

**NCA Critical and Cultural Studies Division Bylaws**  
**Approved December 2023**

**Article I. Name, Authority, and Purpose**

**Section 1.** The name of this division shall be the Critical and Cultural Studies Division (hereafter CCSD) of the National Communication Association.

**Section 2.** The authority of this organization is derived from the relevant provisions of the Constitution and By-Laws of NCA, and its powers and procedures are those prescribed therein.

**Section 3.** The purpose of the Critical and Cultural Studies Division is to view communication and culture as mutually constitutive, and we are dedicated to fostering critical and interdisciplinary approaches to a broad range of topics. The division regards critical and cultural work as both organic and emergent. As such, we embrace diverse methodologies and heterogeneous theoretical perspectives. Our members privilege studying languages of knowledge, power, and disciplinarity, questioning how these components shape cultural and social practices across historical contexts, in “everyday life,” and in the classroom. We champion work that scrutinizes how discourses and practices impact individuals and communities, embodies insightful interpretation, and generates productive theorizing. Moreover, we are committed to the premise that teaching and scholarship are powerful tools for fostering social justice and promoting social change, in the academy and beyond

**Article II. Membership**

**Section 1.** Membership in this Division is open to any member of the Association.

**Section 2.** The full membership of the Division will be those individuals who are members in good standing of the Association and who are affiliated with the Division on their NCA membership application or renewal, and/or so advise the NCA’s Executive Director.

**Article III. Meetings**

**Section 1.** An annual business meeting will be held at the time and place of the NCA’s annual convention. The Division’s Executive Committee may schedule additional meetings as necessary.

**Section 2.** The Secretary (or proxy) will be responsible for circulating/publishing the minutes of all Division meetings

**Article IV. Officers**

**Section 1.** The officers of the Division shall be: (a) a chairperson, (b) a vice-chairperson, (c) a vice-chairperson elect, (d) second vice-chair, (e) an immediate past chairperson, (f) a secretary,

and (g) a graduate student representative. All officers must be regular members of the Division and of NCA.

**Section 2.** At the conclusion of the CCSD’s annual business meeting, officers will succeed to the next highest position on the executive committee (with the exception of the Secretary and Graduate Student Representative who hold their respective positions for the course of two years). Officers shall transfer relevant files and records to their successor within a reasonable timeframe after their terms of office. See chart below for the cycle of succession.

	Year 1	Year 2	Year 3	Year 4	Year 5
Immediate Past-Chair (IPC)	IPC				
Chair (C)	C	IPC			
Vice-Chair (VC)	VC	C	IPC		
Vice-Chair Elect (VCE)	VCE	VC	C	IPC	
Second Vice-Chair (2VC)	2VC	VCE	VC	C	IPC
Secretary (S)	S	S			
Graduate Student Representative (GSR)	GSR	GSR			

**Section 3.** The duties of the chairperson shall be to preside at the business meetings of the Division, to oversee the work of officers and committees, to manage the Division’s budget, to provide advice to the vice-chair as requested, and other such duties usually inhering in such an office. The chairperson will assist the vice-chairperson with recruitment of reviewers in preparation for convention planning. The chairperson shall present an annual report to the NCA Legislative Assembly in such form and manner as the Assembly requires, and a report of activities to the Division at the annual business meeting. The terms of the office shall be one year.

**Section 4.** The primary duty of the vice-chairperson shall be to coordinate and plan the Division’s program for the NCA annual convention, in cooperation with the first vice-president of NCA. The vice-chairperson shall serve as a representative of the Division on the NCA Legislative Assembly. The vice-chairperson shall also make a report on the program planning at the annual business meeting of the Division. The vice-chairperson shall provide assistance to the chair as requested and shall preside at meetings in the absence of the chair. The term of office shall be one year.

**Section 5.** The primary duty of vice chair-elect will be handling of the Division’s awards as outlined in the awards section below. They will assemble a committee of reviewers, which might include past winners of the awards. The vice-chair elect shall serve as a representative of the Division on the NCA Legislative Assembly. The term of office shall be one year.

