

AFRICAN AMERICAN COMMUNICATION & CULTURE DIVISION

BYLAWS

(Revised/Passed November 2021)

Article I: Name and Purpose

Section 1. The name of this group shall be the African American Communication and Culture Division (AACCD) of the National Communication Association (NCA).

Section 2. The authority for the operation of the AACCD is contained in the 1998 documents of the NCA and the taxonomy of NCA microgroups adopted by the Legislative Council at the November, 1995 meeting in San Antonio.

Section 3. The purpose of the AACCD shall be to promote substantive scholarship, right and innovative teaching, and improved practice of communication about the peoples of Africa and the African Diaspora.

Article II: Membership

Section 1. General membership in the AACCD is open to any member of the NCA who is interested in promoting AACCD's purpose.

Section 2. Full membership of the AACCD shall consist of those persons who indicate on the NCA membership application that they desire membership.

Article III: Meetings

Section 1. At least one annual, scheduled business meeting shall be held at the time and place of the annual NCA convention.

Section 2. Additional meetings may be scheduled as needed by the Executive Committee of the AACCD.

Section 3. AACCD Executive Committee shall hold four (4) quarterly meeting each year at these proposed times: Mid-December, Early April, (anytime) July or August and (late) October

Article IV: Officers and Terms

Section 1. All nominees for the AACCD offices shall be current members of the NCA.

Section 2. The executive officers of the AACCD shall be Chair, First Vice Chair, Second Vice Chair, Secretary, Treasurer, Parliamentarian, and Public Relations Co-Officers

Section 3. The Chair shall serve for one year; shall preside at business meetings and special meetings of AACCD; shall, along with the Secretary and Membership Committee Chair, be responsible for the membership records; shall maintain liaison with all of the AACCD Committees

and with the NCA National Office; shall lead in the creation of a budget to be presented to the NCA; and shall provide an annual report to the membership and the NCA Legislative Council at the national convention that concludes her/his term. The AACCD Chair shall maintain a membership database with the assistance of the Membership Committee Chair; and shall work closely with the Second Vice Chair to maintain the AACCD archive. Also, Chair must collaborate with Black Caucus; and commit to service on the Legislative Assembly for two (2) years after term as chair has ended.

Section 4. The First Vice Chair shall succeed to the office of Chair after one year of service; shall plan and coordinate the convention programs sponsored by the AACCD; shall publicize those programs through the joint AACCD/Black Caucus (BC) newsletter, listserve, and/or web page; shall communicate with the AACCD committees about special programs; shall provide a report for the AACCD membership and incoming Second Vice Chair, and shall provide program data to the Secretary for archiving.

Section 5. The Second Vice Chair shall succeed to the office of First Vice Chair after one year of service; shall chair the Committee on Research; shall assist the First Vice Chair with programming when requested; and shall work closely with the secretary to maintain the AACCD archive.

Section 6. The Secretary shall serve for two years; shall provide and circulate the minutes of regular and special meetings.

Section 7. The Treasurer shall serve both the AACCD Division and BC the NCA Black Caucus for **two** years; shall maintain separate fiscal accounts for each group; shall assist the AACCD Division Chair in preparing the annual budget allocation request from the NCA; and shall administer the total AACCD Division budget, including collecting any donations from members, and making necessary disbursements approved by the Executive Committee.

Section 8. The Parliamentarian shall serve for two years and shall provide the parliamentary authority for the annual meeting and all meetings of the Executive Committee.

Section 9. The two Public Relations Co-Officers shall serve for two years; shall solicit information of interest and use for the purposes of both the BC and AACCD; shall prepare and coordinate distribution of newsletter issues once per year in cooperation with NCA National Office, AACCD, and BC Board members and membership; shall create flyers about AACCD/BC; shall manage and utilize the AACCD/BC communication mediums, which include the Google listserv and social media accounts; and shall distribute materials before, during, or after our annual meeting at the NCA convention. These are joint AACCD/BC offices.

Section 10. Each officer shall provide a written report to the BC on the execution of his/her official duties at the annual meeting of the BC at the NCA Convention.

