



**NATIONAL COMMUNICATION ASSOCIATION  
ORGANIZATIONAL COMMUNICATION DIVISION BYLAWS**

*Revised 2023*

**ARTICLE I. NAME, AUTHORITY AND PURPOSE**

- Section 1. The name of this group shall be the Organizational Communication Division.
- Section 2. The basic purpose of the Organizational Communication Division is to promote the research and teaching of communication in organizational communication settings, within the academy and the broader community. The Division is concerned with the creation of meaning, the production of messages, and the processing of information that constitutes and connects organization(s). This includes a commitment to public engagement, involving sharing knowledge, collaborating with practitioners and organizations, and contributing to public discourse and societal development. The Division embraces diverse theoretical and methodological approaches to research, theory-building, teaching, and practices relevant to organizational communication.

**ARTICLE II. MEMBERSHIP**

- Section 1. General membership in the Division is open to any member of the Association who is interested in promoting the Division's purposes.
- Section 2. The full membership of the Division shall be those persons who elect Division membership with their NCA membership.
- Section 3. Our Division is committed to providing a welcoming space to all of our members, including communication scholars, teachers, practitioners, and students. We commit to the values and principles embodied in the United Nations Universal Declaration of Human Rights, NCA's Statement on Diversity, Equity, and Inclusion, and the International Communication Association's Code of Ethics. Members must treat one another with respect in word and deed, in formal and informal settings, regardless of gender, sexuality, race, ethnicity, religious affiliation, dis/ability, age, gender identity or expression, caste, social class, nationality, citizenship status, age, appearance, body size, or marital, domestic, or parental status. Our Division stands in solidarity with members marginalized by systemic inequity, discrimination, oppression, violence, and silencing. These commitments are not formal regulations, but are instead ethical guidelines to which members will hold each other accountable.
- Section 4. We oppose systemic violence and harassment. Harassment occurs when actions or words violate another person's dignity or create an environment that is hostile,

humiliating, or offensive. Systemic violence and harassment infringe upon members' autonomy and self-determination. We commit to the practice of maintaining a safe, inclusive, and respectful environment for our community of scholars, free from discrimination and intimidation. We oppose any actions meant to undermine the humanity of members of the Division, and the inclusivity, equity, diversity, and accessibility therein.

Section 5. Division members should support each other in promoting an inclusive environment by using bias-free language (APA, 2022), fostering accessibility, and kindly encouraging mutual respect in all interactions. Those with concerns are encouraged to share them with the Executive Committee.

### ARTICLE III. MEETINGS

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

### ARTICLE IV. OFFICERS AND COMMITTEES

Section 1. The officers of the Division, known as the Executive Committee, shall be the Chair, Vice Chair, Vice Chair-elect, Immediate Past Chair, Secretary, Awards Chair, IDEA (Inclusion, Diversity, Equity, and Access) Chair, and Graduate Student/Early Career Representative. The Executive Committee shall serve as chief administrative authority of the Division between annual business meetings of the Association and the Division.

Section 2. The Chair shall preside at business meetings of the Division. The Chair shall serve a one-year term. The specific duties of the Chair are as follows:

4.2.1. The Chair is responsible for all fiscal decisions regarding the Division's budget in consultation with the Executive Committee.

4.2.2. The Chair prepares the agenda for, and presides over, the NCA business meeting.

4.2.3. The Chair is responsible for maintaining the Division's historical records. At the end of each NCA business meeting, the Chair forwards the updated historical records to the new Chair.

4.2.4. If needed, the Chair acts as a Legislative Assembly representative. If needed, the Chair also appoints a fourth and fifth representative (see Section 12).

4.2.5 The Chair will participate in training from NCA about the duties of the Chair, and will provide NCA information concerning: (a) the names and affiliations of the current Division officers; (b) Legislative Assembly representatives; (c) budget allocations.

4.2.6. At each NCA convention, the Chair, at their discretion, may coordinate a mentoring/development event for organizational communication graduate students and faculty. This event may involve invoking an ad-hoc committee.

4.2.7. At the end of the NCA business meeting, the Chair becomes the Immediate Past Chair and assumes the responsibilities of that office as described herein.

