

Communication & Social Cognition Bylaws

ARTICLE I. Name, Authority, and Purpose

Section 1. The name of this group shall be the Communication & Social Cognition Division.

Section 2. The origins of the Communication & Social Cognition Division initially existed as the Commission on Intrapersonal Communication Processes by authority of the Legislative Council of the Speech Communication Association in action taken by the Council in sessions held in conjunction with the SCA Convention in November, 1986. A motion to change the name to the Communication & Social Cognition Commission was passed by the members at the November, 2000 annual meeting and approved by the NCA Legislative Council in November, 2001. The Communication & Social Cognition Division now exists by Authority of the Legislative Assembly in sessions held in conjunction with the NCA Convention in November, 2002.

Section 3. The purpose of the Division is to promote research and teaching relating to those processes on and practices of Communication and Social Cognition.

ARTICLE II. Membership

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

Section 2. The membership of this Division shall be composed of those persons who (a) so indicate on their NCA membership application or renewal, and (b) attend meetings of the Division at the annual NCA conventions. A current list of Division membership will be on file and available from the NCA National Office.

ARTICLE III. Meetings

An annual business meeting shall be held at the time and place of the annual convention of NCA. Additional meetings may be scheduled by the Executive Committee.

ARTICLE IV. Officers

Section 1. The officers of the Division shall consist of the (a) the Immediate-past Chairperson, (b) Chairperson, (c) Vice-Chairperson, (d) Vice-Chairperson-Elect, (e) Research Committee Chair, and (f) Secretary.

Section 2. The Immediate-Past Chairperson shall serve as the Communication and Social Cognition Division's representative to the National Communication Association's Nominating Committee. The Immediate-Past Chairperson shall serve a one-year term.

Section 3. The Chairperson shall preside at business meetings of the Division, coordinate the preparation and distribution honorifics for Division awards (Article VII), shall serve as a Division representative to the Legislative Assembly, oversee the book and article award

competition, serve on the Division Nomination Committee, and perform other duties as deemed necessary. The Chairperson shall serve a one-year term and shall succeed to the office of Immediate-past Chairperson.

Section 4. The Vice-Chairperson shall plan the Division program for the annual NCA Convention. Responsibilities shall include (a) coordinating Division activities with the NCA program planner, (b) cooperating with the Research Chairperson to insure inclusion of the maximum number of high quality competitive papers, (c) solicitation and review of competitive and invited panel presentations ,(d) participate in the selection of book and article award winners, (e) serve as a Division representative to the Legislative Assembly, and (f) serve on the Division Nomination Committee. The Vice-Chairperson shall serve a one-year term and shall succeed to the office of Chairperson.

Section 5. The Vice-Chairperson-Elect shall serve as Chairperson of the Division Nominating Committee (Article V, Section 1) and participate in the selection of the book and article award winners. The Vice-Chairperson-Elect shall serve a one-year term and shall succeed to the office of Vice-Chairperson.

Section 6. The Research Chairperson shall assist the Vice-Chairperson in planning the Division program for the annual NCA Convention by undertaking the competitive paper selection process (Article VI, Section 2).

Section 6. The Secretary shall serve as the Executive Information Officer for the Division. They shall (a) prepare minutes for the business meetings, (b) send announcements, memorandums, and newsletter information to members of the Division, (c) update and maintain the Division's website, and (d) channel appropriate and relevant information deemed necessary by the Division Chairperson. The secretary should remain in contact with the NCA National Office to maintain a current list of the division membership. The Secretary shall serve a two-year term and may not succeed her/himself in that officer role.

ARTICLE V. Elections

Section 1. The Nominating Committee for the Division shall be composed of the Division Chairperson, Vice-Chairperson, and Vice-Chairperson-Elect. The Vice-Chair-Elect shall preside over this committee. They shall nominate at least one person for each vacancy to be filled including one Research Chairperson-Elect elected annually, the Secretary elected biannually, and any other officer vacancies elected as needed.

Section 2. The Nominating Committee solicits self- and other-nominations from Division members at least two months before the annual conference. For other-nominations, the Nominating Committee will notify the nominee who may then decide whether to accept that nomination. A nomination period during the annual business meeting will also take place.

Section 3. A nominee for any Division office must be a Division member at the time of the election.

Section 4. Final nominees should submit a brief bio to the Nominating Committee, approximately one month prior to the conference, to be displayed on the Division's NCA website. Nominees are strongly encouraged to attend the annual business meeting to promote their nomination prior to the vote.

Section 5. All elections conducted at the annual meeting may be tallied by a show of hands unless a majority of those present at the meeting vote in favor of a secret ballot. A nominee must receive a majority vote of those Division members present and voting at the annual meeting. In the event that more than two people are nominated, and no one initially receives a majority vote, a run-off election between the two individuals receiving the most votes shall be held immediately. In the event that secure, digital balloting is provided by the NCA National Headquarters, the Division elections may be conducted via such a vehicle at the discretion of the Nominating Committee.

Section 6. All officers and committee members shall take office at the conclusion of the annual business meeting.

