

NATIONAL COMMUNICATION ASSOCIATION THEATRE, FILM AND NEW MULTI-MEDIA DIVISION

BYLAWS

Article I. Name, Authority, and Purpose

Section 1. The name of this division/interest group will be the Theatre, Film and New Multi-Media Division of the National Communication Association (NCA).

Section 2. The authority of this division/interest group will be derived from Article VII of the Constitution and Article VI of the Bylaws of the NCA, and its powers and procedures will be those prescribed therein.

Section 3. The primary purposes of the Theatre, Film and New Multi-Media Division, hereafter referred to in these bylaws as the TFNMM Division, are as follows. The TFNMM Division is a supportive community of educators, scholars, artists, administrators, critics, and students who encourage the active exchange of ideas. We pursue all areas of creativity, research, and teaching in each of our titular disciplines while exploring new trends and technologies through which these disciplines interface. This integration of theatre, film, and new multi-media is currently reflected on Broadway; in resident and university theatre, dance, and opera productions; in myriad classrooms and rehearsal halls and on screens, stages, and soundstages around the world; and in the increasing number of NCA Convention presentations devoted to this interdisciplinary project. Therefore, we recognize—and celebrate!—the importance of teaching, scholarship, artistic practice, advocacy, and mentoring in theatre, film, and new multi-media as mutually supportive activities.

Pursuant to that goal, the Division will plan programs at the annual NCA convention; conduct activities as determined by the Division's officers and membership; and represent the interests of the Division's membership according to these purposes.

Section 4. Official use of the Division's name will be made only through the authority of the Legislative Assembly of the NCA and the Executive Officer's Committee of the TFNMM Division.

Article II. Membership

Section 1. Membership in the TFNMM Division is open to any member of the NCA.

Section 2. There are no fees or dues associated with the TFNMM Division. However, Division members must be members of the NCA in good standing, meaning they pay the NCA's annual membership dues and registration fees, if attending annual conventions.

Section 3. The full membership of the Division will be not only those individuals who are members in good standing with the NCA, but who also are affiliated with the Division on

their NCA membership application or renewal, and who are interested in the purposes and activities of the TFNMM Division.

Article III. Meetings

Section 1. An annual business meeting will be held at the time and place of the NCA's annual convention. The Division's Executive Committee may schedule additional meetings.

Section 2. The Secretary will be responsible for publishing and circulating the minutes of the NCA TFNMM Division's annual convention business meeting by January 31. Minutes from other meetings should be published and circulated as agreed to by members of the Executive Committee.

Article IV. Officers and Committees

Section 1. The officers of the Division will be a Chair, Vice Chair, Vice Chair-Elect, Secretary, and Immediate Past Chair. These officers will constitute the TFNMM Division's Executive Committee. The Executive Committee will serve as the chief administrative authority of the TFNMM Division between annual business meetings of the NCA and the Division. The Executive Committee, led by the Chair, also will work as a team to insure each member's roles are being fulfilled throughout the year in an effective and efficient manner by communicating with each other as often as needed through email, text, telephone, and/or other media agreed upon each year by the Committee's members. The Executive Committee also should maintain a presence at the Division's programs each year at the NCA convention.

Section 2. In addition to the Executive Committee, the TFNMM Division has historically and continues presently to work with a Past Chairs' Council. The Past Chairs' Council consists of past officers of the Executive Committee who remain active and in good standing with the NCA and Division, attend annual conventions and TFNMM Division programs, and maintain communication with the Executive Committee and Division membership. These advisory and non-voting members provide knowledge, leadership, experience, and historical continuity. They also are charged with advising and mentoring Executive Committee members, working with the Immediate Past Chair on nominations for officers and Division awards annually, and other activities, as assigned by the Executive Committee. Council members also should maintain a presence at the Division's programs each year at the NCA convention.

