

## By-Laws of the Ethnographic Divisions of the National Communication Association

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### Article I. Name, Authority and Purpose

Section 1. The name of this division shall be the Ethnography Division of the National Communication Association.

Section 2. The purpose of the Ethnography Division is to promote the scholarship, pedagogy, and practice of ethnographic research examining communication. The Division's primary goals are to: (1) encourage the scholarly and creative inquiry about the lived experience of persons in cultures across a wide variety of contexts, (2) promote effective and inclusive pedagogy on diverse ethnographic theories, perspectives, methods, texts, and performances, and (3) develop applications of fieldwork and writing/performance on the basis of research. The Division seeks to foster the building of ethnographic and communication theories and supports the use of all methodologies.

### Article II. Membership

Section 1. General membership in the Division is open to any member of the National Communication Association who is interested in promoting the Division's purposes.

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

### Article III. Meetings

Section 1. A business meeting shall be held at the time and place of the annual convention of the National Communication Association. In submitting the proposed program for the annual convention, the Vice Chair requests that the business meeting be scheduled immediately prior to the division's "Top Papers" panel. Additional meetings may be scheduled by the Executive Committee of the Division.

Section 2. The Secretary shall be responsible for circulating/publishing the minutes of all meetings on the Division's web page and/or newsletters.

### Article IV. Officers, Committees, Duties, & Terms

Section 1. The officers of the Division shall be the Chair, Vice-Chair, Vice-Chair-elect, Secretary, and Immediate Past-Chair. These officers constitute the Division's Executive Committee. The Executive Committee shall serve as chief administrative authority of the Division between annual business meetings of the Association and the Division.

Section 2. The Chair shall work with the Vice-Chair-elect in membership recruitment and convention program planning for the Division, shall preside at business meetings of the Division, and shall serve as Chair and Respondent for the year's "Top Papers" session. The Chair shall serve as a representative of the Division on the Association's Legislative Council. The Chair is responsible for presenting the annual report of Division activities to and as directed by the Legislative Council. The Chair shall serve a one-year term and will succeed to the office of Immediate Past-Chair in the subsequent year.

Section 3. The Vice-Chair shall, in cooperation and consultation with appropriate officers of the Division and the Association, plan the program of the Ethnography Division for the annual NCA convention. This includes attending the planner's session held at the conference of their planning year. The Vice-Chair shall be responsible for administering the evaluation process or papers and panels submitted for competitive evaluation. The Vice-Chair is responsible for the design and presentation of the certificates for the "Top Papers" panel. The Vice-Chair shall serve a one year term and succeed to the office of the Chair in the subsequent year.

Section 4. The Vice-Chair-elect shall serve as a convention submission evaluator and preconference program planner. Unless specified otherwise by NCA, the Vice-Chair-elect shall submit preconference proposal materials for review to NCA's Preconference Division (a competitive process). The Vice-Chair- elect shall work with the Chair in membership recruitment for the Division. The Vice-Chair-elect shall serve a one year term beginning immediately after the close of the convention at which s/he is elected. The Vice-Chair-elect shall succeed to the office of the Vice-Chair in the subsequent year.

Section 5. The Secretary shall serve as the recorder and historian for the Division. The Secretary is responsible for: (1) preparing and distributing minutes of all Division business meetings and of Executive Committee meetings, (2) writing and distributing the Division's annual newsletter, (3) updating the division's website and Facebook page, (4) serving as the Division's representative to the Association's Resolutions Committee. The Secretary shall serve a two-year term beginning immediately after the close of the convention at which s/he is elected. (5) requesting membership email lists from NCA to distribute mass mailings, if necessary)

Section 6. The Immediate Past-Chair shall serve as a representative of the Division on the Association's Legislative Council and the Association's Nominating Committee, and assist other officers of the Division as directed by the Chair.

Section 7. Special committees with tenure ordinarily limited to one year and with specific duties appropriate to the needs of the Division shall be appointed by the Chair, with the advice and consent of the Executive Committee.

Section 8. If designated officers cannot attend one of the NCA meetings where they are supposed to represent the Division (e.g., Legislative Assembly), then a member of the Executive Board is suitable as a replacement.

## Article V. Elections

Section 1. The Nominating Committee of the Division shall be selected by the Chair in consultation with the other officers. The Chair of the Nominating Committee shall be selected by the Nominating Committee members. The Division Chair shall serve as a non-voting convener. No officer, other than the Division Chair, shall serve on the Nominating Committee, and no member shall serve on this committee in two consecutive years.