Section 3. The Vice Chair shall, in cooperation and consultation with appropriate officers of the Division and the Association, plan the program of the Organizational Communication Division for the annual NCA convention. The Vice Chair will be responsible for compiling the ratings and ranking for the papers submitted for evaluation. The Vice Chair shall serve a one-year term.

4.3.1. The Vice Chair crafts the Division's call for papers (typically due in late December). The Vice Chair will work to incorporate IDEA commitments in the call for papers to encourage submissions dedicated to IDEA issues and/or crafted with IDEA values (e.g., bias-free language, relational ethics, inclusive citational practices, accessible formatting, etc.). They will announce (via email, COMMNotes, social media, etc.) the Division's call for papers to all Division members, and more widely if possible.

4.3.2. The Vice Chair provides information to NCA's First Vice President (typically in December or January) concerning: (a) the Division's call for papers (b) criteria for reviewers to use when evaluating submissions; (c) a proposed time for the Division's business meeting.

4.3.3. The Vice Chair is responsible for recruiting Division members to review conference submissions, chair panels, and respond to papers at the conference. The Vice Chair sends out an invitation to fill out a reviewer request questionnaire via the Division's listserv by January 31 of the program year (See Article V, Section 3). The Vice Chair receives submitted convention papers and panels, records them, distributes them to submission evaluators. This should be done immediately as is feasible after conference submissions are due.

Ideally, all submissions should receive three independent reviews. All submissions must be read and evaluated by at least two PhD-holding reviewers. If three reviewers are assigned, the Vice Chair may assign two PhD-holders and one doctoral student to a submission. Graduate student reviewers should be advanced in their studies (e.g., have completed all coursework/comprehensive exams). Care should be taken when assigning reviews to graduate students to be mindful of their workload.

When distributing papers to evaluators, the Vice Chair will make all reasonable efforts to eliminate bias regarding conflicts of interest between authors and evaluators. Ideally, submissions should be reviewed by evaluators with subject matter, theoretical, methodological and/or analytical expertise.

4.3.4 The Vice Chair collects, summarizes, and rank orders evaluations, and uses the resulting qualitative and quantitative data to make programming decisions. Individual paper submissions are grouped into thematic sessions and titled. (Paper and Discussion Panels are already titled at submission by their submitters). Program planning needs to exemplify the IDEA commitments of the Division. Some panels should implicitly and explicitly engage IDEA issues such as race, class, gender, sexuality, coloniality, and disability, among others.

4.3.5. The Vice Chair should work with the Chair and Executive Committee to program appropriate Division meetings including: the business meeting, IDEA Town Hall, Top Paper Panel, Top Student Paper Panel, Teaching and Mentoring Award Panel, Research Escalator, and Mentoring Session. Additionally, the Vice Chair is responsible for working with NCA administration to address issues of accessibility in program planning (i.e., ADA compliance, digital accessibility, accommodating virtual presentation). The Vice Chair rank orders all program sessions, starting with the Division programming (e.g., business meetings), and submits the full program to NCA in accordance with the timeline provided by NCA (historically end of May/early June).

4.3.6. The Vice Chair identifies the top 5-10 highly papers according to quantitative and qualitative scoring, without regard to author status (e.g., student-authored submissions shall receive due consideration). Papers from panel submissions and extended abstract submissions are not eligible. The top 5-10 papers shall be sent to a subcommittee of reviewers (at least three readers selected by the Vice Chair) who will read, rate, and rank all of the Top Paper candidates. This ad hoc Top Paper review committee should represent the diversity of the Division in terms of meta-theoretical commitments, methodological expertise, type of institution, and rank. Committee members should not repeat from year to year, and should not have conflicts of interest (e.g., be an author of a Top Paper contender or a close collaborator/mentor of an author under consideration).

The Vice Chair's process for determining those selected for the "Top Four Paper" panel will account for differences in how reviewers evaluate scholarship, including but not limited to: qualitative and quantitative scoring, z-scores to account for variation in reviewers' use of evaluation scales, deliberation about evaluations, and rank ordering of papers.