Section 3. The Chair will serve for 1 year before succeeding to the office of Immediate Past Chair, preside at business meetings of the TFNMM Division, head up recruitment efforts for new membership, be responsible for membership records from the NCA National Office and the Division's Online list-serves as well as communication with the membership (as deemed appropriate by the Executive Committee), prepare annual reports of key events and budget requests/reimbursements in such a form and manner as the

NCA's Legislative Assembly prescribes, and serve as a representative of the Division on NCA's Legislative Assembly.

Section 4. The Vice Chair will serve a 1-year term, and then succeed to the office of Chair. The Vice Chair, in cooperation with the NCA's 1st Vice President and programming standards or guidelines plus the TFNMM Division's Executive Committee, will plan the Division's programs for the annual NCA convention, administer the evaluation process for papers and panels submitted for competitive consideration, recruit reviewers/evaluators from among the Executive Committee and Past Chairs' Council members, in particular, plus also from the Division membership, and calculate and present to the Immediate Past Chair and Past Chairs' Council competitive awards based on reviewer ratings and/or as authorized by the Division.

Section 5. The Vice Chair-Elect will serve 1 year, and then succeed to the office of Vice Chair. The Vice Chair-Elect will assist the Vice Chair with coordinating the review of papers, films, performances, and other submissions and with scheduling programming to learn about program planning for the following year. In addition, the Vice Chair-Elect will coordinate any membership drives initiated by the Chair, and will assist with other activities, as assigned by the Executive Committee.

Section 6. The Secretary will serve a 2-year term, prepare minutes of the Division's business meetings, and maintain and manage the TFNMM Division's archives (electronic and otherwise) of bylaws, minutes, and other Division documents created by and for the Division, and/or mandated by the NCA's Bylaws or national office.

Section 7. The Immediate Past Chair will serve the TFNMM Division for 1 year as its representative to both the NCA's Nominating Committee and Legislative Assembly. The Immediate Past Chair also will work as a liaison to the Division's Past Chairs' Council. Both the Immediate Past Chair and members of the Past Chairs' Council will serve in an advisory capacity to the Chair, Vice Chairs, and Secretary, and will head up recruiting efforts for officer nominations and the coordination of all standing and special Division awards. Specifically, the TFNMM Division will attempt to present awards each year at the NCA's convention for top contributing works, such as top papers, films, and performances for students and all contributors as well as for career achievements. Typically, the Vice Chair will present awards for contributing works, and the Immediate Past Chair or members of the Past Chairs' Council will present career awards.

Section 8. In the event that an executive officer with the responsibility of attending the NCA Legislative Assembly cannot attend and vote, the Executive Committee will nominate a representative (or two) of the division to vote for the division in Legislative Assembly. The governing body of NCA must be alerted to the changes in a timely fashion to ensure voting privileges. In addition, if an officer is failing to fulfill his or her responsibilities, the Executive Committee may decide by a 3/4 vote or more to remove and replace that person from his or her office.

Section 9. Special committees, such as task forces or ad hoc committees, with tenure limited ordinarily to 1 year and with specific duties appropriate to the needs of the Division, may be appointed by the Chair, with the advice and consent of the Executive Committee.

Article V. Elections

Section 1. The Immediate Past Chair, in concert with the Past Chairs' Council, in particular, but also with input from the Executive Committee, will be responsible for recruiting and nominating members of the TFNMM Division for Executive Committee positions, including typically the office of Vice Chair-Elect each year and the role of Secretary every two years. Nominations may be taken from the floor at any business meeting of the Division during the NCA's annual conventions as well.

Section 2. Balloting will be conducted at the Division's annual meeting using either verbal voting or written ballots. If written ballots are used for any reason, they will be counted by at least two members appointed by the Executive Committee, typically the Immediate Past Chair and one or more members of the Past Chairs' Council. Results will be announced at that time. In the case of a tie, the Chair will cast the final and deciding ballot.

