

## **BYLAWS OF THE UNDERGRADUATE COLLEGE AND UNIVERSITY SECTION OF THE NATIONAL COMMUNICATION ASSOCIATION**

### **ARTICLE I: NAME**

Section 1. The name of the Section shall be the Undergraduate College and University Section of the National Communication Association.

Section 2. Official use of the Section's name shall be made only through the authority of the Executive Board of the Section acting under the authority of the Legislative Assembly of the National Communication Association.

### **ARTICLE II: PURPOSE**

The purpose of the Section shall be to deal with issues of general concern that overlap the interests of NCA Divisions and other disciplines, to provide a means for people of identifiable sub-groups within the Section to interact, to focus on problems as professionals more than as specialists in academic subject-matter, and to establish -- as needed -- sub-sections, hoc committees and task forces in order to address Section interests and issues.

### **ARTICLE III: MEMBERSHIP**

Membership is open to any member of the National Communications Association who, at the senior college and university levels, is interested in the teaching of communication, theatre, or related courses or who is engaged in related research.

### **ARTICLE IV: MEETINGS**

Section 1. An annual meeting shall be held at a time and place designated by the Legislative Council of the National Communication Association.

Section 2. All meetings of the Section shall be open to all members of the Section.

### **ARTICLE V: OFFICERS**

Section 1. The officers of the Section shall be a Chairperson, a Vice-Chairperson, a Vice-Chairperson Elect, a Secretary, a Chairperson of the Small College Interest Group, and a Past-Chairperson of the Undergraduate College and University Section.

Section 2. The Chairperson shall discharge the usual responsibilities adhering to the office, to include presiding at meetings of the Section. The chairperson shall also:

- A. Convene the Executive Board immediately after the last scheduled meeting of the Section at the annual convention for review and planning, and at other times as appropriate.
- B. Serve as a representative of the Section on the Legislative Assembly of the Association,
- C. Present an annual report to the Legislative Assembly in such form and manner as that body shall prescribe.

- D. With the advice and consent of the Executive Board initiate action to secure replacements in the event of vacancies either by incapacity or lack of performance of duties not otherwise of offices not provided for in the Bylaws.
- E. The Chairperson shall be responsible for widening the membership of the Section.
- F. The term of office shall be one year.

Section 3. The Vice-Chairperson, in cooperation with the First Vice-president of the Association, shall be responsible for planning the portion of the program of the annual meeting for which the Section is responsible. Also, the Vice-Chairperson shall:

- A. Succeed to the Chair in the event of the death, disability, or resignation of the Chair.
- B. Have final authority for the planning of the program for the annual meeting.
- C. Discharge the responsibilities normally adhering to the office.
- D. The term of office shall be one year.

Section 4. The Vice-Chairperson Elect, in consultation with the appropriate Division and Association officers, shall engage in preliminary annual meeting program planning a year in advance. Also, the Vice-Chairperson Elect shall:

- A. Succeed to the office of Vice-Chairperson in the event of the death, disability, or resignation of the Vice-Chairperson or Chairperson.
- B. Have primary responsibility for the Rex Mix Award.
- C. Chair the Rex Mix Awards Committee.
- D. The term of office shall be for one year.

Section 5. The Chairperson of the Small College Interest Group will chair the annual meeting of the Interest Group. The Chairperson will also have the primary responsibility for the preparation, editing and distribution of the newsletter of the Undergraduate College and University Section. The term of office shall be two years.

Section 6. The Past Chairperson of the Division shall serve as a representative of the Section on the Legislative Assembly. The term of office shall be for one year.

Section 7. The Secretary shall perform the customary duties of that office, providing minutes for both the business meeting of the Section and the business meeting of the Small College Interest Group. The term of office shall be two years.

Section 8. Section officers shall assume office following the close of the annual business meeting.

Section 9. The Vice –Chairperson shall succeed to the office of the Chairperson. The Vice-Chairperson Elect shall succeed to the office of the Vice-Chairperson. In the event of the incapacity of the Chairperson or Vice-Chairperson, or the failure of the Chairperson or Vice-Chairperson to perform their duties, the next person in the line of succession shall serve. In the event any other office is vacated either by disability or lack of performance of duties, the Executive Board shall at its discretion, elect a

replacement who will fulfill the duties of the office and who will stand for confirmation at the next annual business meeting of the Section.

#### ARTICLE VI: EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the elected officers of the Section, and the past Chairperson.

Section 2. The Executive Board shall administer the policies of the Section and between annual meetings shall serve as the chief administrative authority of the Section.

#### ARTICLE VII: COMMITTEES

Section 1. The Nominating Committees shall prepare annually a slate of nominees for the office of Vice-Chairperson Elect, for each of the five positions on the succeeding Nominating Committee. Nominees for the office of Chair of the Small College Interest Group and Secretary, who serve two-year terms, shall be presented in appropriate alternate years. The Chairperson of the Section shall designate one member of the elected Nominating Committee as a chairperson of the committee.

- A. The Nominating Committee shall consist of one member from each of the regional association areas (Eastern, Southern, Central, and Western) plus one member-at-large.
- B. The Nominating Committee shall be elected one year in advance. Service on the nominating committee will start at the close of the annual business meeting at the convention.

Section 2. The Program Review Committee will read proposals and papers for the national convention. The committee will be composed of 6 reviewers. The Vice-Chairperson Elect, Vice- Chairperson, and Chairperson will be members. The other three reviewers will be chosen at the discretion of the Vice-Chairperson.

#### ARTICLE VIII: ELECTIONS

Section 1. Elections shall be conducted at the annual meeting by written ballot prepared by the chairperson of the Nominating Committee.

Section 2. The Small College Interest Group shall elect its own chairperson at the NCA Convention at the business meeting of the Small College Interest Group.

#### ARTICLE IX: BYLAWS AND AMENDMENTS TO BYLAWS

Section 1. Amendments to these Bylaws may be initiated by a recommendation of the Executive Board of the Section, or by majority of the members present and voting at an annual meeting.

Section 2. Amendments initiated as specified in Section 1 of this Article shall be voted upon by members present during the annual business meeting of the Section. A written notice of the proposed Amendment or amendments shall be distributed at least one month prior to the vote. A two-thirds majority of the members present and voting shall be required for adoption.

Section 3. These Bylaws, to include amendments to these Bylaws, shall be valid after approval of the Section at the annual business meeting. Bylaws and amendments to them shall be recorded with the Executive Director of the National Communication Association.

Section 4. If the membership of this unit can not sustain section status as prescribed by the NCA constitution and bylaws, this unit will become a caucus following these same bylaws until such time it may regain section status.

#### ARTICLE X: PARLIAMENTARY AUTHORITY

In all matters not covered by the Bylaws of the Section or the Bylaws of the National Communication Association, the parliamentary guide for this Section shall be Roberts Rules or Order as revised most recently.