Section 7. No individual shall be elected to or serve in any Division office if she/he is a continuing officer of or is an officer-elect of any other NCA division, commission, or interest group. No individual shall hold two Division offices concurrently.

Section 8. Should a Division office become vacant before an officer's term is completed, the Executive Committee shall appoint an individual to perform the duties of that office until the next annual business meeting.

Section 9. Although the Chair and the Vice-Chair are automatically elected for the Legislative Assembly, an alternate representative for the Legislative Assembly can be appointed by vote of Executive Committee, if either officer is unable to attend.

ARTICLE VI: Committees

Section 1. The Publication Awards Committee shall be composed of the Chairperson, Vice-Chairperson, and Vice-Chairperson Elect. The Division Chairperson shall chair this committee. The duty of the committee shall determine who, if anyone, shall receive the (a) Distinguished Book Award, and (b) Distinguished Article Award. The committee may elect to recognize one book and one article; however, the committee is not mandated to present an award in any area in any given year. Such awards as are determined by the committee shall be presented at the annual meeting. In the event that a book or article authored by a member of the committee is nominated for an award, that individual shall not participate in the selection of an award winner in the category in which she/he is nominated; the chair of the Publication Awards Committee shall appoint an individual to serve in the vacant role. Only articles and books accepted for publication or published within the previous 5 years before September 1 of the year submitted for the award will be considered.

Section 2. IDEA Committee

A. Mission Statement. The Division of Communication and Social Cognition believes issues of inclusion, diversity, equity and access (IDEA) are central to the field of communication and to the effective functioning of our division. Following deliberations at the 2021 National Communication Association (NCA) annual meeting, the Division leadership moved to establish the IDEA committee as an ad hoc unit to facilitate and maintain a divisional culture that centers inclusivity, diverse identities, and equitable access. The C+SC Division's IDEA committee is responsible for: (a) advancing strategies that increase support for those groups who experience disenfranchisement on the basis of historical and structural inequities¹; (b) creating accountability structures within the division for equitable and inclusive conferencing; and (c) upholding IDEA as standard organizational practice for all members in our community.

¹including but not limited to the categories of race, ethnicity, gender, sexual orientation, gender identity, citizenship status, ability, nationality, geographic location, religion, socioeconomic status, veteran status, relationship status, institution status, and their intersections;

B. Members. The IDEA Committee shall be composed of three members (Chair, Vice Chair, and one member). The Chair of the ad hoc committee will select the first committee members. Every year, Division members will nominate and elect an IDEA committee member (3-year term) following solicitation from C+SC Division members by the Nominating Committee prior to the annual meeting and by email. The elected member will become the IDEA Vice Chair in Year 2 and the IDEA Chair in Year 3. Should the Chair or Vice Chair position become vacant before an officer's term is completed, the IDEA committee shall appoint a committee member to perform the duties of that office until the next annual business meeting.

C. Duties. The IDEA Committee shall focus on ways to uphold IDEA as standard organizational practice. The Chair will serve as an officer of the Division. The Chair will appoint one committee member to serve on the Publication Awards Committee and one committee member to serve on the Nominating Committee. The Committee shall be responsible for determining the winner of IDEA awards.

Section 3. Other committees may be appointed by the Chairperson or upon majority vote of the membership at an annual meeting.

ARTICLE VII. Honorifics

Section 1. Up to six distinguished papers shall be formally recognized at the annual business meeting – at least one of which may be a Top Student Paper – competitively submitted to the division. To be eligible for a Top Student Paper award, the lead author of the paper must be a student at the time of the paper's submission. In addition, a distinguished article, a distinguished book, and an outstanding contribution to equity and inclusion shall also be recognized.

Section 2. Plaques and/or certificates shall be prepared by the Division Chairperson and given to all Division award recipients indicating the Division name, reason for or name of the award, award recipient(s), the title of their work (if appropriate), and the date (month and year) the award was presented.

Section 3. Honorifics for the Top Three Student paper awards shall include a cash honorarium drawn from the annual budget provided to the Division by the National Communication Association by the Division Chairperson. The top-ranked student paper author(s) shall receive \$150; the second-highest-ranked student paper author(s) shall receive \$50; and, if feasible, the third-highest-ranked student paper author(s) shall receive \$50.

ARTICLE VIII. Parliamentary Authority

All meetings of the Division, its committees, or other subsidiary bodies deemed necessary by the division shall be governed by rules determined by the Division Chair or Chair of the committee at each meeting.

ARTICLE IX. Amendments

Section 1. Amendments to these Bylaws may be initiated by a majority of the Division officers or by a majority of the membership at an annual meeting.

Section 2. A proposed amendment must be distributed to the division at large for consideration prior to the annual meeting at which it will be considered for final approval.

Section 3. The adoption of a proposed amendment requires a two-thirds majority vote of those present and voting at the annual meeting of the Division.

Section 4. These bylaws initially became effective upon approval by a majority vote of the division membership at the 1986 annual business meeting, and were later modified upon receiving approval by a majority vote of the division membership at the 2002, 2003, 2004, 2009, 2018, and 2023 annual business meetings.