Section 11. The elected officers of the BC shall comprise the Executive Committee of the organization. The elected members of the Executive Committee members shall:

- 1) Attend all Executive Committee meetings.
- 2) Act in situations which do not warrant a special meeting of the BC.
- 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;
- and 5) Uphold the fiduciary responsibility vested in the Board.
- 6) Provide a written report to the Black Caucus on the execution of his/her official duties at the annual meeting of the BC at the NCA Convention.

Article V. Vacancies

Section 1. No executive officer of the AACCD shall be vacant for a period exceeding one month of a given year.

Section 2. In the case of an unexpected Executive Committee vacancy the progression of officers in Sections 2, 3, and 4 in Article IV will apply, that is, the First Vice Chair assumes as Chair, and the Second Vice Chair as First Vice Chair. An election will be held for the Second Vice Chair and other positions at the annual convention with the persons receiving the highest vote per available position assuming the position.

Section 3. In situations of vacancy outside of the parameters of the annual meeting a temporary replacement person may be appointed by the Executive Committee of the AACCD via the Chair with reasonable means of achieving member approval being pursued.

Section 4. Resignation by a member of the AACCD Executive Committee will be submitted to the Executive Committee via the Chair in writing. The Executive Committee shall accept the resignation of the Chair, should the Chair and the First Vice Chair resign. The Executive Committee shall appoint a new Chair, First Vice Chair and Second Vice Chair, should these three offices become simultaneously vacant. The newly appointed officers shall serve until a new election is held by the AACCD.

Section 5. Should the performance of any Executive Committee be in question, members, board members or affected committee members, shall have the right to call for a referendum on said executive officer with vacation of office being the potential request.

Section 6. Membership shall be made aware of new appointments within one month after their occurrence.

Article VI. Standing Committees

Section 1. The AACCD officers and chairs of standing committees shall constitute the **Executive Committee** and shall serve as the chief administrative group.

Section 2. Nominating Committee; Elections; eligibility: The Executive Committee of AACCD is in charge of running division-level elections, including the creation of an ad-hoc Nominating

Committee, of the Vice Chair-elect and Secretary. Treasurer, Parliamentarian, and Public Relations Officers are shared officers but elected by the Black Caucus.

Section 3. Duties of Nominating Committee Chair. The first year, of meeting attendance the chair will not vote. In the second year, they attend and vote. The third year, they vote and mentor the next person who is nominated.

Section 4. The **Membership Committee** Chair shall be elected at the annual convention to serve for one year and shall assist the Secretary in maintaining the membership records. The Chair shall appoint no fewer than two additional committee members to assist in this effort, to develop strategies that sustain the group's divisional status, and to provide other appropriate services and assistance to AACCD members.

Section 5. The **Research Committee** shall be chaired by the Second Vice Chair of the AACCD. In its initial year, two additional members shall be appointed at the annual convention to serve for one year. Thereafter, the winners of the division's outstanding publication awards for the previous year shall serve as committee members. The Second Vice Chair of the BCs shall also serve as a member. The Research Committee shall prepare and distribute an annual bibliography of scholarship on African American communication and culture, solicit and evaluate nominees for the division's distinguished publication awards, and engage in other duties that further the research mission of the AACCD.

Section 6. The Chair shall appoint one member each year to serve a two-year term as the AACCD representative on the BC Standing Committee on Endowment.

Article VII: Elections

Section 1. The Nominating Committee shall prepare a slate of two persons for each vacancy to be filled and distribute it to the membership at the AACCD business meeting at the annual NCA convention. Additional nominations will be received from the floor at this time.

Section 2. Balloting will be conducted at the AACCD business meeting. Ballots will be counted by the AACCD Secretary and volunteers at the NCA meeting that the Secretary appoints.

Section 3. A majority vote of full members attending the annual AACCD business meeting will elect officers.

Article VIII: Parliamentary Authority

In the absence of any provision to the contrary in the Bylaws, all business meetings of the AACCD and its Committees shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order, Revised.

