

NCA SPIRITUAL COMMUNICATION DIVISION BYLAWS

Article I. Name, Authority, and Purpose

Section 1. The name of this division/interest group shall be the Spiritual Communication Division of the National Communication Association.

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

Section 3. The primary purpose of the Spiritual Communication Division is to promote an understanding of spirituality from a communication perspective. Within this division, spirituality is grounded in three basic understandings: First, communication is the spiritual pathway through which individuals and groups make sense of the uncertainties and mysteries of everyday life. Second, spiritual communication has the capacity to unite diverse communities through the recognition of our interconnectedness through practice and arguments that promote harmony across cultural, spiritual, and ideological boundaries. Third, spirituality, broadly defined, provides a template for examining and attempting to live a meaningful life through myriad experiences, practices, beliefs, and traditions. The division encourages a diverse range of theories, methodologies, pedagogies, practices, and traditions, and when relevant, the division encourages submitters to consider the applied implications of their work.

Pursuant to that goal, the Division will exercise a major role in the program planning of the annual NCA convention; conduct divisional activities as determined by the membership of the Division; and represent the interests of the Division membership in the Legislative Council of the National Communication Association.

Article II. Membership

Section 1. Membership in this Division is open to any member of the Association who is interested in promoting the Division's purposes.

Section 2. The full membership of the Division shall be those individuals who are members in good standing of the Association and who indicate their wish to be affiliated with the Division on their NCA membership application or renewal, and/or so advise the Executive Secretary of the National Communication Association.

Article III. Meetings

Section 1. An annual business meeting shall be held at the time and place of the annual convention of the National Communication Association. The Executive Committee of the Division may schedule additional meetings.

Section 2. To best meet the needs of our diverse membership, a virtual meeting option will be made available for people unable or unwilling to travel to the in-person event in times of pandemic, political and social crisis, and/or major economic and environmental concerns. The virtual meeting may be used in place of the physical meeting for purposes of conducting official division business at the discretion of the Executive Committee and with feedback from membership.

Section 3. The Secretary shall be responsible for circulating/publishing the minutes of all meetings on the Division's listserv, web page, and/or newsletter.

Article IV. Officers and Committees

Section 1. The officers of the Division shall be a 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 the chief administrative authority of the Division between annual business meetings of the Association and the Division.

Section 2. The Chair shall serve for one year, preside at business meetings of the Division, be responsible for membership records, prepare annual reports and budget requests in such form and manner as the Legislative Council prescribes, and serve as a representative of the Division on the Legislative Council of the Association for three years first as Vice-Chair, second as Chair, and third as Immediate Past Chair.

Section 3. The Vice Chair will serve a one-year term, and then succeed to the office of Chair. This officer shall, in cooperation with the officers and appropriate committees, plan the Division program for the annual NCA convention, administer the evaluation process for papers and panels submitted for competitive consideration, present competitive awards as authorized by the Division, and serve as a representative of the Division on the Legislative Council of the Association for three years, first as Vice-Chair, second as Chair, and third as Immediate Past Chair.

Section 4. The Vice Chair-Elect shall serve one year, and then succeed to the office of Vice Chair. This officer shall serve as the Publication Awards Committee Coordinator assist the Vice Chair with coordinating the review of papers and other program submissions, shall coordinate any membership drive, and shall also assist with other activities assigned by the Executive Committee.

Section 5. The Secretary will serve a two-year term, prepare minutes of the business meetings, be responsible for collecting information for the Division Newsletter, and coordinate and direct the publications of the Division.

Section 6. The Immediate Past Chair shall serve as a representative of the Division as the Service Awards Committee Coordinator and assist the other officers of the Division as directed by the Chair. The Immediate Past Chair will serve as a representative of the Division on the Legislative Council of the Association for three years, first as Vice-Chair, second as Chair, and third as Immediate Past Chair. The Immediate Past Chair will further serve as the Division representative to the NCA Nominations Committee.

Section 7: In the event an officer is unable to fulfill her/his responsibilities for whatever reason, the remaining members of the Executive Committee shall appoint a replacement until such time as a replacement can be duly elected.

Section 8. 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.

Article V. Elections

Section 1. There shall be a Nominating and Elections Committee of the Division chaired by the Immediate Past Chair or Chair of the Division. Members of the committee shall be the Immediate Past Chair, the Chair, and the Vice Chair.

Section 2. The Nominating and Elections Committee will prepare a slate of the two persons for each vacancy to be filled. Following the presentation of the committee's report at the annual business meeting of the Division, additional nominations will be accepted from the floor.

Section 3. Balloting will be conducted at the Divisional meeting with ballots counted by the Nominating and Elections Committee, and results will be announced at that time. In the case of a tie, the Chair shall withhold his/her ballot.