Section 3. A simple majority vote of those members attending the Division's annual business meeting at the NCA convention will be sufficient to elect officers for vacant positions. In the case of a vacancy in any office of the Executive Committee, the position will be filled by an automatic succession process, if appropriate. If needed, the Executive Committee also may fill vacancies from among members of the Past Chairs' Council until the Division's next annual business meeting at the NCA convention, at which time a new election will take place. A person so elected will serve the remaining and successive full term for that office.

Article VI. Convention Programming

Section 1. Individuals may submit competitive papers, paper/discussion panels, films, new multi-media presentations, performances, or workshops to the Vice Chair/Program Planner for presentation at the NCA convention. Competitive papers will be selected through a blind review process. The Vice Chair will administer the evaluation process. All Executive Committee members will be required to serve as reviewers/evaluators. Members of the Past Chairs' Council also are expected to serve as reviewers/evaluators. Remaining reviewers/evaluators will be recruited from those TFNMM Division members who are in good standing with the NCA and Division. Convention program evaluators or reviewers will read the submissions and assign ratings and rankings, as directed by the Vice Chair. The Division supports ethical standardized evaluation procedures across all submissions to determine the top-rated papers, films, and performances in addition to other types of sessions. The Vice Chair will report on the reviewing process, the number and kinds of submissions, rate of acceptance and rejection, number and kinds of session

slots, co-sponsorships, and any or all other matters related to the submission review process at the Division's annual business meeting.

Section 2. Competitive papers, paper/discussion panels, films, new multi-media presentations, performances, or workshops will be rated separately. Overall quality, alignment with a convention's annual theme, relevance to the TFNMM Division's purposes, and interest to Division members will guide the evaluation of work submitted.

Section 3. On the basis of the evaluations received, the Vice Chair will select the Division's convention programming and work with NCA's First Vice President to schedule Division programs at the annual convention.

Section 4. On the basis of the evaluations received for competitively submitted papers, the Vice Chair will determine annually TFNMM Division awards for students and other contributors for top papers, films, and performances, for example. These awards will be granted based on the highest overall ratings by reviewers. Debut awards, if noted by the submitter, also may be given for papers, films, or performances ranked highly for a student author or any author submitting to a convention for the first time. Authors of submitted works for these awards are not required to be Division members.

Section 5. The Vice Chair may propose one "spotlight" session for NCA's annual convention without seeking reviews from outside evaluators, if all other TFNMM Division slots are filled and one is left over and the opportunity presents itself. In addition to a 1st Vice President initiative, this spotlight session may feature a particular scholar, local community group or individual, a single piece (or body) of work in theatre, film, or new multi-media, or a topic of special interest.

Article VII. Parliamentary Authority

Section 1. In keeping with the NCA's precedence, all meetings of the Division, its committees or other subsidiary bodies, will be governed by the Parliamentary rules and usages contained in the current edition of Robert's Rules of Order.

Section 2. The Chair may appoint a voting member to serve as Parliamentarian of the TFNMM Division during general business meetings or Executive Committee meetings.

Article VIII. Amendments

Section 1. Amendments to these bylaws may be initiated by a majority of the TFNMM Division's Executive Committee, by a majority of the Division's membership at the Division's annual meeting, or by a petition addressed to the Division's Chair and signed by 20 or more Division members. Voting dealing with amendments managed outside of the Division's annual business meetings at the NCA's conventions should be initiated by the Chair and, with the assistance of the Secretary, conducted electronically using, for example, Survey Monkey or Google Survey.

Section 2. Proposed amendments to these bylaws are to be published and distributed by email to all Division members prior to their vote on the amendment. Approval of a proposed amendment requires a two-thirds majority vote of those present at the Division's annual business meeting.

Article IX. Ratification of Bylaws

Section 1. These bylaws will become effective after ratification by a majority vote of Division members during the 2018 annual convention's TFNMM Division's November Business Meeting.