

Bylaws of the Disability Issues Caucus of the National Communication Association
As Amended November 11, 2016

Article I: Name

The following organization shall henceforth be called the "Disability Issues Caucus." It will be referred to as the "Caucus" for the remainder of these bylaws.

Article II: Purpose

The purpose of this organization is to promote scholarship engaging issues of disability and communication.

Article III: Membership

Members of the Caucus must be members of the National Communication Association (NCA) and should identify their affiliation to the Caucus when paying dues to NCA.

Article IV: Definitions

Six or more members of the Caucus at an NCA designated meeting must be present at a meeting for a quorum to exist.

Unless otherwise specified, the phrase "majority of the Caucus" refers to a majority vote of those members present at the meeting in which the vote occurs.

Article V: Officers

At minimum, the Caucus will have a NCA Representative, Nominating Committee Representative, Intercaucus Representative, Chair, Vice Chair, Vice Chair-Elect, Student Representative, and Secretary. The Chair, and Vice Chair will assume their offices according to the order of succession outlined in Article VI. The NCA Representative, Nominating Committee Representative, and Intercaucus Representative, Vice Chair-Elect and Student Representative will be elected by a majority of the Caucus at an annual convention of the NCA, following the procedures outlined in Article VIII. The NCA Representative, Nominating Committee Representative, and Intercaucus Representative will be elected every three years, consistent with the three year term described below (Amended, 2012, 2013). The Secretary will be elected every two years, consistent with the special two year term described below (Amended, 2011, 2012).

Additional Temporary Officers required for the operation of the Caucus may be elected by a majority of the Caucus without amendment to these Bylaws. The Chair may appoint a Temporary Officer when necessary to fill a vacancy or otherwise address an emergency situation.

Officers may resign their positions or vacate them by death, but Officers may not be removed except by a majority vote of the Caucus.

All Officers must be Caucus members.

Excepting the Secretary, NCA Representative, Nominating Committee Representative, and the Intercaucus Representative, the Officers shall serve a term of the duration between their election or the subsequent Annual Business Meeting at which they assume office and the Annual Business Meeting of the next NCA convention (Amended 2013).

The Secretary shall serve a special two year term of consecutive Annual Business Meetings. The term starts with the beginning of the Annual Business Meeting in the year after the Secretary's election and continues until the beginning of the Annual Business Meeting at the second NCA convention after the one at which the term began (Amended, 2011).

The NCA Representative, Nominating Committee Representative, and the Intercaucus Representative, shall serve a special three year term from the beginning of the NCA convention the year after which they are elected until the end of the third NCA convention after that (Amended, 2012, 2013).

Article VI: Duties and Responsibilities of the Officers

The NCA Representative shall represent the Caucus at official NCA functions and meetings and shall vote for the Caucus in Legislative Assembly meetings, except when that representative is unable to attend or already votes as an at-large member or representative of another unit. In that case, the NCA Representative will select an appropriate member of the caucus as a stand-in to vote for the Caucus in the Legislative Assembly. The NCA Representative's choice of stand-in may be vetoed by a majority vote of the current Chair, Vice Chair, and Student Representative. The NCA Representative shall be responsible for informing NCA about the stand-in and taking the steps necessary to ensure that this person is prepared to participate and accepted to vote in the Legislative Assembly. If the NCA Representative is unable or unwilling follow these procedures, then the Chair in consultation with the other officers will appoint a stand-in and notify NCA of the situation. The NCA Representative's term will not be extended because of the use of a stand-in (Amended, 2003, 2012).

The Nominating Committee Representative shall represent the Caucus on the NCA Nominating Committee, and perform the duties associated with this in NCA's governing document(s) (Amended, 2013).

The Intercaucus Representative shall represent the Caucus on the committee currently named the Affirmative Action and Intercaucus Committee and perform the duties associated with that committee's procedures. In these Bylaws the name of the office will be the Intercaucus Representative, even in the case that the committee changes its name or practices (Amended, 2013).

A person may serve as NCA Representative, Nominating Committee Representative, and Intercaucus Representative while also holding another Caucus office (Amended, 2013).

The Chair shall establish agendas for and preside over Caucus meetings, maintain control of the Caucus treasury, oversee the operation of all committees, and appoint Temporary Officers when needed (Amended, 2012).

The Vice Chair shall be responsible for engaging in the activities and completing the duties associated with planning for the NCA conference of the coming year. The Vice Chair shall assume the Office of Chair when the Chair's term expires or when the Chair otherwise vacates the office.

The Vice Chair-Elect shall assist the Vice Chair as necessary and prepare for the Office of Chair by becoming familiar with these bylaws. The Vice Chair-Elect shall assume the Office of Vice Chair when the Vice Chair's term expires or when the Vice Chair otherwise vacates the office.

The Secretary will record the minutes at each meeting and distribute copies of the minutes to all members prior to the next meeting. The Secretary will be responsible for maintaining a current copy of these Bylaws and make them available to the Caucus in an appropriate manner (Amended, 2012).

