

# NCA Training and Development Division Bylaws

*Formerly Speech Communication Association (SCA's)*

*Adoption, Winter 1996*

*Amended November, 1997 to reflect SCA's name change*

*Amended November, 1998 to reflect achievement of division status within NCA*

*Amended November, 2011 article 4 section 10 added*

*Amended November 2014 mission statement added, article 9 added*

*Amended November 2017 article 9, section B, subsection B changed*

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**The History of the Commission on Training and Development:** SCA approved the Commission on Training and Development at the November, 1995 Speech Communication Association (SCA) Annual Convention. It was the resulting effort of the work of Rebecca Ray and three of her colleagues, Maurine Eckloff, Karen Krupar and Mary Mandeville. In August 1994, Rebecca Ray phoned the SCA central office and inquired about the steps needed to establish a Commission on Training and Development. After gathering signatures with the help of Maurine, Karen and Mary, the materials were submitted. The commission was rejected the first year. However, with much more work from the founding and charter members, the commission was finally established the following year. In 1998 the Commission was granted division status where by the name was changed to the Training and Development Division. Later the name of NCA's Training and Development Division was adopted.

**The Founding and Charter Members:** The founding and charter members of this organization are Claire Brown, Maurine Eckloff, Karen Krupar, Mary Mandeville and Rebecca Ray (Founder and Chair Emeritus).

**The Mission Statement:** Our mission is to provide communication professionals excellent education, encouragement and practice in sharing their knowledge and skills with others.

**The Paper Admission Philosophy:** NCA's Training and Development Division invites submission of panels and papers on training and development fostering learning and performance that address the challenges faced by speech communication educators who work or plan to work as professionals in the corporate world. The Commission is especially interested in ethics, conflict resolution, presentations, interviewing, coaching and counseling, leadership, gender, diversity, corporate change, executive management, and technology management, etc. as they relate to the corporate environment. Programs may be of an invited or a competitive nature and submitted papers may be reported of training programs styles, techniques research, and grant partnerships with corporate organizations involving training practices.

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## ARTICLE 1: NAME

The name of this organization shall be the NCA Training and Development Division.

## ARTICLE 2: PURPOSE

The purpose of this Division shall be to promote training and development, research, education, and consulting. The Division is concerned with the broad spectrum of issues relevant to this field.

## ARTICLE 3: MEMBERSHIP

**Section 1:** Membership is open to members in good standing of NCA, who are interested in training and development, research, education, and consulting in the field of training and development and who register such interest with the NCA National Office by selecting this Division for membership.

**Section 2:** The voting membership shall consist of those NCA members who have affiliated with the Division via the National Office.

**Section 3:** Initial application for affiliation should be declared in writing to the NCA National Office which will assess fees for such affiliation as permitted by the NCA By-Laws and as approved by the NCA Legislative Assembly.

## ARTICLE 4: OFFICERS

**Section 1:** The Officers of the Division must be voting members and will consist of the Co-Chairpersons, the Co-Vice Chairpersons, the Co-Secretary/Editors, and the Immediate Past Co-Chairpersons. Charter members will be members of this body, but will be non-voting members, after leaving officer ranks.

**Section 2:** The Co-Chairpersons shall have the authority to request funds from the NCA office and to authorize release of the Division funds. The Co-Chairpersons shall preside at the business meetings of the Division as well as appoint and empower Ad Hoc Committees as necessary. Upon retirement, the Co-Chairpersons will have the titles of Past Co-Chairpersons for one year, and Past Chairpersons thereafter.

**Section 3:** The Co-Vice Chairpersons will succeed to the Office of Co-Chairpersons after serving the year as the Division convention program planners. They will also work to increase membership in the Division.

**Section 4:** The Co-Secretary/Editors will succeed to the Office of Co-Vice Chairpersons after serving the year with the following duties. They will serve as editors, producers and distributors of the Division newsletters and serve as meeting recorders by taking minutes at the annual business meetings. A newsletter will be mailed following the fall business meeting(s) and another mailed before the next annual convention. Minutes will be distributed at the fall business meetings. They will also maintain the current membership list. Election of the Co-Secretary Editors will be conducted at the annual meeting.

**Section 5:** The Student Representative will be elected annually at the Annual Business Meeting. The responsibilities of the Student Representatives will be to encourage student participation and interest and to inform the Executive Committee and the general membership of student concerns.

**Section 6:** Paper Reviewers will be elected or appointed at the Annual Business Meeting.

**Section 7:** Officers for the first year in establishing the Division were: Charter Chair Emeritus Person, Co-Program Directors (serving the duties of Co-Vice Chairpersons), Coordinators of

Information and two Student Representatives. Officers for the first year as an established Division will have the following rotation for 1996-97: The Co- Program Directors will become Co-Chairpersons, the persons serving as Coordinators of Information will become the Co-Vice Chairpersons. The two Co-Secretary/Editors will be elected each year by the Division membership at the Annual Business Meeting.

**Section 8:** The two new officers will be elected by a majority vote of those voting members present at the Annual Business Meeting, including officers, from a list of candidates from either A or B below.

