

# **INTERPERSONAL COMMUNICATION DIVISION, SOUTHERN STATES COMMUNICATION ASSOCIATION**

## **BY-LAWS**

### **ARTICLE I: NAME**

This organization shall be called Interpersonal Communication Division of the Southern States Communication Association.

### **ARTICLE II: PURPOSE**

The purpose of this organization shall be to foster teaching, research, service, and dialog to enhance the understanding and utilization of interpersonal communication.

### **ARTICLE III: MEMBERSHIP**

Membership in this organization shall be open to any bona fide member of the Southern States Communication Association. Only SSCA members who have registered their affiliation with this Division with the SSCA office may hold office.

### **ARTICLE IV: OFFICERS**

The officers of this organization shall be the Chair, Vice Chair, Vice Chair-Elect, and Secretary. Succession to the Vice Chair and Chair shall be automatic from the Office of Vice Chair-Elect unless an office is vacated. The term of office for the Chair, Vice Chair, and Vice Chair-Elect shall be for one year. The term of office for the Secretary shall be for two years.

### **ARTICLE V: DUTIES OF OFFICERS**

**Section 1.** The Chair is the chief officer of the Division and provides leadership for the Division. She/he shall prepare the agenda for business meetings, serve as the Division's representative on the SSCA Executive Council, and be responsible to the President of the Association.

**Section 2.** The Vice Chair, in cooperation with the Chair and appropriate committees, shall be responsible for the overall planning of convention programs sponsored by the Division. The Vice Chair is responsible for the Division's "Call for Papers" prior to each convention. He/she coordinates the Division's plans for competitive papers and panels, soliciting programs, chairs, and respondents as necessary.

**Section 3.** The Vice Chair-Elect shall work with the Vice Chair in the planning of the convention program, chair the nominating committee, and otherwise assist the Chair and Vice Chair as needed.

**Section 4.** The Secretary shall take minutes at the business meetings of the organization, serve as the Division's official correspondent, and keep all organizational records. She/he shall submit news or announcements about the Division to the *Connections* publication of SSCA, and oversee divisional publication.

## **ARTICLE VI: COMMITTEES**

**Section 1.** The Executive Committee shall consist of the officers of the Division. It is authorized to act between annual meetings regarding organizational business. These actions will be reported at the next annual business meeting.

**Section 2.** The Nominating Committee shall consist of the VP elect and two Division members not holding office. These members shall be elected at the annual business meeting and be responsible for proposing a slate of nominees for the following year for each unfilled office and for administering the election. The floor shall be open for additional nominees.

**Section 3.** Special Committees shall be appointed by the Chair as needed with the advice and consent of the Executive Committee. The membership may create a Special Committee with the support of the majority vote of the membership.

## **ARTICLE VII: MEETINGS**

**Section 1.** An annual business meeting shall be held at the time and place designated by the SSCA vice president and listed in the convention program.

**Section 2.** Additional meetings, or meetings of the Executive Committee, shall be scheduled as necessary by the Chair.

## **ARTICLE VIII: PAPER REVIEW PROCESS**

**Section 1.** The Vice Chair shall select three or more reviewers to assist with the evaluation process. Members shall be encouraged to volunteer for reviewing submissions at the annual business meeting.

**Section 2.** All competitive papers or programs shall receive a blind review by three members of the review panel to determine selections.

**Section 3.** The Vice Chair shall be responsible for developing invited panels and possible spotlight programs to improve the quality and diversity of the Division programs.

**Section 4.** The Division supports the Association's Bostrom Young Scholars Award and shall forward high quality student papers to SSCA for consideration in that competition.

## **ARTICLE IX: ELECTIONS**

**Section 1.** Elections shall be conducted at the annual business meeting.

**Section 2.** Elections shall be conducted by ballot, and decided by a simple majority of the votes cast.

## **ARTICLE X: PARLIAMENTARY PROCEDURE**

The parliamentary authority for the Division shall be the most recent edition of *Sturgis Standard Guide of Parliamentary Procedure*.

## **ARTICLE XI: QUORUM**

At least ten members of the Division, including two officers, must be present for the transaction of business at any annual meeting.

## **ARTICLE XII: AMENDMENTS**

**Section 1.** These By-Laws may be amended at any annual business meeting by a two-thirds majority of members present and voting if the published amendment is circulated among members one month prior to the meeting.

**Section 2.** In case of an emergency approved by the Executive Committee, an amendment may be approved by a unanimous vote of the members present at the annual business meeting.

PRESENTED FOR APPROVAL AND RETURNED TO COMMITTEE FOR REVISION AT  
THE ANNUAL BUSINESS MEETING IN MEMPHIS, TENNESSEE, MARCH, 1996

ADOPTED AS REVISED BY THE INTERPERSONAL COMMUNICATION DIVISION AT  
THE ANNUAL BUSINESS MEETING IN SAVANNAH, GEORGIA, APRIL, 1997