

BYLAWS FOR THE STUDENT SECTION OF THE NATIONAL COMMUNICATION ASSOCIATION

Adopted during the Student Section Annual Meeting conducted at the 2003 NCA Convention in Miami Beach, Florida.

Article 1: NAME

The name of this organization shall be the Student Section of the National Communication Association (NCA).

Article 2: PURPOSE

The purpose of the section shall be to promote education, research, and service of graduate and undergraduate students in the field of communication without regard for individual differences in philosophical and methodological approaches to the study of communication.

Article 3: MEMBERSHIP

Section 1: Regular membership in the Student Section is open to all student members who are in good standing with the NCA.

Section 2: Voting membership shall consist of those regular members who have notified the NCA of their interest in affiliating with the Student Section.

Section 3: Intent to establish affiliation with the Student Section and become a voting member and must be declared in writing to the NCA office one month before the annual meeting.

Article 4: OFFICERS

Section 1: The officers of the Student Section must be affiliated, voting members.

Section 2: The officers shall consist of the Chairperson, the Vice Chairperson, the Vice Chairperson-Elect, the Secretary, and the Immediate Past Chairperson.

Section 3: The Chairperson shall preside at business meetings of the Section, and shall work with the Vice Chairperson-elect in membership recruitment for the Section. The Chairperson shall serve as a representative of the Section on the NCA Legislative Council. The Chairperson is responsible for presenting the annual report of the Student Section activities to and as directed by the Legislative Council and bylaws of NCA. The Chairperson shall serve a one-year term and will succeed to the office of Immediate Past-Chairperson in the subsequent year.

Section 4: The Vice-Chairperson shall, in cooperation and consultation with appropriate officers of the Section and NCA, plan the program of the Student Section for the annual NCA convention. The Vice-Chairperson shall be responsible for administering the evaluation process

for papers and panels submitted for competitive evaluation. The Vice-Chairperson shall serve a one-year term and succeed to the office of the Chair in the subsequent year.

Section 5: Election of the Vice Chairperson-elect shall be conducted annually at the regular meeting of the Student Section. The Vice Chairperson-Elect shall serve as a convention submission evaluator. The Vice Chairperson-Elect shall work with the Chair in membership recruitment for the Section. The Vice Chairperson-Elect shall serve a one-year term beginning immediately after the close of the convention at which he/she is elected. The Vice Chairperson-Elect shall succeed to the office of the Vice Chairperson in the subsequent year.

Section 6: The Immediate Past-Chairperson shall serve as a representative of the Section on the NCA Legislative Council and the NCA Nominating Committee, and assist other officers of the Section at the discretion of the Chairperson.

Section 7: Election of the Secretary-Elect shall be conducted annually at the regular meeting of the Student Section. The Secretary-Elect shall succeed to the office of Secretary. The Secretary shall serve as the recorder and historian for the Section. The Secretary will prepare and distribute minutes of all Section business meetings and of Executive Committee meetings. The Secretary shall serve a two-year term year beginning immediately after the close of the convention at which he/she is elected.

Section 8: The above and additional duties and responsibilities of the officers are listed in the bylaws of the NCA. (see Articles V, IV, and VII of the NCA Bylaws)

Section 9: Officers shall be elected by those voting members present at the annual meeting from a slate of candidates from:

Subsection A: Those recommended by the nominating committee consisting of the officers; or

Subsection B: Those nominations from the floor at the annual meeting.

Section 10: In the event of vacation of any office, the executive committee (see Article 6) will be empowered to appoint an individual to fill the unexpired term.

Article 5: MEETINGS

The regular business meetings of the Student Section shall be held annually during the NCA convention. Subsequent meetings shall be held as needed by declaration of the Chairperson or Vice Chairperson. A quorum (see Article 9) shall be required to conduct business at subsequent meetings.

Article 6: EXECUTIVE COMMITTEE

Section 1: The Executive Board shall consist of the Chairperson, the Vice Chairperson, the Vice Chairperson- Elect, the Secretary, and the immediate past Chairperson.