Section 4. A majority vote of those members attending the Divisional meeting at the NCA Annual Convention shall be sufficient to elect officers for vacant positions. In the case of a vacancy in any office of the Executive Committee, the position shall be filled by the automatic succession process, if appropriate. The Executive Committee shall fill vacancies in other offices 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. Convention Programming

Section 1. Individuals may submit paper sessions, panel discussions, 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 submission to determine the top-ranked papers and sessions. The Vice-Chair shall report on the submissions, rate of acceptance and rejection, and any other matters related to the evaluation of submissions process at the annual business meeting.

Section 2. Competitive papers, paper sessions, and panel discussions 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 one "spotlight" panel for the convention without seeking reviews from outside evaluators. A spotlight panel may feature a particular scholar, local community member, 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 or other subsidiary bodies, shall be governed by the Parliamentary rules and usages contained in the current edition of Robert's Rules of Order, Newly Revised.

Article VIII. Amendments

Section 1. Amendments to these Bylaws may be initiated by a majority of the Executive Committee, by a majority of the Division membership at the annual Division meeting, or by a petition addressed to the Chair and signed by twenty-five 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. The adoption of a proposed amendment requires a two-thirds majority vote of those present at the annual business meeting of the Division.

Article IX. Ratification of By-Laws

Section 1. These Bylaws shall become effective after ratification by a majority vote of the Executive Committee and those members in attendance at the annual Division meeting.

Amendments

Section 1: Awards Committee Procedures for Awards for the Annual Top Paper Award and the Annual Top Student or Debut Paper Award.

The Vice Chair will be responsible for determining the recipients of these awards, based on reviewer scores and division ratings, which occur during the submission/review process for each annual Association meeting. The authors of these works are not required to be registered members of the Spiritual Communication Division for awards in the categories of:

Annual Top Paper Award: This award will be given to the paper, which receives the highest overall division reviewer rating.

Annual Top Student/Debut Paper Award: Depending on the received submissions, this award will be given to the paper which receives the highest overall division rating for a student author or an author submitting to the division for the first time.

Annual Top Papers in Spiritual Communication Panel: This panel shall spotlight the above two papers (Top Paper and Top Student/Debut Paper), in addition to two to four additional papers in each category, which receive the next highest overall division reviewer ratings.

Section 2: Publication Awards Committee Procedures for Publication Awards for Published Work and Projects in Spiritual Communication.

The Awards Committee Coordinator will be the Vice Chair Elect of the Division or a Coordinator elected among the membership present at the Division business meeting. The Awards Committee Coordinator shall 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. The authors of the nominated works must be registered members of the National Communication Association. The criteria for review of nominated works will be judged by the following criteria: Clarity of writing (well-written, accessible, and useable text) and a demonstrated, significant/original contribution to our understanding of spiritual communication. Nominations will be accepted for awards in the categories of:

Outstanding Book-Manuscript in Spiritual Communication: All nominations for the Outstanding Book-Manuscript in Spiritual Communication must be for work 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.

Outstanding Book-Edited in Spiritual Communication: All nominations for the Outstanding Book-Edited in Spiritual Communication must be for work 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.

Outstanding Article in Spiritual Communication: All nominations for the Outstanding Article in Spiritual Communication must be for work 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.

Outstanding Book Chapter in Spiritual Communication: All nominations for the Outstanding Book Chapter in Spiritual Communication must be for work 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.

NCA Spiritual Communication Outstanding Dissertation Award: The Spiritual Communication Division of the National Communication Association will recognize an outstanding dissertation that addresses spiritual communication from any spiritual tradition or theoretical or methodological paradigm. All candidates are eligible, provided they have successfully defended their dissertations within the past three years. Receiving or being considered for other awards does not preclude a student from applying for this award; however, the dissertation cannot have been published as a book manuscript. Applicants must submit one (1) electronic copy of the following documents:

1. A cover letter indicating interest in the award that includes the applicant's name, address, university, telephone number, email address, department, date of dissertation proposal defense, and the current status of the dissertation.
2. A letter from the applicant's dissertation advisor/chair recommending the applicant's work for the award and verifying the date of the dissertation proposal defense (Note: this letter may be sent under separate cover).
3. An extended dissertation abstract and the dissertation table of contents.
4. One (1) sample chapter from the dissertation that shows through example your direct engagement with spiritual communication.

NCA Spiritual Communication Masters' Thesis Award: The Spiritual Communication Division of the National Communication Association will recognize an outstanding Masters' thesis that addresses spiritual communication from any spiritual tradition or theoretical or methodological paradigm. All MA/MS candidates are eligible, provided they have successfully defended their thesis within the past two years. Receiving or being considered for other awards does not preclude a student from applying for this award; however, the thesis cannot have been published as a book manuscript. Applicants must submit one (1) electronic copy of the following documents:

1. A cover letter indicating interest in the award that includes the applicant's name, address, university, telephone number, email address, department, date of dissertation proposal defense, and the current status of the dissertation.

