

## **Constitution of the Women of Color Section**

*Adopted on April 24, 2025*

---

### **Article I: Name**

Section 1. The name of this organization shall be the Women of Color Section of the National Communication Association (NCA). (hereafter referred to as “the WOC section”).

Section 2. The By-Laws of the WOC Section shall serve as the organization's operating principles. They shall include the organization's purpose, functions, and aims.

---

### **Article I: Mission and Purpose**

The WOC Section’s purpose is to create and strengthen the intersectional unity of women scholars across disciplines in the Communication field. We invite and honor the full range of women of color’s embodied experiences in the academy. This section is designed to meet the needs of Women of color scholars in the Communication field by providing networking and community-building opportunities across disciplines, which include mentorship, workshops, and financial support. Taken together, the WOC section emphasizes and prioritizes the presence of women of color scholars in the communication discipline to continue advancing the inclusion of our voices and our experiences in academia.

The purposes of the Section include:

1. **Mentorship:** To provide mentorship in an official capacity for annual reviews, tenure, and promotion, while students can identify their mentorship as a service to their discipline.
2. **Community Building:** To cultivate a space for connection, collaboration, healing, and mutual support.
3. **Leadership Development:** To encourage and support women of color leadership in academia.
4. **Workshops:** To hold workshops where women of color academics can receive resources and support, such as best practices for preparing job materials, navigating the job market, creating tenure dossiers, applying for scholarships/fellowships/grants, and offering pedagogical strategies/materials for the classroom.
5. **Financial Implications:** To offer financial support for educational initiatives to increase access to quality education and training opportunities for women of color, such as travel stipends.
6. **Award Recognition:** To recognize the work of minoritized faculty and graduate students. The section will award an outstanding woman of color faculty member and graduate student for excellence in service to their respective department and college.

---

## **Article III: Membership**

### **Section 1: Eligibility**

Membership is open to all individuals who identify as women of color and support the section's mission and purpose. The section's full members will be those individuals who are members in good standing of the National Communication Association and who are affiliated with the section on their NCA membership.

### **Section 2: Allyship**

Allies of the section are welcome to support and collaborate in designated ways, but leadership and decision-making power shall remain with those who identify as part of the section's core constituency.

---

## **Article IV: Leadership and Structure**

### **Section 1: Leadership Roles**

Leadership roles may include, but are not limited to:

- Chair
- Vice Chair
- Vice Chair-Elect
- Secretary
- Treasurer
- Graduate Student Representative
- Advisory Board

Leaders may be selected through a consensus-based or democratic process determined by members annually.

The Chair will serve for four years (during the initial development of the Women of Color Section, e.g., 2025-2029). Following their tenure, the Chair will serve on the advisory board for a period of at least one year post served term.

The Chair will serve for one year and will preside over business meetings and special meetings of the section, will attend and preside over Executive Board monthly meetings, will be responsible for appointing coordinators and receiving reports from all committees of the section, and will keep liaison with NCA National office, will coordinate communications with the WOC Section's Executive Board, and when necessary, will work with the treasurer to establish and maintain a funding resource for the Section. The Chair will provide an annual Women of Color Section report toward the close of her/his/their term and will preside over elections of Executive Board officers.

The Vice Chair will serve for four years (during the initial development of the Women of Color Section, e.g., 2025-2029). Following their tenure, the Vice Chair will serve on the advisory board for a period of at least one year post served term.

The Vice Chair will serve for one year and when needed, will work with both the Chair and the Vice-Chair Elect, will coordinate and plan the convention program for the Section and provide the Vice Chair-Elect of the Women of Color Section a report and supporting materials for planning the convention, will attend Executive Board monthly meetings, and will submit an annual report to the Chair toward the end of their term.

The Vice-Chair Elect: The Vice Chair-elect will serve for one year and will plan the social activities of the Women of Color Section particularly during the annual NCA convention (e.g., Meet & Greet following the General Body Meeting), will work as the coordinator for the service awards (i.e., sending out the calls, gathering the materials, tallying up the votes), will ensure that the service award winners receive their awards, will attend Executive Board monthly meetings, and will submit an annual report to the Chair toward the end of their term.