4.3.7. The Vice Chair also identifies the top four highly ranked student-authored papers not already selected as Top Four papers (i.e., the highest ranked student papers, not including the overall Top Four papers). The authors, who must all be students at the time of submission, are awarded a Top Student Paper award and will present their work at a dedicated Top Student Paper Panel. The Vice Chair communicates all details regarding this process to the Chair.

4.3.8. The Vice Chair identifies and assigns program chairs, and reviewers, if relevant. The Vice Chair has discretionary power over the specific format of programs (e.g., eliminating respondents in favor of allocating more time to speakers and/or audience participation). The Vice Chair provides the names of program chairs to NCA's First Vice President, along with the full program.

4.3.9. When directed by NCA (and not before this time), the Vice Chair contacts all program submitters with the acceptance decisions.

4.3.10. The Vice Chair prepares a programming report and presents it at the NCA business meeting. This report includes at least: (a) the number of papers submitted; (b) the percentage of papers accepted; (c) the number of panels submitted; and (d) the percentage of panels accepted.

4.3.11 At the end of the NCA business meeting, the Vice-Chair becomes the Chair and assumes the responsibilities of that office as described herein.

Section 4. The Vice Chair-elect shall serve as a paper evaluator and assist the Vice Chair in program planning. The Vice Chair-elect shall serve a one-year term.

4.4.1 The Vice Chair-elect shall oversee the Research Escalator session by selecting and coordinating with two members of the Division who will facilitate the Research Escalator session.

4.4.2 The Vice Chair-elect shall plan and coordinate a pre-conference should the individual and the Division wish to sponsor such an event. The pre-conference is submitted to NCA following the usual submission procedures and deadlines.

4.4.3 At the end of the NCA business meeting, the Vice Chair-elect succeeds to the office of the Vice Chair and assumes the responsibilities of that office as described herein.

4.4.4. The Vice Chair-elect attends a convention programming meeting organized by NCA's First Vice President during the convention when they assume the Vice Chair role. At this meeting, the now-Vice Chair receives information about the theme, location, and facilities of the next convention and its planning, as well as rules about programming. The now-Vice Chair takes notes and presents a brief report to the Division at the current (not the following) NCA business meeting about the location and theme of the next conference. Should the business meeting happen prior to the programming meeting, the Vice Chair will communicate with the membership via email.

Section 5. The Secretary shall perform the customary duties of that office (e.g., taking minutes during Executive Committee meetings) and shall be responsible for internal communication among the members. The Secretary shall serve a two-year term.

4.5.1 The Secretary shall prepare minutes for the convention business meeting to be distributed for review and preliminary approval by the Executive Committee within two months following the meeting, but not later than February 20.

4.5.2 The Secretary shall send announcements, memoranda, and newsletter information to members of the Division via the Division's listserv and social media outlets, and shall channel appropriate information to Spectra.

4.5.3 The Secretary is responsible for ensuring that business meeting agendas and minutes, along with important announcements and newsletters, are posted to the Division's website. The Secretary shall coordinate with the Graduate Student/Early Career Representative about social media duties and strategy.

4.5.4 The Secretary is elected in odd numbered years.

Section 6. A Chair for the Awards Committee shall be elected in even numbered years and serve a two-year term.

4.6.1. The Awards Committee Chair shall be responsible for accepting nominations and coordinating the evaluation for the following categories of theory and/or research in organizational communication:

- Outstanding scholarly book-length monograph (nominations bridge a three-year period—e.g., in 2023, the publication period for nominations would be 2021-2023)
- Outstanding book-length edited volume (nominations bridge a three-year period; if fewer than three books are nominated in a given year, the award may be held over until the following year)
- Outstanding textbook (nominations bridge a three-year period; textbook nominations may include first editions or revisions, provided the nominated work has not received the Division's book award previously; if fewer than three books are nominated in a given year, the award may be held over until the following year)
- Outstanding article or book chapter (theoretical, empirical, or axiological; in years with sufficient worthy nominations the Awards Committee may give an additional, separate award for state-of-the-art review articles or chapters such as meta-analyses or synthetic reviews)

4.6.2 The Awards Committee Chair shall also be responsible for recruiting and accepting nominations, and coordinating evaluation for the following categories of service, teaching, and mentorship in organizational communication:

