

# **RHETORICAL AND COMMUNICATION THEORY DIVISION**

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## **BY-LAWS OF THE RHETORICAL AND COMMUNICATION THEORY DIVISION**

of the

### **NATIONAL COMMUNICATION ASSOCIATION**

(ADOPTED BY DIVISION AT ITS 2005 MEETING;  
AMENDED BY DIVISION AT 2014 MEETING)

#### **ARTICLE I. Name, Authority, and Purpose**

Section I. The name of this organization is the Rhetorical and Communication Theory Division of the National Communication Association (NCA).

Section 2. The authority of this organization is derived from Article VII of the Constitution and Article VI of the By-Laws of the National Communication Association, and its powers and procedures are those prescribed therein.

Section 3. The purpose of the Rhetorical and Communication Theory Division shall be to promote the study, criticism, research, teaching and practice of rhetorical and communication theory.

#### **ARTICLE II. Membership**

Section 1. Membership in this Division is open to any member of the Association who is interested in promoting the Division's purpose.

Section 2. The full membership of the Division shall be those persons who identify themselves as members of the Rhetorical and Communication Theory Division with their NCA membership.

#### **ARTICLE III. Meetings**

Section 1. The Division shall hold its Annual Meeting in conjunction with and at the site of the annual convention of the National Communication Association.

Section 2. The time and place for the Division meetings shall be announced in the NCA convention program.

#### **ARTICLE IV. Elections**

Section 1. At each annual business meeting elections shall be held to select various officers, committee chairpersons, committee members, representatives and liaisons of the Division as specified in these By-Laws.

Section 2. Nominations of the election will be reported by the Nominating Committee as specified in Article VI, Section 2 of these By-Laws.

Section 3. Following the report of the Nominating Committee and any nominations made from the floor, the elections shall be conducted by the chairperson of the Division in such a way as to provide for election by a plurality of members in attendance.

#### **ARTICLE V. Officers of the Division**

Section 1. The officers of the Division shall be: a chairperson, a vice-chairperson, a vice-chairperson elect, an immediate past chairperson, and a secretary. At the conclusion of the Division's annual business meeting at the Association convention, the vice-chairperson shall succeed to the office of chairperson, the vice-chairperson elect shall succeed to the office of vice-chairperson, and the chairperson shall succeed to the office of immediate past chairperson. All officers shall also serve as representatives of the Division on the Legislative Assembly.

Section 2. The chairperson shall preside at meetings of the Division, shall discharge the usual responsibilities adhering in such office, shall provide advice to the vice-chair as requested, and shall serve as a representative of the Division on the Legislative Assembly of the Association. He or she shall present an annual report to the Legislative Assembly in such form and manner as the Assembly prescribes and will make a report to the Division at the annual business meeting of the Division. The term of the office shall be one year.

Section 3. The vice-chairperson shall, in cooperation with the first vice-president of the Association, after consulting with Division officers and committees, plan that portion of the program of the Association for which the Division is responsible. The vice-chairperson will present a report on the program planning at the annual business meeting of the Division. The term of office shall be one year.

Section 4. The vice-chairperson elect shall cooperate with the vice-chairperson in planning the convention programs of the Division, and assist with managing the division's website and listserv. The term of office shall be one year.

Section 5. The secretary shall perform the customary duties of that office, including preparing and disseminating minutes of the annual business meeting. The term of the secretary shall be three years.

Section 6. The immediate past chairperson will provide such assistance as requested from the chairperson in assembling reports, setting the agenda for the annual meeting, and ensuring continuity in the operation of the Division. The immediate past chairperson shall serve as a representative of the Division on the Legislative Assembly of the Association. The immediate past chairperson shall serve as representative of the Division on the NCA Nominating Committee. The term of office shall be one year.

Section 7. In the event of an incapacity of an officer, the Executive Committee of the Division shall, at its discretion and in accordance with the bylaws of the Association, divide the uncompleted duties among existing officers, elect a replacement to serve until the next business meeting, or establish a nomination and election procedure for selecting a replacement.

## **ARTICLE VI. Committees of the Division**

Section 1. The Executive Committee of the Division shall consist of the chairperson, the vice-chairperson, the vice-chairperson elect, the immediate past chairperson, and the secretary. It shall, between annual meetings of the Division and of the Association, serve as the chief administrative authority of the Division.

Section 2. The Nominating Committee shall consist of five (5) members elected at the annual business meeting of the Division. The term of office shall be one year.

Sec. 2.1. The Nominating Committee shall be chaired by the person receiving the largest number of votes in its election.

Sec. 2.2. Except for the provisions of these By-Laws, the Nominating Committee shall proceed without instruction to select a slate of at least two (2) confirmed nominees for each position to be filled at the election to be held at the next annual meeting. A confirmed nominee is one who has agreed to be nominated and to serve if elected.

Sec. 2.3. The Nominating Committee shall slate candidates for each of the following positions, as they become vacant: vice-chairperson elect, secretary, nominating committee (five members), awards committee, and a representative on the James A. Winans-Herbert A. Wichelns Memorial Committee.