**Section 6.** The second vice-chair will assist the chair with running the elections during the

annual division meeting. They will also serve as an alternate representative of the Division on the NCA Legislative Assembly if another representing member from the committee cannot attend. The term of office shall be one year.

**Section 7.** The immediate past chairperson shall provide such assistance as requested from the chairperson or vice-chairperson in assembling reports, setting the agenda of the annual business meeting, planning the convention program, and/or ensuring continuity in the operation of the Division. They will serve as a chairperson for the Top Paper panel at the convention and they shall serve on the NCA Nominating Committee. The term of office shall be one year.

**Section 8.** The primary duty of the secretary will be to document, distribute, and archive minutes from the annual CCSD business meeting and to support the Chair as a communication liaison for CCSD membership by maintaining the listserv and social media accounts. The secretary will document, distribute and archive minutes from meetings with the CCSD Leadership team. The term of office shall be 2 years.

**Section 9.** The graduate student representative will assist the vice-chair in organizing the Division program for the annual convention, although the decision making and program planning will be the sole responsibility of the vice-chair. They will also serve as a liaison between the graduate students and the division's membership to assure that graduate student interests are represented in the division. As such, they will serve as a representative of the Division on the NCA Legislative Assembly and in year 2, they may also be responsible for assisting with planning division events specific to graduate student division engagement, learning, or professional development. The term of the office shall be 2 years.

## **Article V. Elections**

**Section 1.** There will be a Nominating and Elections Committee of the Division chaired by the Division's immediate past chair and consisting of all officers of the Division.

**Section 2.** Prior to the annual convention, the Nominating and Elections Committee will solicit nominations (including self-nominations) for each vacancy to be filled. Additional nominations will be accepted from the floor at the annual business meeting.

**Section 3.** Balloting will be conducted at the Division's annual meeting, with ballots counted by the second vice-chair, and results will be announced at that time. In the case of a tie, the chair will withhold their ballot.

**Section 4a.** A majority vote of those members attending the Division's annual business meeting at the NCA convention will be sufficient to elect officers for vacant positions. In the event an officer is no longer able to perform their duties, the vacancy will be filled by an automatic succession process, if appropriate. The Executive Committee will fill any vacancies until the Division's next annual business meeting at the NCA convention, at which time a new election will take place. A person so elected will serve the remaining and successive full term for that office. In the event that automatic succession is not feasible or appropriate, then the Nominating and Elections Committee may call an emergency call for nominations and election amongst the general membership. The general membership must have two weeks to submit self-nominations from the time the emergency call for nominations has been sent out to the

time nominations are closed. The general membership must then have two weeks to vote from time the election is open to the time the election is closed. This election will be held digitally with the support of the National Communication Association's online voting platform.

**Section 4b.** Following the election of new officers at the annual NCA Convention in November, CCSD leadership will organize a remote meeting in January between current, outgoing, and incoming officers to streamline leadership transition and support planning for the upcoming conference. The meeting must take place before February.

**Section 5.** Two-thirds of the existing officers shall constitute a quorum for the transaction of business at all meetings of the Executive Committee. A quorum for the annual meeting shall consist of two-thirds of the existing officers, and those additional voting members of the Division present at the publicly announced meetings.

## **ARTICLE VI. Ethics and Code of Conduct Violations**

**Section 1.** The division endorses the National Communication Association's Convention Anti-Harassment Code of Conduct. Any member or office found to be in violation of this policy will be removed from the division.

**Section 2.** The division believes that the executive committee holds special power and privilege in relation to the general membership. Any member of the executive committee found to be abusing their power or privilege through such practices as nepotism, exchange of favors, improper representation of the division, or other inappropriate ethical behavior will be removed from their position.

**Section 3.** An officer may be removed from their position for the violation of Article VI. Sec. 1 or Article VI. Sec. 2 through one of two means: (a) a unanimous vote amongst all other members of the executive committee or (b) a majority vote amongst the general membership. Due to the time sensitive nature and significance of such removals, a vote for removal may be brought at any time, but each body (executive committee or general membership) may bring the vote to bear once during a three-month period.