2. A letter from the applicant's thesis advisor/chair recommending the applicant's work for the award and verifying the date of the thesis defense (Note: this letter may be sent under separate cover).
3. An extended thesis abstract and the thesis table of contents.
4. One (1) sample chapter from the thesis that shows through example your direct engagement with spiritual communication.

Outstanding Undergraduate Scholarship in Spiritual Communication: The Spiritual Communication Division of the National Communication Association will recognize outstanding undergraduate scholarship by an individual or group of students and faculty that addresses spiritual communication from any spiritual tradition or theoretical or methodological paradigm. All candidates are eligible, provided they have successfully defended their dissertations within the past three years. Receiving or being considered for other awards does not preclude a student from applying for this award; however, the thesis cannot have been published as a book manuscript. Applicants must submit one (1) electronic copy of the following documents:

1. A cover letter indicating interest in the award that includes the applicant's name(s), address(es), university or college, telephone number(s), email address(es), department(s), date of project, and the current status of the work.
2. A letter from the applicant's project/paper advisor/faculty recommending the applicant's work for the award and verifying the date(s) of the project (Note: this letter may be sent under separate cover).
3. An extended abstract that shows through example the project's direct engagement with spiritual communication.

The Awards Committee Coordinator, in collaboration with the Division Secretary, will publish a call for nominations no later than April 1. Nominations must include a copy of the nominated work (PDF version of chapters and articles or print copies of books), which must be sent to the Awards Committee Coordinator by June 1. The Awards Committee Coordinator shall send copies of the nominated works to the Nominated Awards Committee Members (reviewers), which shall be assigned to review subcommittees for each award (Published Work and Dissertation), by June 1. Completed reviews and decisions for each award must be forwarded to the Awards Committee Coordinator by August 15.

Section 3: Mentoring, Engagement, and Service Awards Committee Procedures for Awards for active engagement in Spiritual Communication.

The Awards Committee Coordinator will be the Immediate Past Chair of the Division or a Coordinator elected among the membership present at the Division business meeting. The Awards Committee Coordinator shall 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. The authors of the nominated works must be registered members of the National Communication Association. The criteria for review of nominated works will be judged by the following

criteria: Clarity of writing (well-written, accessible, and useable text) and a demonstrated, significant/original contribution to our understanding of spiritual communication. Nominations will be accepted for awards in the categories of:

Outstanding Mentor in Spiritual Communication: All nominations for the Outstanding Mentor in Spiritual Communication must be for Division member who has demonstrated contributions to mentoring in Spiritual Communication in a variety of settings, including academic, community, and spiritual. Nominators must submit one (1) electronic copy of the following documentation:

1. A letter of nomination indicating the nominee's mentoring contributions and pedagogical and mentorship efforts supporting the Spiritual Communication Division's goals. Nomination letter should include the applicant's name, title, address, college, university, or community-based affiliation, telephone number, email address, department.
2. The nominee's current CV.
3. Relevant examples of documentation of the nominee's mentorship efforts and efforts in spiritually oriented mentorship.
4. Testimonials from at least two and up to five mentees in support of the nomination.

Outstanding Community Activism/Engagement/Service in Spiritual Communication: All nominations for the Outstanding Community Activism/Engagement/Service in Spiritual Communication must be for a Division member who has participated in action and activity aimed at community activism, engagement, or service that transcends academic boundaries. Examples of community activism, engagement, and service may include, but are not limited to, working with community, regional, or national organizations to bring awareness to or attempt to solve a challenge related to spiritual divisiveness or exclusion. Such work can involve community organizing, activist workshops or direct engagement, political efforts, lobbying efforts, prison education/reform efforts, education/pedagogical efforts, media work, or other similar forms of engagement focused on spiritual awareness, outreach, and inclusivity. Nominators must submit one (1) electronic copy of the following documentation:

1. A letter of nomination indicating the nominee's activism, engagement, and service efforts supporting the Spiritual Communication Division's goals. Nomination letter should include the applicant's name, title, address, college, university, or community-based affiliation, telephone number, email address, department.
2. The nominee's current CV.
3. Relevant examples of documentation of the nominee's activism, engagement, and service efforts.
4. Letters of support from at least two and up to five community partners.

Section 4. Member Participation on Awards Committees

Awards Committee Members will be drawn from division membership, whenever possible. They will agree to one year of service on the committees, as reviewers of received materials. Members will be assigned to individual award categories based on engagement and expertise. Members can serve on multiple awards committees in each service year.

The Awards Committee Members may exercise their judgment on the application of these criteria during their review of the materials. The committee members are given the right to determine exceptional circumstances based on the annual nominations. This may 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. The Awards Committee Members may also, at their discretion, issue additional awards based on service to the functionality of the Division itself, in situations of exceptional circumstances and events impacting the Division, Association, or Convention.