

CONSTITUTION OF THE NATIONAL COMMUNICATION ASSOCIATION
COMMUNICATION ANXIETY AND APPREHENSION DIVISION

ARTICLE I
NAME

Section 1. The name of this organization shall be: The Communication Anxiety and Apprehension Division of the National Communication Association (NCA).

Section 2. Official use of the Division's name shall be made only through the authority of the Legislative Council of NCA and the Executive Committee of the Communication Anxiety and Apprehension (CAA) Division.

ARTICLE II
PURPOSE

Section 1. It shall be the purpose of this Division to promote and further awareness, teaching, research, and scholarship of Communication Anxiety and Apprehension throughout the human experience across communication situations to promote understanding, empowerment, and advocacy.

ARTICLE III
MEMBERSHIP

Section 1. Membership in the Communication Anxiety and Apprehension is open to all individuals who are members in good standing of NCA and who are interested in promoting the purpose of the Division.

ARTICLE IV
OFFICERS

Section 1. The officers of the Division shall be: Chair, Vice-Chair, Vice-Chair elect, and Secretary and Graduate Student/IDEA Representative

Section 2. The Vice-Chair shall succeed to the Office of Chair.

Section 3. The Vice-Chair elect shall succeed to the Office of Vice-Chair. The Vice-Chair elect shall be nominated and elected as specified by the Division By-Laws and in accordance with the By-Laws of NCA.

Section 4. The Secretary shall be nominated and elected as specified by the Division By-Laws and in accordance with the By-Laws of NCA.

Section 5. The Graduate Student/IDEA Representative shall be nominated and elected as specified by the Division By-Laws and in accordance with the By-Laws of NCA.

Section 6. The duties of the officers shall be specified in the Division By-Laws and in

accordance with the By-Laws of NCA.

Section 7. The Past Chair will manage Division Awards and serve as an IDD representative to the Legislative Assembly. The Chair will preside over the IDD Business Meeting and serve as an IDD representative to the Legislative Assembly. The Vice Chair will serve as Program Planner. The Secretary will take notes/minutes at all meetings, provide copies of those notes/minutes to the Executive Committee, and disseminate those notes/minutes to Division members and prior to the NCA business meeting. The Graduate Student Representative/IDEA Representative will manage social media, promote IDEA policies and initiatives, and facilitate communication between IDD and graduate students.

ARTICLE V EXECUTIVE COMMITTEE

Section 1. The Executive Committee of the Division shall be responsible for managing the policy decisions and handling all resources of the Division. The Committee shall also ensure that the decisions made and actions taken by the Division are in accordance with the Constitution and By-Laws of the Division and NCA.

Section 2. The Executive Committee shall consist of: the Chair, the Vice-Chair, the Vice-Chair elect, the Secretary, and the immediate Past Chair of the Division.

Section 3. The Executive Committee shall act for the Division in the interval between Annual Meetings with the understanding that all actions taken shall be summarized and announced at the Division's Annual Meeting.

Section 4. The Division Chair shall call meetings of the Executive Committee at the Chair's discretion or upon receipt of a written request for a meeting signed by at least three (3) Executive Committee members.

Section 5. The Division Chair shall serve as the Presiding Officer for all Executive Committee meetings.

Section 6. A quorum for meetings of the Executive Committee shall be three (3) members.

Section 7. In the event of the incapacity of any officer, the Executive Committee, shall, at their discretion, elect a replacement or establish a nominating and election procedure for doing so.

ARTICLE VI COMMITTEES

Section 1. There shall be two committee within the Division. The committees shall be: the Nominating Committee and the Champion Awards Committee.

Section 2. Members of the Nominating Committee shall be elected for a one year term with

three (3) members being elected each year. The person receiving the most votes shall be designated as the Chair of the Nominating Committee.

Section 3. The duties of the Nominating Committee shall be specified in the Division By-Laws.

Section 4. The immediate Past Chair shall serve as chair of the Champion Awards Committee. Members of the Champion Awards Committee shall be elected for a one year term with three (3) members being elected each year.

ARTICLE VII MEETINGS

Section 1. The Division shall hold its Annual Meeting(s) in conjunction with and at the site of the National Convention of NCA.

Section 2. Time and place for the Division meetings shall be announced in the NCA convention program. If NCA determines that an alternate format is required for the annual convention, the Division will temporarily suspend the rule for on-site meetings and conduct annual business via an electronic meeting.

Section 3. All meetings of the Division shall be open to all members. The officers of the Division and the officers of the Nominating Committee may establish and control the privileges of the floor in their respective meetings.

Section 4. The Division shall assume no responsibility for statements of opinion expressed by participants in meetings of the Division or its constituent bodies or in programs sponsored by the Division.

ARTICLE VIII AMENDMENTS

Section 1. Amendments to the Constitution may be initiated at any legally constituted meeting of the Executive Committee of the Division.

Section 2. Amendments to the Constitution may be proposed by membership petition provided that at least thirty (30) members of the Division have signed the petition and presented it to the Executive Committee of the Division.

Section 3. Amendments to the Constitution must be announced electronically to Division members at least one month before they may be voted upon. Voting will take place electronically, in coordination with NCA, after the annual convention.

Section 4. Any change in NCA's Constitution or By-Laws, which has direct bearing upon

the Constitution, or By-Laws of the Division shall be incorporated into the Constitution and By-Laws of the Division.

BY-LAWS OF THE NATIONAL COMMUNICATION ASSOCIATION
COMMUNICATION ANXIETY AND APPREHENSION DIVISION

ARTICLE I
DUES AND FEES

Section 1. There shall be no dues or fees assessed or collected by any representative of the Communication Anxiety and Apprehension Division.