**Subsection A:** Those persons recommended for nomination by a nominating committee consisting of the past officers at the annual business meeting, or

**Subsection B:** Those persons nominated from the floor at the annual business meeting or those persons who self-nominate.

**Section 9:** In the event of vacation of an office, the Executive Board will be empowered to appoint an individual to fill the unexpired term.

**Section 10:** Legislative Assembly representative will consist of an immediate past chair (or their designate) and will be required to serve two years, one as a junior representative and one as a senior representative to promote and perpetuate divisional memory of LA activity. The representative shall be chosen by mutual consent of the past chairs or, if mutual consent is not achievable, a majority votes of the executive board.

## ARTICLE 5: MEETINGS

The Annual Business Meeting(s) will be held during the Fall NCA Convention

## ARTICLE 6: EXECUTIVE BOARD

**Section 1:** The Executive Board will consist of the Co- Chairpersons, the Co-Vice Chairpersons, the Co-Secretary/Editors, and the Immediate Past Chairpersons.

**Section 2:** The Executive Board will act in the stead of the organization between Annual Business Meetings.

## ARTICLE 7: AD HOC COMMITTEES

The Executive Board is empowered to appoint ad hoc committees as needed. Ad hoc committees will exist for no longer than one calendar year. Ad hoc committee members may be reappointed. Charter members will be considered a permanent Ad Hoc Committee providing counsel and guidance to the Executive Committee.

## ARTICLE 8: ADOPTION AND AMENDMENT

**Section 1:** This document must be approved by a simple majority of those voting members who respond by a write-in ballot.

**Section 2:** Proposed amendments to this document must be presented in writing to the Co-Secretary /Editors at least 60 days prior to an annual meeting. An opportunity to discuss

proposed amendments must be provided at an annual meeting prior to the vote on the proposed amendment.

**Section 3:** All proposed amendments must be discussed before a vote at the annual meeting is taken. A 2/3's vote of the business meeting will be necessary for all changes to the by-laws.

## ARTICLE 9: AWARDS BEYOND CONVENTION ACTIVITIES

**Section 1:** These will be comprised of the following four awards: 1) The NCA T&D Division Rising Star Award; 2) The NCA T&D Division Outstanding Service Award; 3) The NCA T&D Division Professional Achievement Award; and 4) The NCA T&D Division Lifetime Achievement Award. Their intent to motivate the membership as well as recognize and celebrate member achievements across the arc of our careers. All awards (except the Outstanding Service Award) recognize service to and achievement in the division along with T&D accomplishments beyond the division in one or more of the following areas: theory, research, teaching, service (beyond the division), and/or practice. There will be no bias in terms of a candidate's area(s) of impact. For instance, both "pure" academics and "pure" practitioners as well as those who are "hybrid" academic-practitioners are eligible.

**Subsection A:** NCA T&D Division Rising Star Award (given annually)  
A member of the division for at least two years

Awarded to an individual in the early stages of his or her T&D career

Awarded for T&D achievements completed in the previous two to five years

**Subsection B:** NCA T&D Division Outstanding Service Award (given annually)  
A member of the division for at least two years

Awarded for division service achievements completed in the previous two to five years

**Subsection C:** NCA T&D Division Professional Achievement Award (given on odd years until division membership passes 500. Then either annual or bi-annual as deemed by the awards committee.)

A member of the division for at least five years

Awarded for achievements completed in the previous 10 years

**Subsection D:** NCA T&D Division Lifetime Achievement Award (given on even years until division membership passes 500. Then either annual or bi-annual as deemed by the awards committee.)

A member of the division for at least 10 years

Awarded for achievements across a T&D career of at least 20 years

Most importantly, awarded for achievements widely recognized as at the pinnacle of the communication-based T&D field and leaving a legacy strongly supportive of others in the field

**Section 2:** Administration of nomination, selection, and announcement processes will be conducted through an awards committee selected by the membership at the annual business meeting.

**Subsection A:** Nominations for Awards

Both self-nominations and nominations by others are to be welcomed.

The nominating process occurs on an ongoing basis.

Overall responsibility for publicizing and otherwise executing the award process rests with the awards committee.

**Subsection B:** Awards Committee and Selection Process

The Awards Committee shall consist of three current members of the division. Those nominated or self-nominated for the awards committee should have been members of the T&D division for at least two years.

One member (as determined by consensus or vote of the existing committee) from the previous years' committee shall carry over into the next term and shall serve as chair of the committee. Two new members shall be elected by popular vote at the annual meeting. In the event that no one from the previous year's committee is willing or able to serve as chairperson then three new members shall be elected by the division at the annual meeting, and from those individuals one person shall be elected by the division to serve as committee chair. The committee chairperson will have primary responsibility for running the awards selection and announcement process unless superseded by the by-laws.

No active member of the awards committee is immediately eligible for an award administered by the committee.

Once the awards committee has received all award nominations (by October 1st of the following calendar year), the three committee members will attempt to reach consensus as to the winner for each award category. If consensus is not possible in any given category, the awards committee will vote to determine the winner of that category. If gridlock still persists in any given category, the awards committee chairperson will select the winner in any such category.