

Communication Assessment Division
REVISED CONSTITUTION AND BY-LAWS
Approved on November 15, 2010
Annual Business Meeting
San Francisco, CA

CONSTITUTION OF THE NATIONAL COMMUNICATION ASSOCIATION
COMMUNICATION ASSESSMENT DIVISION

ARTICLE I
NAME

- Section 1. The name of this division shall be: The Communication Assessment Division (CAD) of the National Communication Association (NCA).
- Section 2. Official use of the Division's name shall be made only through the authority of the Legislative Assessment of NCA and the Executive Committee of the Communication Assessment Division.

ARTICLE II
PURPOSE

- Section 1. It shall be the purpose of this Division to promote assessment for the communication discipline.

ARTICLE III
MEMBERSHIP

- Section 1. Membership in the Communication Assessment Division is open to all individuals who are members in good standing of NCA and who are interested in promoting the purpose of the Division.

ARTICLE IV
OFFICERS

- Section 1. The officers of the Division shall be: Chair, Vice-Chair, Vice-Chair Elect, Secretary, and Past Chair.
- Section 2. The Vice-Chair shall succeed to the Office of Chair.
- Section 3. The Vice-Chair Elect shall succeed to the Office of Vice-Chair. The Vice-Chair Elect shall be nominated and elected as specified by the Division By-Laws and in accordance with the By-Laws of NCA.
- Section 4. The Secretary shall be nominated and elected as specified by the Division By-Laws and in accordance with the By-Laws of NCA.
- Section 5. The duties of the officers shall be specified in the Division By-Laws and in accordance with the By-Laws of NCA.

ARTICLE V EXECUTIVE COMMITTEE

- Section 1. The Executive Committee of the Division shall be responsible for managing the policy decisions and handling all resources of the Division. The Committee shall also ensure that the decisions made and actions taken by the Division are in accordance with the Constitution and By-Laws of the Division and NCA.
- Section 2. The Executive Committee shall consist of: the Chair, the Vice-Chair, the Vice-Chair Elect, the Secretary, and the immediate Past Chair of the Division.
- Section 3. The Executive Committee shall act for the Division in the interval between Annual Meetings with the understanding that all actions taken shall be summarized and announced at the Division's Annual Meeting.
- Section 4. The Division Chair shall call meetings of the Executive Committee at the Chair's discretion or upon receipt of a written request for a meeting signed by at least three (3) Executive Committee members.
- Section 5. The Division Chair shall serve as the Presiding Officer for all Executive Committee meetings.
- Section 6. A quorum for meetings of the Executive Committee shall be three (3) members.
- Section 7. In the event of the incapacity of any officer, the Executive Committee shall, at their discretion, select a replacement or establish a nominating and election procedure for doing so.

ARTICLE VI MEETINGS

- Section 1. The Division shall hold its Annual Meeting(s) in conjunction with and at the site of the National Convention of NCA.
- Section 2. Time and place for the Division meetings shall be announced in the NCA convention program.
- Section 3. All meetings of the Division shall be open to all members. The officers of the Division may establish and control the privileges of the floor in their respective meetings.
- Section 4. The Division shall assume no responsibility for statements of opinion expressed by participants in meetings of the Division or its constituent bodies or in programs sponsored by the Division.

ARTICLE VII AMENDMENTS

- Section 1. Amendments to the Constitution or By-Laws may be initiated at any legally constituted meeting of the Division or Executive Committee of the Division.
- Section 2. Amendments to the Constitution or By-Laws may be proposed by membership petition provided that at least ten percent of the members of the Division have signed the petition and presented it to the Executive Committee of the Division.
- Section 3. Amendments to the Constitution or By-Laws must be announced electronically to Division members at least one month before the next scheduled meeting. A two-thirds

majority of those present at the meeting of the Division shall be required for adoption of an amendment.

- Section 4. Any change in NCA's Constitution or By-Laws which has direct bearing upon the Constitution or By-Laws of the Division shall be incorporated into the Constitution and By-Laws of the Division.

BY-LAWS OF THE NATIONAL COMMUNICATION ASSOCIATION COMMUNICATION ASSESSMENT DIVISION

ARTICLE I DUES AND FEES

- Section 1. There shall be no dues or fees assessed or collected by any representative of the Communication Assessment Division.
- Section 2. Annual dues of the National Communication Association (NCA) must be paid by all members of the Communication Assessment Division.

ARTICLE II ELECTIONS

- Section 1. Nominations for the Vice-Chair Elect and Secretary will come from the floor at the Annual Meeting.
- Section 2. The Executive Committee shall establish procedures for conducting the election of officers.
- Section 3. The term of office for each person elected or succeeding automatically to office shall commence at the end of the NCA Annual Convention.

ARTICLE III APPOINTMENTS

- Section 1. Special Ad Hoc Committees as determined by membership of the Division shall be appointed by the Executive Committee.

ARTICLE IV DUTIES OF OFFICERS

- Section 1. In addition to discharging the usual responsibilities associated with the office, the Chair of the Division shall preside at all business meetings and Executive Committee meetings of the Division.
- Section 2. The Vice-Chair shall, in cooperation with the First Vice-President of the Association, plan that portion of the program of the Annual Meeting for which the Division is responsible.
- Section 3. The Vice-Chair Elect shall assist the Vice Chair.
- Section 4. The Secretary shall perform the customary duties of that office, including recording the minutes of the Annual Meeting and preparing and disseminating the minutes to all Division members.

- Section 5. The chair of a Special Ad Hoc Committee shall preside at all Ad Hoc Committee meetings.

ARTICLE V
PARLIAMENTARY AUTHORITY

- Section 1. In the absence of any provision to the contrary in the Constitution or By-Laws, all business meetings of the Division, or other subsidiary bodies, shall be governed by the parliamentary rules and usage contained in the latest version *Roberts' Rules of Order, Revised*

ARTICLE VII
REPRESENTATIVES TO NCA COMMITTEES

- Section 1. The Chair and Immediate Past Chair of the Division will serve as representatives to the NCA Legislative Assembly, and the Immediate Past Chair will serve as the Division's representative to the NCA Nominating Committee.