The Graduate Representative will serve for two years, will provide counsel to the executive board from a graduate student orientation, will create and maintain the social media platforms for the Women of Color section, will gather and maintain a record of photographs and videos to promote the section and its mission, will attend Executive Board monthly meetings, and will submit an annual report to the Chair toward the end of their term.

The Secretary will serve for two years, prepare and circulate the minutes of regular conference and special meetings of the WOC Section, will be primarily responsible for documenting a list of WOC members to maintain the membership database, will keep a record of online communications for the Section, will maintain the WOC Section archives, will attend Executive Board monthly meetings, and will submit an annual report to the Chair toward the end of their term.

The Treasurer will serve for two years, will maintain the Women of Color Section's fiscal accounts, will collect any dues or pledges to the WOC section, will devise and implement a fund-raising plan for the section (when needed), will make the necessary and approved disbursements, will provide regular financial reports to the WOC Section, will construct the annual budget requests for NCA support consideration, will attend Executive Board monthly meetings, and will submit an annual report to the Chair toward the end of their term.

The Advisory Board will be composed of three Women of Color faculty members who will serve two years and are appointed by the Executive Board committee, will provide mentorship and counsel regarding Women of Color Section business, will attend Executive Board monthly meetings, and when needed will work with the Chair and Vice Chair.

## **Section 2: Leadership Terms**

The Chair will serve for four years (during the initial development of the Women of Color Section, e.g., 2025-2029). Following their tenure, the Chair will serve on the advisory board for a period of at least one year post served term.

Following 2029, the Chair will serve for one year.

The Vice Chair will serve for four years (during the initial development of the Women of Color Section, e.g., 2025-2029).

Following 2029, the Vice Chair will serve for one year.

The Vice Chair-elect will serve for one year

The Secretary will serve for two years.

The Treasurer will serve for two years.

The Advisory Board members will serve for four years (during the initial development of the Women of Color Section, e.g., 2025-2029).

Following 2029, the Advisory Board Members will serve for two years.

## **Section 3: Leadership Commitments**

Leaders commit to:

The elected officers of the Section shall comprise the Executive Board of the organization. The elected members of the Executive Board shall:

- 1) Attend all Executive Board meetings.
  - 2) Act in situations that do not warrant a special meeting of the WOC Section.
  - 3) Uphold all officer duties and responsibilities vested in the Board.
  - 4) Pass on to their successors all official records and reports within one month following the NCA convention.
  - 5) Uphold the fiduciary responsibility vested in the Board.
  - 6) Provide a written report to the WOC Section on the execution of her official duties at the annual meeting of the WOC Section at the NCA Convention.
-

## **Article V: Meetings**

### **Section 1: Frequency**

An annual business meeting will be held at the time and place of the NCA's annual convention. The Section shall meet no less than once per month during the academic or organizational year. The Secretary (or proxy) will be responsible for circulating/publishing the minutes of all section meetings. Additional meetings, such as to conduct its business, may be scheduled for and by the Executive Board of the Section, as needed.

### **Section 2: Decision-Making**

Decisions will be made through consensus when possible, or by majority vote if necessary. Members may propose agenda items or initiatives at any time. Advisory board members will abstain from voting matters.

---

## **Article VI: Convention Programming**

- Roundtables
  - Reviewers for roundtables
  - Chairs for roundtables
  - Co-sponsoring roundtables
- 

## **Funding**

- \$500 from LA
  - Donations
- 

## **Article VII. Awards Review Committee**

### **Name of Awards:**

- Outstanding Faculty Service Award
  - Outstanding Graduate Student Service Award
- 

## **Article VIII. Parliamentary Authority**

**Section 1.** All meetings of the Section, its committees or other subsidiary bodies will be governed by the Parliamentary rules and usages contained in the current edition of Robert's Rules of Order.

---

**Article VI: Amendments**

Any member may propose amendments to this constitution. A two-thirds vote of attending members at a general meeting shall adopt an amendment, provided the proposal was distributed at least one month in advance. If no proposed amendments to the constitution are made, a vote must be held to approve the constitution in its current form. A two-thirds majority vote of Section members shall ratify this Constitution.