- Outstanding service engagement award
- Outstanding teaching award(s): graduate teaching assistant (instructor of record), fixed-term faculty, tenure track faculty, tenured faculty

- Outstanding mentoring award

4.6.3. Nominations may be made by Division members or recommended by an appointed nominating committee.

4.6.4. The Awards Committee Chair, in conjunction with the Division Chair and in consultation with the IDEA Committee, shall select a diverse group of organizational communication scholars (e.g., diversity in race/ethnicity, gender, paradigmatic and/or methodological location, institutions, and rank) to comprise Award Committees to evaluate the nominations and select the award winners. A minimum of three scholars should comprise each subcommittee for any given award with approximately 60% at-large members and approximately 40% previous year's award-winners. For theory and/or research awards, all members of the evaluating committee must have PhDs in-hand. For the service, teaching, and mentorship awards, one member of the evaluation committee should be a doctoral student.

In the event that the work of an Awards Committee member is nominated, a new member will be appointed to the committee. In the event that an Awards Committee member has a conflict of interest (e.g., a close personal or professional relationship with one of the nominated individuals) then they should recuse themselves from evaluating that nominee. In the event that a work authored or edited by the Awards Committee Chair is nominated, the Division Chair shall assume said role for the Awards Committee.

4.6.5. Evaluation criteria for award nominations shall be developed by the Awards Committee Chair, in conjunction with the Division Chair and in consultation with the IDEA Committee, and communicated to Division membership when soliciting award nominations.

4.6.6. The Chair of the Awards Committee is responsible for ensuring that nominated individuals are members of the Division (for multi-authored nominations, at least one author must be a member of the Division). Nominated individuals should also be in good standing with NCA and evidence an interest in advancing and developing goals, objectives, education, and resources related to inclusion, diversity, equity, and access.

4.6.7. Questions, suggestions, and concerns about the Awards process may be brought forward by any member of the Division to the Awards Chair or any member of the Executive Committee. Concerns will be considered and if necessary adjudicated by the Executive Committee, in consultation with the Division's IDEA committee and NCA leadership.

4.6.8 The Awards Committee Chair shall present the awards at the Division's business meeting or other designated awards sessions during the annual NCA Convention.

- Section 7. The Immediate Past Chair shall serve as the Division’s representative to the NCA Nominating Committee, lead the Division Nominating Committee, and as a Legislative Assembly representative.
- Section 8. A Chair for the Division’s Inclusion, Diversity, Equity, and accessibility (IDEA) committee shall be elected in odd numbered years and serve a two-year term. The IDEA Committee Chair shall be responsible for forming and convening a committee of Division members to consider and integrate IDEA efforts within and by the Division. The IDEA Committee Chair will lead programming at the annual convention (e.g. Division Town Hall Meetings) and virtual programming throughout the year, at their discretion.
- Section 9. A Graduate Student/Early Career Representative to the Executive Committee of the Division shall be elected in even years and serve a two-year term. The elected person shall be a Division member and an advanced doctoral student (completed qualifying exams) or within five years of completing their doctoral degree at the time of their election. Representatives who complete a PhD and begin a faculty or industry position during the two-year tenure may continue in this role. They will represent the interests of graduate students and early career scholars to the Executive Committee.
- 4.9.1 The Graduate Student/Early Career Representative will also serve as a member of the Division’s Nominating Committee and support the organizing efforts of Division Committees such as the Mentoring Committee.
- 4.9.2 The Graduate Student/Early Career Representative will also take the lead on social media communication in collaboration with the Secretary.
- Section 10. Should a member of the Executive Committee resign or be unable to fulfill their duties (e.g., consistently missing meetings, not responding to emails, and/or missing deadlines), the Executive Committee may ask another member of the Executive Committee to step into the role while a special election is held. Removal from an elected position due to non-responsiveness will require a majority vote by the Executive Committee and consultation with NCA leadership to resolve the situation. Depending on the position and the time frame for associated duties, the Executive Committee may opt to forego a special election if a member of the Executive Committee is willing to stay in the role until the duties are completed.
- Section 11. Representatives to the Legislative Assembly shall be the Immediate Past Chair and Secretary, or their designate. In years where a third, fourth or fifth representative is required (when Division membership exceeds 500, 999, or 1499, respectively) representatives shall be designated by the Chair, from among the Executive Committee and IDEA Committee members. At least two representatives, including the Immediate Past Chair and Secretary and/or representative/s designated by the Chair, attend the Legislative Assembly each



year. Typically, there are two Legislative Assembly sessions at the NCA convention, and one virtual session in the Spring.