Article IX: Amendments

Section 1. AACCD By-laws may be reviewed annually and updated, as necessary Amendments to these bylaws may be initiated by a majority of the Executive Committee, by a majority of the full members attending a business meeting, or by a petition addressed to the Chair signed by 25 members of the AACCD.

Section 2. The adoption of a proposed amendment requires a two-thirds majority vote of those full members present at the annual business meeting of the AACCD and/or via Distribution of proposed by-law amendments to listserv.

Section 3. These bylaws shall become effective after the 2021 annual AACCD business meeting by a majority vote of the full members attending the meeting.

Article X: Dissolution

Pursuant to Article VII, Section 3 of the NCA Constitution, if membership falls below 300 for two consecutive years, the name of the group will become the African American Communication & Culture Commission. All provisions of the bylaws herein stated shall apply to the Commission.

Appendix A

Elected Officers Responsibilities & Suggested Protocol

This informal document was compiled as a means to serve as a compliment our Bylaws and make it easier for our Executive Committee Officers to transition into their respective positions. This informal document should be updated annually with additional useful insight.

IMMEDIATE PAST CHAIR

- Attend NCA's legislative meeting on behalf of the African American Communication and Culture Division (AACCD), which is typically held one day before NCA begins and on the Saturday of the conference.
- Sit on the NCA-wide Nominating Committee on behalf of AACCD for one year.

CHAIR

- AACCD Executive Committee (EC) meetings are usually held via video conference (i.e., Zoom, WebEx) every quarter:
 - Mid-December,
 - (early)April,
 - (anytime) July, &
 - (late) October
- Consider a joint AACCD/Black Caucus (BC) EC meeting
- Consider regularly exchanging phone conference minutes with BC
- Pay close attention to the deadline emails sent by NCA throughout the year; they are incredibly helpful – Justin Danowski (or other NCA executive) usually sends them out
- Submit Interest Group report in November (requested via an NCA email)
- Submit Interest Group Leadership in December (requested via an NCA email) –
 - AACCD has two reps on legislative assembly that are occupied by the two most Immediate Past Chairs.
 - Be sure you verify their correct email address.
- Submit Updated Bylaws in December (it's requested via an NCA email)
- Submit positions for upcoming elections to the Secretary prior to the convention (typically by November 1st) and announce pending elections via the listserv
 - NCA is moving elections to online, so this point (and the bylaws) will need to be updated to reflect the shift. Online elections are said to take place in October.
- Request that all EC Officers to submit their Annual Officer Reports in October (reports from previous years should be in the [AACCD google drive](#))
- Appoint Nominating Committee Chair (AACCD and NCA-wide)
 - Per the Bylaws, the Nominating Chair appoints the two members on the committee and they are in charge of ensuring that there is a full slate for vacant officer positions.

- o Stay in communication with the Nominating Committee Chair to ensure that they are making good progress.
- Ensure that all EC officers have their materials ready to go for the Business Meeting:
 - o Vice Chair-Elect: Plaques for Outstanding Research Awards; Officer's Annual Report
 - o Vice Chair: Top Paper Certificates; Officer's Annual Report
 - o Secretary: Printed copies of Annual Reports; Printed Copies of Minutes Previous Year; Printed Copy of Reviewer/Chair/Respondent Sign-Up Sheet; Officer's Annual Report
 - o Treasurer: Officer's Annual Report
 - o Chair: Officer's Annual Report
 - o Treasurer: Annual Report
 - o Nomination Committee Chair: full slate for vacant positions; verified that all nominees meet eligibility requirements (send nominee information to NCA for online elections in time for online election)
 - o Prior to NCA Convention, send listserv an email listing the following:
 - o Requesting nominations for Vice Chair-Elect (*Note: this process might change if elections are online)
 - o Agenda for Business Meeting
 - o Minutes from last year's business meeting
 - o Business Meeting + Top Paper Panel Info
 - o AACCD Officer's Reports (single .pdf)
 - o Link to [Reviewer/Chair/Respondent Online Sign-up Sheet](#) (in the [AACCD google drive](#) under "Vice Chair")
 - o *Note: only AACCD members who are ranked as ABD or higher can sign-up During the Convention, ensure that you and a few other members of AACCD EC attend the Black Caucus Business Meeting and the Meet & Greet.
- For the Business Meeting:
 - o Consider creating a powerpoint slide that visually represents your agenda for the meeting, including agenda, names/pictures for award recipients, etc.
 - o Consider having all EC members sit at the table at the front of the room, with all of their materials (i.e., top paper certificates, plaques, reports to share, other handouts) within arm's reach.
 - o Be sure the Parliamentarian sits at the front of the room to more easily facilitate formal votes
 - o Even if the Parliamentarian is present, familiarize yourself with Robert's Rules
 - o Be sure the Secretary makes minimum 30 copies (double-sided) of the annual reports and any other handouts, and brings those copies to the business meeting
 - o Before you move out of this position, please be sure to update the [AACCD google drive](#) with the Chair information you accumulated during your tenure:
 - o Update the [AACCD webpage](#) on the NCA website (send updates to NCA officer Justin D. and they edit the webpage):
 - o Ensure all of the awards are up-to-date and information is correct