Section 2: The Executive Board shall conduct the business of the Student Section between annual meetings.

Article 7: STANDING COMMITTEES

Section 1: The Student Section shall have two standing committees: Research/Submissions and Promotions.

Section 2: The Research/Submissions Committee shall be directed by the Vice Chair and is charged with accepting competitive paper and panel submissions for presentation at the annual convention. Furthermore, the committee will coordinate paper reviewers, panel chairs, and other duties as defined by the Vice Chair in order to facilitate the Student Section portion of the annual convention program.

Subsection A: The Research/Submissions Committee will select top papers based on established criteria for paper review.

Section 3: The Promotions Committee shall be in charge of notices to members, the Student Section website, and other means used to maintain contact with members of the Student Section and to promote the Section to potential members. Duties include maintenance of the Student Section mailing list and e-mail list with the assistance of the NCA national office.

Section 4: The Standing Committees shall consist of a minimum of two members. Members will be chosen from the voting membership by:

Subsection A: Voluntary participation by all interested voting members, and/or,

Subsection B: Appointment from the Chairperson.

Section 5: No member shall serve on the same Standing Committee for more than three consecutive years.

Article 8: AD HOC COMMITTEES

The Executive Committee is empowered to appoint ad hoc committees as needed. Ad hoc committees shall exist for no longer than one calendar year, unless renewed during the annual meeting. Ad hoc committees will be required to report to the executive committee and other Student Section members during the annual meeting.

Article 9: QUORUM

A quorum for the annual meeting shall consist of three officers and those additional voting members of the Student Section present at the annual meeting, and subsequent meetings.

Article 10: PARLIAMENTARY SOURCE

The parliamentary source for the Student Section shall be Robert's Rules of Order.

Article 11: PROGRAM PROPOSALS AND CONVENTION PAPERS

Section 1: Individuals may submit both convention program proposals (panels) and competitive papers to the Vice Chairperson. Competitive papers shall be selected through a blind review process. The Vice Chairperson shall administer the evaluation process. Convention program evaluators shall read the submissions and assign ratings and rankings according to a format as directed by and at the discretion of the Vice Chairperson. The Student Section supports standardized evaluation procedures across all submissions to determine the top-ranked papers and proposals. The Vice Chairperson shall distribute a copy of general evaluation outcomes and other information on the evaluation process to each person who submitted a paper or program proposal.

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

Section 3: As the name might suggest, the NCA Student Section is a *student only* section, directed by student leaders, and comprised of student members. Only currently enrolled students may submit papers and thematic panels to the NCA Student Section. Furthermore, only students may serve as presenters, chairs, and reviewers for the annual national convention. Occasionally, non-students are selected as respondents to student panels. However, this decision is at the sole discretion of the annual convention planner for the NCA Student Section (Vice-Chairperson).

Papers or panels identified as containing a non-student author or other participant will be immediately removed from consideration in the review process.

Section 4: Students may submit one (1), single-authored paper to the NCA Student Section per annual convention. More than one submission will result in immediate disqualification from the top paper competition. In addition, students may serve as a presenter on one (1) thematic panel per annual convention.

Section 5: On the basis of the evaluations received, the Vice Chairperson, with the assistance of Research/Submissions Committee members, shall select top paper and shall establish the Section's convention programming by working with the first Vice President of the NCA to schedule Section programs.

Section 6: The Vice Chairperson shall select appropriate student paper reviewers based on interest areas.

Article 12: ADOPTION AND AMENDMENT

Section 1: This document shall be adopted by a two-thirds vote of the voting members present at annual meeting during the 2003 convention in Miami, Florida.

Section 2: Amendments must be presented in writing to the Secretary at least 30 days before the annual meeting. The Secretary shall distribute proposed amendments to the executive committee before the annual meeting and shall post proposed amendments to the Student Section web site for voting member review.

Section 3: A two-thirds vote of the voting members at the annual meeting is necessary for the adoption of an amendment.