- Section 12. Special committees ordinarily limited to one year and with specific duties appropriate to the needs of the Division shall be appointed by the Chair, with the advice and consent of the Executive Committee and in consultation with the IDEA committee, or shall be elected by a majority vote of individuals in attendance at the annual business meeting or via an online election hosted by NCA.
- Section 13. All officers and committee members shall take office at the conclusion of the annual business meeting and/or immediately after voting has been concluded online, whatever the case may be.
- Section 14. The Division will support formal mentoring efforts. Those efforts may include but not be limited to the Mentoring Committee and at least one program slot at the annual convention for mentoring and developmental activities. The Mentoring Committee will consist of a Chair and two or more committee members, either recruited for the purpose by the Executive Committee, or ad hoc volunteers from the membership. The Mentoring Committee will facilitate mentoring activities, such as organizing mentoring pods or groups, recruiting mentors, arranging meetings, and so forth.

## ARTICLE V. ELECTIONS

- Section 1. The Nominating Committee of the Division shall be led by the Immediate Past Chair, along with a representative from the IDEA committee and the Graduate Student/Early Career representative. The Nominating Committee shall include these three individuals (Immediate Past Chair, an IDEA committee representative, and the Graduate Student/Early Career representative) along with two other Division members to be invited and appointed by the Immediate Past Chair. In appointing the other two members, the Immediate Past Chair should consider the overall composition of the Nominating Committee in keeping with the Division's commitments to inclusion, diversity, equity, and access, including a consideration for factors such as but not limited to (a) meta-theoretical diversity, (b) rank, and (c) type of institution represented.
- Section 2. The Nominating Committee shall prepare a slate of at least two names for each vacancy to be filled in that calendar year. Additional nominations can be made by electronic submission during the period prior to the election. Voting will normally occur online in the weeks prior to the convention. Elections shall be by a plurality vote. In cases where there are three or more nominees and two candidates earn a plurality of votes within a margin of 5% or fewer votes, a run-off election will be held between the top two candidates. Election results will normally be announced at the convention business meeting, and then via email to Division membership.

- Section 3. The number of paper evaluator nominees will be determined by the Vice Chair. The Vice Chair will distribute a form via the NCA listserv for self-nominations for paper evaluators/reviewers, paper respondents, and session chairs after the NCA convention, but before January 31<sup>st</sup> of the program year. The paper evaluator nominees should reflect the meta-theoretical diversity of scholars in the Division (e.g., post-positivist, interpretive, critical, feminist, post-colonial/subaltern), the diversity of the rank of members (e.g., Contingent, Assistant, Associate, and Full Professors; graduate students; practitioners), the diversity of higher education institutions (e.g., R1, R2, teaching intensive institutions, community colleges), as well as fulfilling the Division's broader commitments to inclusion, diversity, equity, and access. It will be the Vice Chair's responsibility to ensure the diversity of the paper evaluators/reviewers each year.
- Section 4. To ensure access to Division members who are not able to attend the convention business meeting, elections and voting will be held electronically directly before or just following the convention.