Section 2.3. In the event of an incapacity of a Nominating Committee member, the remaining Nominating Committee member and the Executive Committee of the Division shall, at its discretion and in accordance with the bylaws of the Association, divide the uncompleted duties among existing members, elect a replacement to serve until the next business meeting, or establish a nomination and election procedure for selecting a replacement.

Section 3. The Awards Committee shall consist of three (3) members. One member of the Awards Committee shall be elected at the annual business meeting of the Division. The term of office shall be three years.

Section 3.1. The Awards Committee shall be chaired by the committee member that is serving her or his third year on the Awards Committee.

Section 3.2. The Awards Committee shall solicit nominations for and adjudicate the Division's awards (except for the Nicols-Ehninger Award for Top Student Paper, which will be decided by the Vice-Chairperson/Program Planner). The Chair of the Awards Committee shall announce the winners at the annual business meeting. The awards are: (1) Early Career; (2) Distinguished Scholar; and (3) Faculty Mentorship.

Section 3.3. In the event of an incapacity of an Awards Committee member, the remaining Awards Committee members and the Executive Committee of the Division shall, at its discretion and in accordance with the bylaws of the Association, divide the uncompleted duties among existing officers, elect a replacement to serve until the next business meeting, or establish a nomination and election procedure for selecting a replacement.

Section 4. The Division in its annual meetings, the Executive Committee, or the officers individually may appoint, or propose the election of, such ad hoc committees as any of them deems appropriate in furthering the purposes of the Division.

Section 5. The Division in its annual meetings may, upon application by interested members or on its own initiative, create additional standing committees or other subsidiary bodies as it shall deem appropriate in furthering the purposes of the Division. The Executive Committee may create such committees or bodies on an interim basis only, subject to definitive action at the next annual business meeting.

## **ARTICLE VII. Awards of the Division**

Section 1. The Nichols-Ehninger Award honors the top-ranked student paper in the Division's annual convention programs. All student-authored individual papers submitted to the annual convention call for submissions shall be considered for the Nichols-Ehninger Award. To be considered, student-authored papers should be designated by including "Student-Authored" on the first page of the paper and by selecting the appropriate designation on the electronic submission form. If the paper is multi-authored, all authors must be students to be considered.

Section 2. The Early Career Award honors a current member of the division who has established an innovative and robust research project within eight years of having earned the Ph.D. degree. Early Career nominees should have a clear and impressive record of scholarly research, and they should exhibit the potential to contribute significantly to the field in the areas of rhetorical and/or communication theory. Self-nominations are welcome. A complete nomination file for the Early Career Award should include: (1) a

letter of nomination that outlines the nominee's credentials; and (2) the nominee's curriculum vitae. In addition, letters of support are welcome but optional.

Section 3. The Distinguished Scholar Award honors a current member of the division for significant contributions to scholarship in rhetorical and/or communication theory during the past ten years. Distinguished Scholar nominees should have established a body of research that has significant and enduring value. The recipient of the award will be a figure who has earned renown in the field for his or her scholarship and whose body of scholarship serves as a touchstone in rhetorical and/or communication theory. Self-nominations are welcome. A complete nomination file for the Distinguished Scholar Award should include: (1) a letter of nomination that outlines the nominee's credentials; (2) the nominee's curriculum vitae; and (3) at least two additional letters of support from rhetorical and/or communication theory scholars (the nomination letter plus two additional letters is required).

Section 4. The Faculty Mentorship Award is intended to publicly recognize the considerable time and energy that particular teachers and scholars may devote to helping others succeed in our profession. Their typically unrecognized informal efforts are vital to maintaining the strength and vitality of the faculty community that comprises the RCT Division, particularly in the cases of historically underrepresented groups and programs. The award recipient must be a member of the RCT Division. Nominations for the Faculty Mentorship Award must include: (1) A formal nomination letter summarizing the nominee's qualifications as an exemplary professional mentor; (2) Two supporting letters from former students and/or colleagues in the field who are able to comment on the effectiveness of the nominee as a professional mentor; (3) A current copy of the nominee's curriculum vitae.

### **ARTICLE VIII. Representatives and Liaisons of the Division**

The Division shall elect representatives who, in conjunction with representatives elected by the Public Address Division of the NCA, will constitute the three-member James A. Winans-Herbert a. Wichelns Memorial Award Committee of the NCA. Every two years (odd-numbered) years the Rhetorical and Communication Theory Division will elect a single member who will serve a three-year term, beginning in the subsequent even-numbered year. The member in his or her third year on the Committee shall serve as its chairperson.

### **ARTICLE IX. Parliamentary Authority**

In the absence of any provision to the contrary in the Constitution or By-Laws of the National Communication Association or in the By-Laws of the Division, all business meetings of the Division and of its committees or other subsidiary bodies shall be governed by the parliamentary rules and usage contained in *Robert's Rules of Order, Newly Revised*.

**ARTICLE X.** Amendments

Section 1. Amendments to these By-Laws may be initiated by the Executive Committee or by a petition addressed to the committee and signed by twenty five members of the Division.

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

**ARTICLE XI.** Ratification of By-Laws

These By-Laws shall become effective after ratification by a majority of members present at the annual Division business meeting.