Section 2. Annual dues of the National Communication Association (NCA) must be paid by all members of the Communication Anxiety and Apprehension Division.

ARTICLE II
ELECTIONS

Section 1. A three member Nominating Committee, elected by the Division, shall prepare annually the following slate of nominees: at least, Two (2) nominees for the office of Vice-Chair elect, Two (2) nominees for the office of Secretary, and Six (6) nominees for the Nominating Committee. The committee shall submit a printed and/or electronic slate of nominees to the membership at the Annual Meeting. Nominations from the floor will be accepted at the Annual Meeting.

Section 1A: The nominee who receives the most votes during an election will be considered the “winner” of that particular office (a majority vote is not required to gain office).

Section 2. The Executive Committee shall establish procedures for conducting the election of officers.

Section 2A: The Nominating Committee and Division Chair will coordinate with NCA to hold elections online through the NCA website following the convention.

Section 3. The term of office for each person elected or succeeding automatically to office shall commence at the end of the NCA Annual Convention.

ARTICLE III
APPOINTMENTS

Section 1. Special Ad Hoc Committees as determined by membership of the Division shall be appointed by the Executive Committee.

ARTICLE IV
DUTIES OF OFFICERS

Section 1. In addition to discharging the usual responsibilities associated with the office, the

Chair of the Division shall preside at all business meetings and Executive Committee meetings of the Division and serve on the NCA Legislative Council and the Nominating Committee in such form and manner as the Council shall prescribe. The Chair is responsible for ensuring that business meeting agendas, minutes, and annual award recipient information is submitted to NCA for posting on the Division's website.

Section 2. The immediate Past Chair of the Division shall serve on the NCA Legislative Council and Nominating Committee as determined by the Association By-Laws.

Section 3. The Vice-Chair shall, in cooperation with the First Vice-President of the Association, plan that portion of the program of the Annual Meeting for which the Division is responsible.

Section 4. The Vice-Chair elect shall assist the Vice Chair.

Section 5. The Secretary shall serve a two-year term and perform the customary duties of that office, including recording the minutes of the Annual Meeting and preparing and disseminating Division news to all Division members.

Section 6. The Graduate Student/IDEA Representative shall serve a two-year term. During year one, the representative shall be responsible for maintaining a social media presence for the Division and participate as an ex-officio member of the Executive Committee. In the second year, the Past Graduate Student Representative will serve as mentor to their successor. The Graduate Student must be a member of the Division when elected and throughout the term of service.

Section 7. The chair of a Special Ad Hoc Committee shall preside at all Ad Hoc Committee meetings.

ARTICLE V AWARDS

Section 1. In order to honor outstanding scholarship and the scholars who produce it, the Division will present the following awards each year at the annual business meeting:

1. The Champion Awards
2. Top Paper Award
3. Top Student Paper Award
4. Top Panel Award

Section 2. *The Champion Awards.* The committee shall be chaired by the immediate Past Chair of the Division. The Committee Chairperson shall be responsible for accepting nominations and coordinating the evaluation of portfolio materials for the Champion Awards. Criteria for the award includes consistent work related to communication anxiety and apprehension teaching, research, scholarship and/or advocacy. This can include, but is not limited to, original research, both individual and collaborative, publication of original research, publication of books, chapters, essays, forum pieces, panel presentations, GIFTS and other innovative teaching ideas

and practices, service that supports Communication Anxiety and Apprehension initiatives and programs, advocacy, and a commitment to teaching, research, scholarship and/or advocacy of Communication Anxiety and Apprehension experiences with respect and care.

Section 2A. Nominations packets must include: 1) a nomination letter that provides support for the work of the nominee as a Champion for Communication Anxiety and Apprehension, 2) a list of their related achievements and accomplishments, and 3) a statement by the nominee regarding their commitment to this work and why they consider themselves a Champion for Communication Anxiety and Apprehension. This must be uploaded as one file, in PDF format.

Section 3. Top Paper Award. This award shall honor the highest ranked/rated papers submitted to the Division's annual convention submission process as determined by the Vice Chair. Paper shall be presented as part of the Division's annual "Top Papers" panel at the NCA convention. Papers coauthored with graduate or undergraduate students are not eligible for this award.

Section 4. Top Student Paper Award. This award shall honor the highest ranked/rated paper submitted by graduate or undergraduate student(s) to the Division's annual convention submission process as determined by the Vice Chair. Papers coauthored with faculty are not eligible for this award.

Section 5. Top Panel Award. This award shall honor the highest ranked/rated collaborative panel discussion submitted by a team of scholars (including faculty, graduate students, undergraduate students, and/or industry/community partners) to the Division's annual convention submission process as determined by the Vice Chair

ARTICLE V PARLIAMENTARY AUTHORITY

Section 1. In the absence of any provision to the contrary in the Constitution or By-Laws, all business meetings of the Division, the Special Ad Hoc Committees, or other subsidiary bodies, shall be governed by the parliamentary rules and usage contained in the latest version *Roberts' s Rules of Order, Revised*.

ARTICLE VI AMENDMENTS

Section 1. Amendments to the By-Laws may be initiated at any legally constituted meeting of the Executive Committee of the Division.

Section 2. Amendments to the By-Laws may be proposed by membership petition provided that at least thirty (30) members of the Division have signed the petition and presented it to the Executive Committee of the Division.

Section 3. Amendments to the By-Laws must be announced electronically to Division members at least one month before they may be voted upon. They may be discussed at the business meeting.

Section 3a. When necessary, amendments to the By-Laws will be voted upon electronically by members. NCA will assist in the electronic voting process.