#### ARTICLE VI. PROGRAM PROPOSALS AND CONVENTION PAPERS

- Section 1. People may submit program proposals, works-in-progress, and individual papers for consideration. Individual papers shall be selected through an anonymous review process. The paper evaluators shall read the papers and assign rankings and feedback to each one. The Vice Chair shall use NCA's submission platform to distribute and evaluate papers, and produce rankings using the scores generated by the platform and the qualitative comments provided by reviewers. Upon request, the Vice-Chair may provide summary information on the evaluation process to any person who submitted a paper or proposal if this information is not readily available on the submission platform.
- Section 2. Individual papers, works-in-progress, and Paper/Discussion Panel proposals shall be rated separately. The following criteria shall generally guide the evaluation of the papers and proposals: (1) originality, (2) interest to Division members, (3) overall quality, and (4) IDEA principles, such as ethical recruitment and treatment of participants; including diverse pools of participants; diverse citation practices; accessible formatting and language; unbiased language; transparency and accountability in writing practice. The Vice Chair shall determine the precise language of the evaluation form criteria in conjunction with the Executive Committee. All Individual paper submissions shall include full papers with abstracts. Program proposals shall include a statement of the purpose of the panel, a rationale for presenting the panel, a list of the names and titles of participants, a brief summary of each participant's paper, and a statement indicating that each participant is willing to attend the convention.
- Section 3. The Vice Chair shall work with the First Vice-President of the Association to schedule programs. The Vice Chair, in conjunction with the Executive Committee,

shall determine the number of individual papers programmed and the number of panel/discussion proposals, in accordance with the directives of NCA.

#### ARTICLE VII: ACCESSIBILITY

- Section 1. The Organizational Communication Division will foster a culture of accessibility throughout the conference submission and presentation process.
- Section 2. Submissions should incorporate visually accessible fonts (e.g., Black Han Sans, Chivo Semibold, or PT Sans) and sizing (e.g., 12 pt. font). The Division encourages using clear language whenever possible in submissions, including defining terms when necessary to support the anonymous review process.
- Section 3. Presentations should also emphasize accessibility, including, but not limited to: speaking into a microphone when provided; supplying access copies of presentations when possible; using presentation materials that incorporate high contrast colors; using 24 pt font or larger in presentation slides; verbally describing images, figures, or tables whenever possible; and using captions when technology is available.
- Section 4. The Vice Chair shall include directions about accessibility in the Call for Proposals; include reminders about accessibility in correspondence with reviewers; include reminders about accessibility for presenters and session chairs leading up to the conference; and also work with NCA to ensure accessibility at the conference (e.g., microphones, live captions, interpretation).

#### ARTICLE VIII. PARLIAMENTARY AUTHORITY

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

#### ARTICLE IX. AMENDMENTS

- Section 1. Bylaws are living documents that need to evolve as organizations change and grow. Regularly reviewing and updating the Bylaws ensures that they remain relevant and effective in guiding the Division.
- Section 2. Bylaws will be reviewed by the Executive Committee annually and revisions proposed when deemed necessary by a majority of the Executive Committee.
- Section 3. Amendments to these Bylaws may be initiated by a majority of the Executive Committee, by a majority of the Division membership at a business meeting, or by a petition addressed to the Chair and signed by twenty-five members of the Division.

Section 4. The adoption of a proposed amendment requires a two-thirds majority of all those Division members voting. Amendments will be voted on electronically via NCA's online platform.

#### ARTICLE X. ADOPTED AMENDMENTS

Section 1. These revised Bylaws became effective after ratification by a majority vote of the Division at the 2003 business meeting.

Section 2. Proposed amendments to Article IV, Section 5; Article IV, Sections 8 and 12 became effective after ratification by a majority vote of the Division at the 2007 business meeting.

Section 3. Proposed amendments to Article IV Sections 5, 6, 7, and 11; Article V Sections 2 and 3 became effective after ratification by a majority vote of the Division at the 2016 business meeting and an online vote of the Division conducted immediately after the 2016 meeting.

Section 4. Proposed amendments to Article I, Section 2; Article IV, Section 1, 7, 9, 13, 14; Article V, Sections 1, 2 became effective after ratification by a majority vote of the Division, held via an online vote of the Division conducted in December 2020 after the November 2020 business meeting.

Section 5. Proposed amendments to Article I, Section 2; Article II, Sections 3, 4, 5; Article IV, Sections 1-14; Article V, Sections 1-4; Article VI, Sections 1-3; Article VII, Sections 1-4; Article IX, Sections 1-4; and Article X, Section 5 became effective after ratification by a majority vote of the Division, held via an online vote of the Division conducted in December 2023 after the November 2023 business meeting.

*The Executive Committee is authorized to make any additional minor stylistic changes consistent with the intent of the articles proposed. The Executive Committee shall be responsible for formulating necessary policies, procedures, and documents needed to facilitate the functioning of these bylaws.*