- o Update the [leadership](#) for AACCD to ensure that it is correct
- o Best Practices
 - o Email announcements (optional)
 - o Send a “Chair Transition” Email to the Incoming Chair to share best practices and highlighting things that they should do in the immediate future (that includes updating access to the AACCD EC google folder to reflect the newest members.

VICE CHAIR

- You are the Convention Planner for AACCD for the next NCA convention
- Attend 1 of 2 NCA Planner’s Meeting during NCA
 - o You must attend the session; there are 2-3 slot times to choose from
 - o You will receive an email from NCA with that information
 - o Person who oversees this process is Kristin Yednock, Assistant Director for Conventions and Meetings, NCA National Office
- Obligations as planner are determined by NCA’s schedule – expect to begin attending webinars in December of the year you are elected.
 - o *Note: only folx who are ranked as ABD or higher can sign-up
- Add to / Finalize your Reviewer List November to February
 - o Ask everyone to sign-up via [Reviewer/Chair/Respondent Online Sign-up Sheet](#) (in the [AACCD google drive](#) under “Vice Chair”)
 - o Only folx who are ranked as ABD or higher can sign-up to Review
 - o Well-Established scholars should serve as Respondents
 - o Anyone can Chair a panel (great option for graduate students)
- Defer to timeline received at Planner’s Meeting and adhere to all deadlines from Kristin Yedlock.
- Before you submit AACCD program, do the following:
 - o You’ve scheduled an AACCD Business Meeting
 - *Note: List all EC members as presenters including the Immediate Past Chairs (they present the Legislative Assembly Report so Kristin must ensure that there’s no conflict in their schedule); You can also list BC Chair as a presenter to ensure that they are present
 - o You’ve scheduled an AACCD Top Paper Panel
 - o Make a special request to schedule the AACCD Business Meeting and Top Paper Panel so that they are back-to-back.
 - *Note: These two slots come out of the slots allotted by NCA.
 - o Double-check everything before the program is finalized by NCA
- Before you move out of this position, please be sure to update the [AACCD google drive](#) with Vice Chair information you accumulated during your tenure:
 - o Calls for Papers
 - o Design for Top Paper Award paper certificates
 - o Email announcements for Reviewers, Respondents, and Chairs
 - o Previous award announcements for AACCD/BC Newsletter
 - o Notes for award speeches
 - o Best Practices

