

Bylaws of the Community College Section of the National Communication Association

Article I: Name

- Section 1:** The name of the group shall be the Community College Section of the National Communication Association.
- Section 2:** Official use of the Section's name shall be made only through the authority of the Executive Board of the Section acting under the authority of the Legislative Council-Assembly of the Association.

Article II: Purpose

The purpose of the Section shall be to deal with issues of general concern to members; to provide for a sharing of information on course development, teaching strategies and programs in the Community Colleges; to promote professional research related to Community College instruction; to encourage co-curricular activities; to organize panels and co-sponsor programs for the annual National Communication Association's convention; to provide a meeting place for Community College instructors of speech communication and for others concerned with and interested in Community College communication speech activities; and to execute other activities appropriate to the promotion of effective Community College communication education.

Article III: Membership

- Section 1:** General membership in this section is open to any member of the National Communication Association who is interested in promoting the Section's purpose.
- Section 2:** Membership may be designated when paying annual Association dues or by attending a business meeting of the Section.

Article IV: Meetings

- Section 1:** Annual business meeting(s) shall be held at the time and place designated within the annual convention of the National Communication Association.
- Section 2:** All meetings of the section shall be open to all members of the Section.

Article V: Officers and Duties

- Section 1:** Officers will be Chair, Vice-Chair, Vice-Chair Elect, Secretary, Publications Chair, and Immediate Past-Chair.

Section 2: The Vice-Chair shall succeed to the office of Chair. The Vice-Chair Elect shall succeed to the office of Vice-Chair.

Section 3: The term for all officers except Publications Chair shall be for one year or until successors are elected. The term for Publications Chair shall be for three years or until a successor is elected. In the event of a vacancy in the Vice-Chair, the Vice-Chair Elect shall serve as Vice-Chair. In the event any other office is vacated, the Executive Board shall, at its discretion, elect a replacement or establish a nominating and election procedure for filling the vacancy.

Section 4: In addition to discharging the usual responsibilities associated with the office, the Chair shall preside at all business meetings and Executive Committee meetings of the Section, serve on the NCA Legislative Council Assembly in such form and manner as the Council shall prescribe; and, upon completion of term as Chair of the Section, serve on the NCA Nominating Committee as determined by the Association Bylaws.

Section 5: The Vice-Chair, in consultation with the First Vice-President of the Association, shall be responsible for the portion of the program of the annual meeting for which the Section is responsible.

Section 6: The Vice-Chair Elect shall serve on the Executive Board.

Section 7: The Secretary shall perform the customary duties of that office.

Section 8: The Publications Chair shall, in consultation with the Publication Board of the Association, coordinate and direct the Section's publication activities including but not limited to updates of web page or other electronic resources.

Article VI: Executive Board

Section 1: The Executive Board shall be composed of the officers of the Section.

Section 2: The Executive Board shall administer the policies of the Section and between annual meetings shall serve as the chief administrative authority of the Section.

Article VII: Committees

Section 1: The Nominating Committee shall prepare a slate of candidates for all elected offices.

Section 2: Other committees shall be named as deemed necessary by the Executive Committee and the Section.

Article VIII: Elections

- Section 1:** The Nominating Committee shall prepare annually a slate of nominees for the offices of Vice-Chair Elect and for Secretary. Nominees for the office of Publications Chair shall be presented every three years.
- Section 2:** The nominating Committee should be representative of the regional sections of NCA (Eastern, Southern, Central and Western). The Nominating Committee shall be appointed one year in advance by the Chair of the Section.
- Section 3:** The Chair of the Section shall designate one member of the Nominating Committee as chair of the committee.
- Section 4:** Elections shall be conducted at the annual meeting by written ballot prepared by the Chair of the Nominating Committee.

Article IX: Amendments

- Section 1:** Amendments to these Bylaws may be initiated by a majority of the Executive Board, by petition of 25% of the membership transmitted to the Chair of the Section, or by a majority of the members present and voting at an annual meeting.
- Section 2:** Amendments initiated as specified in Section 1 shall be distributed to all members of the section at least thirty (30) days prior to the annual meeting, at which time the proposed amendments shall be voted upon. A two-thirds vote of the members present and voting shall be required for adoption.

Article X: Parliamentary Authority

In all matters not covered by the Bylaws of the Section or the Constitution and Bylaws of the National Communication Association, the parliamentary authority for this section shall be the current edition of Robert's Rules of Order, Newly Revised.