Section 2. The Nominating Committee shall prepare a slate of at least two names for each vacancy to be filled in that calendar year. Five or more names will be nominated for convention submission evaluators. Additional nominations for all offices can be made from the floor at the annual business meeting. "The Immediate Past Chair is responsible for forming the Award committees and presenting the plaques for the winners of each award (book, book chapter, article, and John T. Warren Top Student Paper)."

Section 3. Voting shall be conducted at the annual business meeting. All persons holding membership in the Division may vote. The Chair's vote will be withdrawn in order to create a one-vote majority in the case of a tie. Section 4. In case of a vacancy in any office of the Executive Committee, it shall be filled by the automatic succession process, if appropriate. Vacancies in other offices shall be filled by the Executive Committee until the next business meeting at which time a new election shall take place. A person so elected shall serve the remaining and successive full term for that office.

## Article VI. Program Proposals and Convention Papers

Section 1. Individuals may submit both convention program proposals and competitive papers to the Vice-Chair. Competitive papers shall be selected through a blind review process. The Vice-Chair shall administer the evaluation process. Convention program evaluators shall read the submission and assign ratings and rankings according to a format as directed by the Vice-Chair. The Division supports standardized evaluation procedures across all submissions to determine the top-ranked papers and proposals. The Vice-Chair shall report on the submissions, rates of acceptance and rejection, and any other matters related to the evaluation of submissions process at the annual business meeting.

Section 2. Competitive papers and program proposals shall be rated separately. Overall quality and interest to Division members shall guide the evaluation of the papers and proposals.

Section 3. On the basis of the evaluations received, the Vice-Chair shall select the Division's convention programming and work with the first Vice-President of the Association to schedule Division programs.

Section 4. The Vice-Chair may propose two "spotlight" panels for the convention without seeking reviews from the evaluators. These spotlight panels may feature a particular scholar, a single piece (or body) of work, or a topic of interest.

## Article VII. Parliamentary Authority

Section 1. All meetings of the Division, its committees, and other subsidiary bodies, shall be governed by the parliamentary rules and usages contained in the current edition of Roberts' Rules of Order (Revised).

## Article VIII. Amendments

Section 1. Amendments to these By-Laws may be initiated by a majority of the Executive Committee, a majority of the Division membership at a business meeting, or by a petition addressed to the Chair and signed by 25 members of the Division.

Section 2. Proposed amendments to the By-Laws are to be published/distributed in/on the Division's newsletter/web page at least 60 days prior to the annual business meeting.

Section 3. The adoption of a proposed amendment requires a two-thirds majority vote of those present at the annual business meeting of the Division, or, if deemed timely and/or necessary by a majority of the executive committee, of those participating in an on-line vote. On-line votes will be collected in a way that protects anonymity and distributed to all members of the Division via their NCA e-mail addresses."

## Article IX. Ratification of By-Laws

Section 1. These By-Laws shall become effective after ratification by a majority vote of voting members present at the annual Division business meeting.

### Amendments

#### Awards Committee Procedures for Awards for Outstanding Book, Book Chapter and Journal Article

The AWARDS COMMITTEE COORDINATOR is the IMMEDIATE PAST-CHAIR of the Division. The Awards Committee Coordinator functions to oversee the review of nominated works by committee members and does not sit on the decision-making committees. Awards Committees will be nominated informally at the annual business meeting at the NCA Convention. At least six, and up to eight nominations will be accepted at the meeting. Solicitations for committee members and paper reviewers shall continue through online messages to the membership, as needed.

Nominations (including self-nominations) will be accepted for awards in the categories of:

- Best Book
- Best Book Chapter
- Best Special Journal Issue
- Best Journal Article
- Best Book Award
- Best Aural or Visual Ethnography Award

Dissertation Award for Excellence in Ethnographic Research in a Doctoral Dissertation  
Early Career Award  
Mid-Career Award  
Legacy Award

All nominations for print awards must be for works published in two calendar years prior to the year of the conference at which the award will be given (July–July). Publication date will be determined by published date on the published work, and not by publisher press runs.

All nominations for aural/visual awards must be for works that completed production within the two calendar years prior to the year of the conference in which the award will be given (July–July.) A copyright date in the credits or other identifying evidence that establishes the year of completed production should be submitted with the nomination. This production can only be considered twice for this two-year award cycle. Aural/Visual Awards will be given every odd year, in rotation with the Dissertation Award, which will be given every even year.