- o Vice Chair Officer Report

VICE CHAIR-ELECT

- Coordinate the Outstanding Research Awards
 - o Update the Calls for Awards (see [AACCD google drive](#) for past versions)
 - o Set due date for Award nominations
 - **Note: Winner's Names/Info are due to NCA National Office mid-August
 - o Send Call for Awards via AACCD/BC listserv
 - o Send reminders about awards via AACCD/BC listserv
 - o Identify reviewers for the awards—consider choosing past winners (see [AACCD google drive](#) for example language for invitation email)
 - o Notify Award recipients and other applicants
 - o Design and order plaques—orders must go through NCA National Office (information will be sent via email from Justin Danowski)
- Coordinate the Annual AACCD Bibliography
- Suggested Timeline:
 - o March:
 - 1st Call for Outstanding Research Awards (CFA) sent to listserv for service award nominations (set a mid-April deadline)
 - Include a link to [AACCD's NCA webpage](#) where folx can see a list of the winners with the call
 - o April:
 - 2nd CFA sent to listserv for award nominations
 - Update reviewer rating sheet as needed (see [AACCD google drive](#))
 - Create list of award reviewers (ask winners from previous years)
 - Start inviting scholars to review for the awards
 - o May:
 - Last CFA sent to listserv for award nominations
 - o June:
 - Send reviewers the nomination materials and rating sheet
 - o July:
 - Accumulate reviewer's rating sheets
 - Determine winner
 - Notify winners and other nominee's of the results
 - o August
 - Send Justin Danowski from NCA National Office information for Outstanding Research Award plaques
 - Ensure Treasurer is CC'd on that email so that the receipt is filed
 - Send 1st Call for Submissions for AACCD Annual Bibliography
 - o September:
 - Send 2nd Call for Submissions for AACCD Annual Bibliography
 - o October:
 - Send Last Call for Submissions for AACCD Annual Bibliography

- Send in brief statements announcing who won the awards for inclusion in the newsletter (to Public Relations Officer)

- o November:
 - Design Annual Bibliography (see [AACCD google drive](#) for bibliographies from previous years)
 - Email a .pdf of Bibliography within 1 week of NCA via listserv
 - Submit officer's report approximately 1 week prior to NCA (AACCD Chair will request this information in October)
 - Deliver brief speeches for award recipients
 - Be sure to attend BC Business Meeting and Meet + Greet
 - You are the incoming Vice Chair
 - This means you plan the upcoming NCA convention
 - Attend the Planner's Meeting at NCA
 - See notes above for "VICE CHAIR"
- Before you move out of this position, please be sure to update the [AACCD google drive](#) with Vice Chair Elect information you accumulated during your tenure in that position:
 - o Calls for Outstanding Research Awards
 - o Design for Outstanding Research Award plaques
 - o Email announcements for Annual Bibliography
 - o Previous award announcements for AACCD/BC Newsletter
 - o Notes for award speeches
 - o Best Practices
 - o Vice Chair Elect Officer Report

SECRETARY:

- Collect/receive officer reports by the end of October in preparation for the annual AACCD Business meeting
- Take minutes at each EC quarterly meeting and distribute minutes via email to EC for errors.
- Email Chair final version of EC meeting minutes and upload minutes to the [AACCD google drive](#) under "Secretary" folder.
- Prior to NCA:
 - o Create Annual Report (collect officer's reports and put into one single .pdf) + Email to Chair
 - o Update the [Reviewer/Chair/Respondent Online Sign-up Sheet](#) (in the [AACCD google drive](#) under "Vice Chair") + Send Link to Chair
- For the Business Meeting:
 - o Ensure that everyone at the Business Meeting has an e-copy of the [Reviewer/Chair/Respondent Online Sign-up Sheet](#); send it again via listserv if requested
 - o Print copies of Annual Reports (minimum of 30 copies)
 - o Printed Copies of Minutes Previous Years (minimum of 30 copies)
 - o Printed Copy of Reviewer/Chair/Respondent Sign-Up Sheet (1 copy on a Clipboard)
 - o If voting happens in person-- create ballots for upcoming elections at the conference

- Before you move out of this position, please be sure to update the [AACCD google drive](#) with Secretary information you accumulated during your tenure in that position:
 - Meeting minutes for the Executive Committee meetings
 - Business Meeting Minutes
 - The Official AACCD Business Meeting Packet (Agenda, Minutes for vote, Officer Reports)

TREASURER

- Before you move out of this position, please be sure to update the [AACCD google drive](#) with Treasurer information you accumulated during your tenure in that position:
 - End of the Year Treasurer Report

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