

## Communication and Sport Division Bylaws

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### Article I: Name

The name of this interest group shall be the Communication and Sport Division (CSD) of the National Communication Association (NCA).

### Article II: Purpose

The purpose of the CSD is to promote all scholarly, pedagogical, and service-related endeavors pertaining to connections between communication practices and their relationship to sport and all it encompasses.

### Article III: Membership

**Section 1:** Membership is open to all members in good standing with the NCA.

**Section 2:** The voting membership shall consist of those regular NCA members who have affiliated with the CSD and/or are in attendance at a formal business meeting of the division.

### Article IV: Officers

**Section 1:** The officers of the CSD must affiliate with the division.

**Section 2:** The officers shall consist of the Immediate-Past Chair, the Chair, the Vice-Chair, Secretary, Communication Director, Student Representative, and IDEA (Inclusion, Diversity, Equity, and Access) Chair.

### **Section 3: Elections**

- a. The election of the Secretary and Communication Director officers shall be conducted biannually in odd years at the regular business meeting of the CSD during the NCA convention.
- b. The election of the IDEA officer shall be conducted biannually in even years at the regular business meeting of the CSD during the NCA convention.
- c. The election of the Vice-Chair Elect and Student Representative shall be conducted annually at the regular business meeting of the CSD during the NCA convention. The Vice-Chair Elect succeeds to the office of the Vice-Chair, who succeeds to the office of Chair. The Chair succeeds to the office of Immediate-Past Chair.
- d. Division officers will be elected by those voting members present at the regular business meeting of the CSD during the NCA convention. Officers will be selected from nominations gathered via a call the Chair sends out at least 30 days prior to the annual business meeting and by nominations from the floor at the regular business meeting.<sup>1</sup>

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<sup>1</sup> Previous iteration of section three regarding the nomination of officers was revised by vote at the business meeting at NCA in 2019

**Section 4: Responsibilities**

- a. The Secretary shall take minutes at the business meetings and distribute these minutes prior to the next subsequent meeting.
- b. The Communication Director will manage social media and web presence and, in conjunction with other officers, mail information to current or prospective members of the CSD.
- c. The Vice-Chair Elect assists the current Vice-Chair with program planning for the annual NCA convention.
- d. The Vice-Chair serves as the Program Planner for the annual NCA convention.
- e. The Chair presides at the regular business meeting of the CSD during the NCA convention. The Chair has the authority to request funds from the NCA office and to manage CSD funds provided by the NCA. The Chair, with the approval of the Executive Board, may appoint and empower ad hoc committees and task forces as needed to address significant issues.
- f. The Immediate-Past Chair will be a member of the Executive Board. The Immediate-Past Chair also chairs the nominating committee and serves on the NCA Nominating Committee.
- g. The Graduate Student Representative must be a registered student in a degree program at the time of election. The Graduate Student Representative will encourage student participation and interest in CSD activities and will inform the Executive Board and the general membership of student concerns.
- h. The IDEA Chair will provide guidance and serve as a catalyst to leverage best practices and resources within the division to promote a culture of inclusion where all individuals from all racial and ethnic identities, ages, nationalities, economic status, sexual orientation, gender identity and expression; religious, political and ideological perspectives; and physical and mental abilities can thrive and be fully engaged in the division.<sup>2</sup>
- i. An Awards Committee shall be constituted every year, consisting of 5 CSD members. The Committee will be in charge of determining the division's Emerging Scholar Award and the Outstanding Book Award. Committee members will be selected from nominations gathered via a call the Chair sends out at least 30 days prior to the annual business meeting and by nominations from the floor at the regular business meeting. Awards Committee members may not serve more than two consecutive years.<sup>3</sup>

*Section 5:* If any office is vacated, the Executive Board will be empowered to appoint an individual to fill the unexpired term.

*Section 6:* The Chair and Vice-Chair will serve as representatives on the NCA Legislative Assembly (LA). If membership levels dictate, additional LA representatives will be elected to two-year terms, with appointments staggered annually to ensure continuity.

**Article V: Meetings**

*Section 1:* The regular business meeting of the CSD shall be held during the annual NCA convention.

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<sup>2</sup> IDEA officer in Section 3 (b) added by vote at the business meeting at NCA in 2021

<sup>3</sup> Section IV (h) added by vote at the business meeting at NCA in 2019.

*Section 2:* A quorum for the regular business meeting shall consist of two officers and those additional voting members of the CSD present at the meeting.

*Article VI: Executive Board*

*Section 1:* The Executive Board shall consist of the Chair, Vice-Chair, Vice-Chair Elect, Secretary, Communication Director, Student Representative, IDEA Chair, and Immediate-Past Chair.

*Section 2:* The Executive Board will act in the stead of the CSD between annual regular business meetings.

*Section 3:* The Executive Board shall retain oversight over all Standing Committees (when constituted), ad hoc committees, and task forces. The Executive Board may establish guidelines for selection and retention of committee and task force members.<sup>4</sup>

*Article VII: Ad Hoc Committees and Task Forces*

The Executive Board is empowered to appoint ad hoc committees or task forces as needed to address significant issues. Unless specifically reaffirmed, ad hoc committees and task forces will exist for no longer than two calendar years.

*Article VIII: Parliamentary Authority*

*Section 1:* The parliamentary authority for the CSD shall be the latest edition of Robert's Rules of Order.

*Section 2:* The Chair may appoint a voting member to serve as Parliamentarian during business meetings or Executive Board meetings.

*Article IX: Adoption and Amendment*

*Section 1:* The bylaws shall be adopted by a two-thirds vote of the members.

*Section 2:* Amendments to the bylaws must be presented in writing (an electronic format is permissible) to the Secretary at least thirty days prior to the regular business meeting of the CSD during the annual NCA convention. The Secretary shall distribute them to the membership prior to the business meeting.

*Section 3:* An amendment shall be adopted with a two-thirds vote of the registered members of the CSD. The Secretary shall distribute and manage an electronic ballot for all amendment proposals.

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<sup>4</sup> Previous iteration of section three regarding the nomination committee was removed by vote at the business meeting at NCA in 2019.