

BY-LAWS

NATIONAL COMMUNICATION ASSOCIATION

EXPERIENTIAL LEARNING IN COMMUNICATION DIVISION

ARTICLE I. NAME, AUTHORITY, AND PURPOSE

- Section 1. The name of this group shall be the Experiential Learning in Communication Division of the National Communication Association.
- Section 2. The authority of this organization shall be derived from Article VIH of the Constitution and Article VII of the By-Laws of the National Communication Association and its powers and procedures arc those prescribed therein.
- Section 3. The basic purpose of the Experiential Learning in Communication Division is to promote the study, research, and teaching of experiential learning in communication.

ARTICLE II. MEMBERSHIP

- Section 1. General membership in this Division is open to any member of the National Communication Association who is interested in promoting the Division's purpose.
- Section 2. The full membership of the Division shall be those persons who check the Experiential Learning in Communication Division as an interest group during NCA membership registration/renewal. A current list of Division membership shall be reported to the NCA National Office each year.

ARTICLE III. MEETINGS

- Section 1. An annual business meeting of the Division shall be held at the time and place of the annual convention of the National Communication Association. Additional meetings may be scheduled by the Executive Committee.

ARTICLE IV. ELECTIONS

- Section 1. Election of officers will be through nominations sent to the ELC Division Chair prior to the annual business meeting and placed on a ballot. Additional nominations may be solicited from the floor at the annual business meeting.
- Section 2. Election of officers will be by ballot by those present at the annual business meeting.
- Section 3. Offices for election are Vice-Chair, Vice-Chair-Elect, Secretary, (every other year), and Newsletter Editor.

ARTICLE V. OFFICERS AND COMMITTEES

- Section 1. The officers of the Division will be Past-Chair, Chair, Vice-Chair, Vice-Chair Elect, and Secretary.
- Section 2. The Past-Chair shall serve a one-year term and represent the Division in any capacity needed.
- Section 3. The Chair shall serve a one-year term. The Chair shall create the agenda and preside over the Division's annual business meeting. The Chair shall be responsible for the Division adhering to all NCA's guidelines and By-Laws. The Chair shall contact NCA National Office to secure electronic mailing lists of members for distribution to other officers during the year (for newsletter, call for papers, etc.). The Chair shall help plan preconferences when they take place at NCA, prepare the year-end report of the Division's activities for Legislative Assembly, and perform any other duties as necessary to represent the Division. The Chair becomes Past-Chair at the close of the annual business meeting at which s/he presides.

- Section 4. The Vice-Chair shall serve a one-year term. The Vice-Chair shall attend the program planners meeting at the annual NCA convention one year prior to planning the convention. The Vice-Chair shall send out the call for papers, be responsible for program planning for the annual convention, in consultation with appropriate people within the Division and at the National Office, assume the role of Chair after the election of officers and Old Business at the annual business meeting, and perform any other duties as necessary to represent the Division.
- Section 5. The Vice-Chair Elect shall serve a one-year term. The Vice-Chair Elect shall assist the Vice-Chair in program planning, serve as a paper reader, plan a panel/program for the upcoming convention, and assist in recruiting members and participation at the convention.
- Section 6. The Secretary shall serve a two-year term. The Secretary shall perform the customary duties of that office and shall be responsible for internal communication among the Division members. The Secretary shall prepare minutes for the business meeting and shall send announcements, memoranda, and newsletter information to Division members. The Secretary shall compile and submit a current Division membership list to NCA.
- Section 7. The Executive Committee of the Division shall consist of the Chair, Vice-Chair, Vice-Chair Elect, and Secretary. The Executive Committee shall serve as the chief administrative authority of the Division between annual business meetings of the Association and the Division.
- Section 8. All Division officers shall take office at the conclusion, of the annual business meeting.
- Section 9. Paper readers are selected by the program planner and based on membership interest. Readers are responsible for reading and ranking/rating papers and panel proposals within the Division for the following year's annual convention. Readers are responsible for objective reading and returning papers/panels with ideas to the program planner within the time frame established.

Section 10. The WEB coordinator is responsible for updating WEB page listing of officers, posting information on the purpose and mission of the Division, newsletters, and information of interest to Division members. The WEB coordinator its currently on a Volunteer basis.

Section 11. The Division will vote each year on two Legislative Assembly representatives to serve for a one-year term. There is no limit on how many times a person may be elected to serve in this role.

ARTICLE VI. PROGRAM PROPOSALS AND CONVENTION PAPERS

Section 1. The Vice-Chair shall work with the Association to schedule convention programs. NCA identifies the number of panel slots divisions may have for each year's convention. The Vice-Chair, in conjunction with the members of the Division and the Association, shall decide on any particular panels the division would like to program.

ARTICLE VII. PARLIAMENTARY AUTHORITY

Section. 1. All meetings of the Division, its committees, and any other subsidiary bodies shall be governed by the parliamentary rules and usages contained in. the current edition of Robert's Rules of Order.

ARTICLE VIII. AWARDS AND RECOGNITION

Section 1. Each year at the annual convention of the National Communication Association, the top papers submitted to the Experiential Learning in Communication Division will be recognized at the "Top Papers in Experiential Learning" panel and at the annual business meeting of the Division. The division will provide a monetary award for the top student paper and certificates and/or plaques for all top papers.

Section 2. The amount of awards will be based upon funds available at the time of the convention but shall be no less than \$25.00 for the top student award. The Vice-Chair has the responsibility to make such decisions as s/he has the current information about available funds.

ARTICLE XIX. AMENDMENTS

- Section 1. Amendments to these By-Laws may be initiated by a majority of the Executive Committee, by a majority of the Division membership at an annual business meeting, or by a petition addressed to the Chair and signed by twenty percent of the Division members.
- Section 2. The adoption of a proposed amendment requires a two-thirds majority vote of those present at the Division's annual business meeting.
- Section 3. These By-Laws shall become effective after ratification by a majority vote of the Division at the first annual business meeting.