When elected, the Student Representative must not have successfully completed all the requirements for her or his Ph.D. or terminal degree, and should be currently enrolled as a student in a graduate or undergraduate program (Amended, 2011, 2012).

Article VII: **Meetings**

Except in extraordinary circumstances, the Caucus will hold its Annual Business Meeting every year at the annual convention of NCA. Members are encouraged, but not required, to attend this meeting.

Article VIII: **Elections**

Any office that will not be filled by the order of succession established in Article VI will be filled by election within one week after the appropriate Annual Business Meeting. Members present at the Annual Business Meeting will nominate candidates for those offices to be filled by election. Self-nominations are allowed. Members may also

communicate their nominations to the Chair prior to the business meeting. Nominations will close at the business meeting. Members may refuse nomination and should be consulted about their willingness to perform prior to the election. Members may be nominated in absentia as long as their willingness to perform can be ascertained (Amended, 2013).

Nominees will be elected to office by a majority vote of those members present at the meeting, or by digital voting via appropriate method (e.g., Survey Monkey, Google Forms) determined by the Chair, and made known to members at the business meeting and through the Caucus Listserve.

In some cases, nominees may be asked to submit a written bio to be included with the digital election process.

The Chair will only vote in the case of a tie and will announce the results of the election to the Caucus Listserve within one week after the election.

Article IX: **Committees**

The Caucus will have the power to establish committees as deemed necessary by a majority of the Caucus. Committees should report their progress and activities at each Annual Business Meeting. Committees will exercise broad discretion over their own operation, but the Chair will oversee committee procedure, leadership, and membership when necessary. All actions by committees on behalf of the Caucus should be approved by a majority of the Caucus.

A. Committee on Conference Accessibility

The Caucus will continue to serve NCA by maintaining a permanent committee titled "Committee on Conference Accessibility." The chair of this committee will be elected to a three year term, and will act as the liaison with NCA in matters of access to the national convention. The chair of the committee will invite members to join the committee and/or members can volunteer to participate. The number of members on the committee (counting the chair) shall be between three (3) and five (5). The committee and its chair will act only in a lay person advisory position, and it will not act as legal representation for any parties. Except for actions of the committee that directly affect the caucus as a whole, the committee shall be exempt from the Article IX requirement to obtain approval of its actions from the majority of the Caucus (Amended, 2011).

B. Awards Committee (Amended, 2015)

The Vice Chair Elect, Student Representative, and NCA Representative will form the Awards Committee. The Vice Chair Elect shall chair the committee. If deemed necessary, additional members may be elected by the caucus or appointed by the Chair.

The committee shall determine the winner(s) of the Top Student Paper, Top Paper, and any additional awards given by the caucus. The Vice Chair shall provide the committee with the information needed to determine the winners of the Top Paper awards.

The committee shall purchase the necessary plaques and procure cash awards from NCA to give to awardees. The caucus Chair shall allocate an appropriate amount of the budget to the committee to cover these expenses.

The committee may decide to not give an award if it determines that they lack appropriate awardee(s) or nominee(s) for that award.

If the committee determines that the top two papers submitted to the caucus are both student papers, then both will receive Top Paper Awards and no Top Student Paper Award will be given that year.

The committee may give any single award to more than one appropriate awardee, and provide additional plaques and apportion cash awards as necessary.

The committee will maintain records of award recipients and provide these to the subsequent Awards Committee to maintain a cumulative record of awardees.

Article X: Amendments

Any member may propose an amendment to these bylaws by submitting a text of that amendment to the other members. The proposed amendment must be seconded by at least one other member.

Once a proposed amendment has been submitted and seconded, the Chair will call for a vote.

If the amendment is approved by a majority of the Caucus, the Chair will announce the passage of the amendment and in a reasonable amount of time the Secretary shall make available a revised copy of the Bylaws to each member and to NCA (Amended, 2012).

Unless otherwise specified, the approved amendment will go into effect immediately.

Notes:

Approved November 22, 2002.

Amended November 21, 2003 at Article VI, par. 1, to specify the voting responsibilities of the NCA Representatives.

Amended on November 19, 2011 at Article IX to form Committee on Conference Accessibility, at Article V to extend the Secretary term of office to two years, at Article V to add the Student Representative as an officer, and at Article VI to specify requirements for the Student Representative.

Amended on November 16, 2012 at Article VI to clarify that the Student Representative may retain office even if earning a Ph.D. or terminal degree while serving in that office, at Articles VI and X to clearly assign to the Secretary the responsibility for keeping the Bylaws up to date, and at Articles V and VI to make the NCA Representative into an elected officer who serves a three year term.

Amended on November 22, 2013 at Article V, VI, and VIII to add the offices of Nominating Committee Representative and Intercaucus Representative, and to adjust the responsibilities of the other officers to accommodate these changes. Also amended at Article V to provide the three year terms of office for the Nominating Committee Representative and the Intercaucus Representative.

Amended via email vote of members present on February 2, 2015, adding Article IX. B. to form the Awards Committee.

Amended via vote of members present on November 11, 2016, to allow for digital nominations and voting in elections, Article VIII.