Eligible dissertations for the Dissertation Award must include an effective date of the degree awarded, or the completion of the doctoral degree requirements and dissertation between the two year period of eligibility (i.e., July 1, 2016-June 30, 2018). Dissertation Awards will be given every even year, in rotation with the Aural/Visual Award, which will be given every odd year.

The authors of the nominated works must be registered members of the ethnography division.

The Early Career, Mid-Career, and Legacy Awards are selected and presented on a rotating basis, with the Legacy Scholar Award being awarded on odd numbered years and the Early and Mid-Career Scholar awards being awarded on even numbered years. All nominees must be members of the Ethnography Division both at the time of nomination and when receiving the award. Winners for these awards are selected primarily based on outstanding contributions to ethnographic scholarship and artistry, although teaching and mentoring as well as service related to ethnography are also to be considered. Nominees for Early Career Scholar will typically have earned their most recent degree within 10 years of the nomination submission date; for Mid-Career Scholar most typically will have earned their most recent degree within 20 years of the nomination submission date; and for Legacy Scholar most typically will have earned their most recent degree more than 20 years after the nomination submission date. All nominees will submit one letter of nomination (self-nominations are allowed), a current curriculum vita, and up to 3 pieces of scholarship or artistry that represent the candidate's full body of work. Per these bylaws, in instances when multiple exceptional candidates have been nominated for these awards and the committee feels it is justified, multiple awards are encouraged be given within a single year. Importantly, recipients of this award do not have to be in academic posts or in tenure/tenure-track faculty positions.

## Awards Procedures

A call for nominations must be published by the Awards Committee Coordinator, in collaboration with the Division Secretary, no later than February 1.

Nominations must include a copy of the nominated work (PDF version of chapters or articles and five copies of a nominated book; nominations for the Best Special Journal Issue should include a table of contents as well) and must be sent to the Awards Committee Coordinator by July 1.

Nominated Awards Committee Members (reviewers) will be assigned to subcommittees by the Awards Committee Coordinator, and copies of nominated works will be sent to the reviewers by July 15.

Completed review and decisions for awards must be forwarded to the Awards Committee Coordinator by September 15.

### Criteria for Review of Nominated Works

Well-written, accessible, and useable text. Significant/original contribution to the study or practice of ethnography. Demonstrated contribution to our understanding of ethnography for the study of communication.

### Recommended Procedure for Review of Nominated Works

Committee members each read the nominated works, and then RANK them 1, 2, 3, 4, and 5 (with 1=best and 5=not best).

Committee members each provide 2-3 sentence JUSTIFICATION for their 1st and 2nd choice.

Committee members each send rankings and justifications to Committee Chair by deadline established by Committee Chair.

Committee Chair uses submitted individual rankings to assemble a ranking for Committee as a whole. Committee Chair submits ranking to Awards Committee Coordinator by deadline.

Committee members may exercise their judgment on the application of these criteria during the review of the materials. Generally, only one award is to be made for each category. However, the committee members shall have the right to determine exceptional circumstances based on the annual nominations. This could include not making an award during a given year, or providing additional or honorable mention awards when the review of nominated works suggests the necessity of these considerations. Awards Committee Coordinator makes tie-breaking decisions, if necessary.

#### Procedures for Awarding John T. Warren Top Student Paper in Ethnography award

The highest ranked competitive student paper for each year's convention shall be recognized with the John T. Warren Top Student Paper in Ethnography award. The recognition honors high quality student scholarship or creative work, and Professor Warren's (1974-2011) commitment to critical communication pedagogy and mentoring of student scholarship. The Vice-Chair/Planner of that conference year shall be responsible for identifying and notifying the Chair of the recipient.

The Dissertation Award Committee will be comprised of no less than three members of the Ethnography Division. All committee members must have had their Ph.D. for at least 5 years, with at least one Emeritus member (if possible). Committee members should recuse themselves from deliberating and voting on dissertations they advised.

The Career Award Committee will be comprised of three members of the division. One member should be more social science oriented in their work; one should be more autoethnographic oriented in their work; and one should be more artistic/performance oriented in their work. In addition to methodological plurality, all three committee members should help to exhibit and be inclusive of the diverse identities of ethnographers. Committee members should recuse themselves from deliberating/commenting and voting on current or former departmental colleagues, current or former student colleagues or teachers/advisors, and current or former co-authors/co-collaborators.