference guidelines.

11.1. *Pre-Conference purpose.* The pre-conference is designed to enhance the academic work, research, and network of doctoral students (i.e., who are finishing coursework, working on dissertation proposals, conducting and writing dissertations, etc.) and/or recent Ph.D.s working to establish their career and research agenda (however, anyone may attend).

11.2. *Pre-Conference committee.* The pre-conference committee (hereafter, PC) includes the PC Chair, the PC Vice Chair, at least one PC at-large member, and the Division's Graduate Student representative. The PC Vice Chair assumes the position of PC Chair in the following year. For all positions other than PC Vice Chair, committee membership is a one-year commitment. In years that the pre-conference is not held (traditionally, it is not held during odd years; e.g., 2001, 2003, 2005), the Nonverbal Communication Division Chair, in consultation with the incoming PC Chair, appoints a new PC Vice Chair and at least one PC at-large member. In the case that the former PC Vice Chair is unable to serve as PC Chair, the Nonverbal Communication Division Chair is responsible for appointing a new PC Chair.

12. *Legislative Assembly Representatives.* Depending on the Division membership size, the Division has at least two, but no more than five representatives at the Legislative Assembly (Consult NCA's National Office for the Division's current allotment). The Division Chair and Vice Chair act as the minimum two representatives. If needed, the Immediate Past Chair acts as a third member. If this is not sufficient, the Chair appoints a fourth and/or fifth representative. Appointees must be Division members and cannot be students. Relative to extant members, appointees should fairly represent Division sub-specialty interests.

13. *How to Revise Division Bylaws.* In order for the Division bylaws to be revised, (a) the candidate revision(s) must be announced, discussed, and approved to Division vote for an NCA business meeting; and (b) these approved revision(s) must be distributed to the entire Division membership and approved by a two-thirds-majority vote.