

# **BY-LAWS FOR THE ASIAN PACIFIC AMERICAN COMMUNICATION STUDIES DIVISION NATIONAL COMMUNICATION ASSOCIATION**

## **ARTICLE I: NAME**

The name of this organization shall be the Asian Pacific American Communication Studies Division.

## **ARTICLE 2: PURPOSE**

The purpose of the division shall be to promote research, education, and consulting relevant to Asian and Pacific American communication.

## **ARTICLE 3: MEMBERSHIP**

Section I: Membership is open to members in good standing of NCA, who are interested in research, education, and/or consulting in the field of Asian and Pacific American communication.

Section 2: The voting membership shall consist of those regular NCA members who have notified the division's Chair of their interest in affiliating with the division and/or are in attendance at a formal business meeting of the division.

## **ARTICLE 4: OFFICERS**

Section 1: The officers of the division must be voting members and shall consist of the Chair, the Vice Chair, the Vice Chair-Elect, the 2<sup>nd</sup> Vice Chair-Elect, the Secretary, the Student Representative, the Immediate Past Chair and the IDEA Council Representative.

Section 2: The Secretary shall take minutes at the business meetings and distribute them prior to the subsequent meeting. The Secretary shall distribute information to members via a newsletter, social media, or other means. This person also will be responsible for maintaining the division's website. Election of the Secretary shall be conducted bi-annually at the regular meeting of the division.

Section 3: Election of the 2<sup>nd</sup> Vice Chair-Elect shall be conducted annually at the regular meeting of the division. The 2<sup>nd</sup> Vice-Chair-Elect shall attempt to recruit new members for the division and build alliances with other divisions/caucuses to increase membership. The 2<sup>nd</sup> Vice-Chair-Elect shall lead the planning for and coordinating of the annual mentoring panel.

Section 4: The 2<sup>nd</sup> Vice Chair-Elect shall succeed to the office of Vice Chair-Elect. The Vice Chair-Elect will oversee the awards, including assembling the selection committee, creating and disseminating the awards call, and publicizing winners.

Section 5: The Vice Chair-Elect shall succeed to the office of Vice Chair. The Vice Chair shall serve as the division's program planner for the subsequent year.

Section 6: The Vice Chair shall succeed to the office of Chair. The Chair shall have the authority

to request funds from the NCA office and authorize release of division funds by NCA. The Chair shall preside at the business meetings of the division, as well as appoint and empower Ad Hoc Committees, as necessary, with the approval of the Executive Committee (See Article 8 for further information on Ad Hoc Committees)

Section 7. The Chair shall succeed to the office of Past Chair. The Past Chair shall hold a one-year position as a chair of the caucus and division's Nominating Committee. The Past Chair shall also serve as the caucus and division's representative on NCA's Nominating Committee.

Section 8. Election of the Asian Pacific American Caucus's IDEA Council Representative shall be conducted every three years at the regular meeting of the division. This officer shall represent the Asian Pacific American Caucus on the NCA Diversity Council, attend all IDEA Council meetings, and serve as a liaison between the Asian Pacific American Caucus and IDEA Council.

Section 9: Election of the Student Representative shall be conducted annually at the regular meeting of the division. The responsibilities of the Student Representative shall be to (a) encourage student participation and interest in division activities and (b) inform the Executive Committee and the general membership of student concerns.

Section 10: The Chair, Vice Chair, and Vice Chair-Elect will serve as the Legislative Assembly representatives. If a representative is not able to fulfill their duties, the officers will appoint a replacement.

Section 11: The duties of the other officers are listed in the By-Laws of the NCA.

Section 12: Voting members present at the annual meeting shall elect officers from a slate of candidates from either A or B below.

Subsection A: Those recommended by the Nominating Committee, or

Subsection B: Those nominations from the floor at the annual meeting.

Section 13: In the event of vacation of an office, the Executive Board will be empowered to appoint an individual to fill the unexpired term.

## **ARTICLE 5: MEETINGS**

The regular business meeting(s) of the division shall be held annually during the NCA convention. It is hereafter referred to as the annual meeting.

## **ARTICLE 6: EXECUTIVE BOARD**

Section 1: The Executive Board will consist of the Chair, Vice Chair, Vice Chair-Elect, 2<sup>nd</sup> Vice Chair-Elect, Secretary, Student Representative(s), Immediate Past Chair, and IDEA Council Representative.

Section 2: The Executive Board will act in the stead of the organization between annual meetings.

## **ARTICLE 7: STANDING COMMITTEES**

Section 1: The division shall have a standing committee: Nominating.

Section 2: The Nominating Committee shall submit a slate of candidates for eligible officer positions. The Nominating Committee for the division/caucus shall comprise the Past Chair and two elected members. The Nominating Committee members will serve for one-year term.

## **ARTICLE 8: AD HOC COMMITTEES**

Section 1: The Executive Board is empowered to appoint ad hoc committees as needed. Ad hoc committees shall exist for no longer than two calendar years. This may include, though is not limited to, the following committees: Research, Curriculum Development, and Liaison.

Section 2: The Research Committee shall assist the Vice Chair in coordinating matters related to convention programming for the NCA annual convention. Members shall serve as "blind" reviewers for submitted papers and panel proposals. At the discretion of the Vice Chair, the Committee may advise the Vice Chair in establishing guidelines for program offerings and proposals, submission dates, and feedback to submitters.

Section 3: The Curriculum Development Committee will serve as a liaison for all members with regard to course offerings at members' institutions and curriculum advancements in interdisciplinary programs and courses.

Section 4: The Liaison Committee will serve as the liaison between the division and other Asian/Pacific Islander organizations and institutional programs with concerns relevant to the division. This Committee may work with the Research and Curriculum Development committees in developing and sponsoring panels and programs at NCA Conventions, as well as other professional meetings.

Section 5: The Curriculum and Liaison Committees will consist of a minimum of three members chosen from the voting membership by:

Subsection A: Voluntary participation by interested voting members; and/or,

Subsection B: Appointment by the Committee Chair.

## **ARTICLE 9: QUORUM**

A quorum for the annual meeting shall consist of two officers and those additional voting members of the division present at the publicly announced meeting(s) held at the annual NCA Convention.

## **ARTICLE 10: PARLIAMENTARY SOURCE**

Section I: The division Chair may elect to conduct meetings in an informal, collaborative manner.

Section 2: When the Chair elects to conduct meetings in a formal manner, the parliamentary

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source for the division will be the latest edition of Robert's Rules of Order.

Section 3: The Caucus Chair may appoint a voting member to serve as parliamentarian during business meetings and/or executive committee meetings.

## **ARTICLE 11: ADOPTION AND AMENDMENT**

Section 1: Amendments to this document must be presented to the membership at least 15 days prior to the annual meeting. The Secretary will distribute them via email to the membership prior to the annual meeting. An opportunity to discuss proposed amendments must be provided at the annual meeting prior to the vote on the proposed amendment(s).

Section 2: A 2/3 vote of the voting members at the business meeting during the national convention responding to proposed amendment changes is necessary for the adoption of an amendment.