## **ARTICLE VII. Awards**

**Section 1.** In order to honor outstanding scholarship, the division will present the following awards each year at the annual business meeting:

- Annual Convention's Top Paper Award
- Annual Convention's Top Student Paper Award
- Scholar-Activist Award
- Distinguished Scholar Award
- New Investigator Award

- Book of the Year Award
- Outstanding Article Award
- Outstanding Dissertation Award

## **Section 2a.**

The description for awards other than the annual Convention's top paper and top student paper award are listed below. Self-nominations are encouraged. The call for awards will be distributed via listserv and social media by April 15th of each year. The deadline for all nominations will be June 15th of the same year.

### **Scholar-Activist Award**

Honors a scholar who is acting toward solving a social injustice that concerns CCSD members. Examples may include founding a nonprofit organization that addresses poverty, climate change, homophobia, transphobia, racism, sexual violence, treatment of prisoners, and dis/ability issues. Or this award may honor a scholar who has made significant contributions to ending larger systems of exploitation including but not limited to xenophobia, patriarchy, systemic racism, capitalism, and heteronormativity. In short, this award honors a scholar who significantly contributes to their communities above and beyond their research and teaching while also imbuing their research, teaching, and/or service with activist interventions.

### **Distinguished Scholar Award**

Honors a leading CCSD scholar who has made an impact in critical and cultural communication scholarship and who has advanced the interests and people of the division.

### **New Investigator Award**

Honors an emerging scholar (received their PhD in the 5 year prior) who has taken a leadership role in CCSD by setting a new research agenda for critical and cultural studies, through mentorship, and through advocacy on behalf of CCSD's interests.

### **Book of the Year Award**

Honors an intellectually generative book written by a member of CCSD. The book's publication date should be between January and December of the year prior.

### **Outstanding Article Award**

Honors a significant research contribution to critical/cultural communication studies by a member of the division. Nominations may reflect the interdisciplinarity of publication venues for division members. The article's publication date should be between January and December of the year prior.

### **Outstanding Dissertation Award**

Honors a dissertation defended between January and December of the year prior. The criteria will include dissertation's originality/creativity, innovation and potential significant contribution to the field.

**Section 2b.** The annual convention's Top Paper award and Top Student Paper Award are organized by the vice-chair of the Division based on the anonymous reviews of convention

submissions.

**Section 3.** The rest of the awards are determined by the ad-hoc committees assembled by the vice chair-elect. The committees will consist of three people each and the previous year award winners will be expected to serve on the committees. In keeping with the Division's mission of equity and inclusion, the vice chair-elect will expand a reasonable effort to make sure that the award committees are representative of the diversity of the Division's membership. The nominees will be notified of the results by mid-October and the recipients will be encouraged to attend the annual business meeting to receive the award.

## **ARTICLE VIII. Budget.**

**Section 1.** Each year, the Division will support a \$500 award for the Division's graduate student representative. The award will recognize the representative's service contributions to the division.

**Section 2.** Pending NCA's annual budget, the Division will commit to distributing the rest of its funds in the following manner: 1) Amongst award recipients; 2) Towards obtaining and distributing digital or physical copies of nominated books for the awards committee; 3) Other ways of supporting Division's membership. The executive committee may petition NCA's Executive Committee to allocate a portion of funds to support a local organization in the host city. The Division's Executive Committee will be responsible for the Division's budget decisions.

## **ARTICLE IX. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and By-Laws or standing rules of the National Communication Association.

## **ARTICLE X. Amendments**

**Section 1.** Amendments to these bylaws may be initiated by a majority of the Division's Executive Committee, by a majority of the Division's membership at the Division's annual meeting, or by a petition addressed to the Division's Chair and signed by at least 25 Division members.

**Section 2.** Proposed amendments to these bylaws are to be published/distributed by email to all Division members at least 60 days prior to the Division's annual business meeting. The adoption of a proposed amendment requires a two-thirds majority vote of those present at the Division's annual business meeting.

## **ARTICLE XI. Ratification of Bylaws**

**Section 1.** These bylaws will become effective after ratification by a majority vote of Division members during an online voting process, after discussion at NCA's 2023 annual convention.