THE INTERNATIONAL COMMUNICATION ASSOCIATION

Bylaws of the Organizational Communication Division (6/88)

ARTICLE I: Objectives

The objectives of Division IV: Organizational Communication are to:

1. Stimulate theoretical development and research activities in the area of organizational communication. The particular domain of organizational communication centers upon messages, message flow, interpersonal interaction, interaction patterns, information processing, and symbolization in organizations.

2. Encourage the dissemination of information about organizational communication to professional colleagues in the related fields.

3. Relate research to current organizational communication problems.

4. Develop instructional methods and materials for the teaching of organizational communication problems.

5. Sponsor programs and endorse activities that bridge the interests of academics and practitioners in the field of organizational communication.

ARTICLE II: Membership

Section 1. Any Active Member of the International Communication Association who expresses interest in, and subscribes to, the purposes of the Division is eligible for Active Membership in the Division. ICA fellows are granted full active membership status, if they designate Division IV as a professional interest area.

Section 2. Any affiliate Member of the International Communication Association who expresses interest in, and subscribes to, the purposes of the Division is eligible for Affiliate Membership. Affiliate members are not eligible to vote nor hold office.

ARTICLE III: Officers, Nominations, Elections

Section 1. Officers of the Division include a Chairperson, a Vice-Chairperson, and a Secretary. The Vice-Chairperson and the Secretary shall be elected in alternate years, each for a term of two years. The Vice-Chairperson shall be elected in even-numbered years and automatically succeeds the Chairperson for a two-year term. No officers may immediately succeed themselves in office. Nonmembers of Division IV may not hold office.

Section 2. In addition to a Chairperson, Vice Chairperson, and Secretary, the Division will elect whatever other officers its membership deems necessary and desirable.

Section 3. Nominations for offices shall be solicited from the Active Members of the division by a committee of the Division appointed by the Division Chairperson to prepare a slate of nominees. The names of at least two nominees who have given their consent must appear on the ballot for each vacant office.

Section 4. The election of any officer shall be by vote of only the Active Members of the Division.

Section 5. Elections shall be by mail vote on a ballot that is incorporated with the ballot for election of officers of the International Communication Association. Such ballots shall be processed and counted, and the results reported according to the procedures employed for the election of officers of the International Communication Association.
Section 6. Unusual vacancies shall be filled by appointment of an Active Member of the Division by the President of the International Communication Association. If the unexpired term is for a period of more than six months the Division may initiate through its regular channels a special ballot for the election of an Active Member in the Division to fill the unexpired term.

Section 7. Duties of officers. (a) The Chairperson shall preside at all Division business meetings. In addition the Chairperson shall create and appoint such temporary committees as deemed necessary; prepare and submit the Division budget to the Executive Committee; represent the Division and provide necessary Division reports at Association Board of Directors Executive Committee, and business meetings; appoint editor(s) for the Division newsletter; administer the selection of competitive and noncompetitive papers/programs for conventions, and notify contributors and the Association of papers/programs that are selected; review and provide recommendations for maintaining the quality of convention programs; and generally perform those duties usually associated with this office. (b) The Vice-Chairperson shall assist the Chairperson in administering Division business meetings; serve as a reader for Division competitive and noncompetitive convention programs; and participate with the Chairperson in evaluating the quality of the Division convention programs. The Vice-Chairperson shall also assist the Chairperson when requested, and assume the duties of Chairperson in the event of the latter’s absence, disability, or request. (c) The secretary shall maintain, distribute, and obtain Division approval of minutes for Division business meetings; administer the W. Charles Redding Annual Outstanding Dissertation Awards Program and make the award presentation at the annual meeting of the Association; assist the Chairperson in administering business meetings; and participate with the Chairperson in evaluating the quality of Division programs.

Section 8. Any elected officer may be removed from office by the following procedure: at least one-third of the listed members of the Division must sign a petition to the Executive Secretary of the International Communication Association requesting a special election, and including nominations for the office in question. The Executive Secretary arranges an extraordinary election within 60 days at the expense of Division IV, with the challenged officer(s) on the ballot. The result of the election becomes effective immediately.

ARTICLE IV. Committees

Section 1. The Chairperson is empowered to establish and appoint members of ad hoc committees to assist in the conduct of the affairs of the Division.

Section 2. When requested by the President of the International Communication Association, the Division Chairperson is empowered to recommend members of the Division to serve on designated Association committees.

Section 3. The term of office of any appointed committee member shall not exceed the term of office of the appointing officer, except in the case of standing committees.

ARTICLE V. Dues

Section 1. The Division officers may propose to the members an annual dues charge for the various classes of membership. If approved by the Board of Directors of the Association. This charge shall be adopted upon the affirmative vote of two-thirds of the responding Active Members of the Division, voting on a mail ballot. Nonpayment of such Divisional dues shall be a basis for termination of membership in the Division, but shall not affect the individual’s status as a member of the Association.

Section 2. In the event the Division is dissolved, the elected officers shall transfer the net assets of the Division to the Board of Directors of the Association to be used for the work of the Association.

ARTICLE VI. Meetings and Reports

Section 1. An Annual Business Meeting of the Division shall be held at the time and place of the annual conference of the Association. A simple majority of the number of registered Active Members of the Division at the conference shall constitute a quorum for officially conducting business. A simple majority of the Active members at the business meeting determines approval on motions before the Division.

Section 2. Activity reports of officers and committees of the Division shall be received at the Annual Business Meeting, and action recommendations shall be presented to the Board of Directors for vote.
Section 3. The secretary shall prepare a written report of the Annual Business Meeting for transmission to the Board of Directors of the Association and shall make copies available to the members of the Division.

Section 4. The Division may plan and hold professional meetings at the time of the annual conference, under the general coordination of the President-Elect of the Association.

Section 5. The Division may organize and hold local or regional programs and meetings on its own initiative, upon notification of the Board of Directors of the Association.

Section 6. At Annual Meetings, the passage of resolutions will not require a vote of the membership at large. Motions approved at the Annual Business Meeting involving (a) a change in Bylaws, (b) approval for general expenditures, (c) election of officers, (d) creation of standing or permanent committees, and (e) Division dues adjustments will require an affirmative vote of two-thirds of the responding Active Members of the Division, voting on a mail ballot.

Section 7. The Division shall support the creation and maintenance of a Division Newsletter to be published and disseminated to members. Editor(s) for the Division Newsletter will be appointed for a two-year term by the Division Chairperson. To the maximum degree possible, the Division Newsletter will be supported by the Division budget, institutional contributions, donations, and/or advertising. If necessary, upon membership approval, a nominal contribution by Division members will be used to support the Newsletter. Contributions will be determined by procedures outlined in Article V of the Division Bylaws.

ARTICLE VII. Amendments and Restrictions

Section 1. Amendments to, or other changes in, these Bylaws may be initiated in the following ways: (a) The Chairperson may appoint a committee to consider revising the Bylaws in general or in particular, and subsequently submit to the membership of the Division the committee report, (b) Twenty-five Active Members of the Division may submit to the Board of Directors a proposed amendment or amendments in writing and signed by the sponsors, and (c) the Chairperson, Vice-Chairperson, and Secretary may formulate proposals for amendment of these Bylaws and submit them, with any arguments, to the Active Membership for vote. Amendments formulated in this manner must be submitted to the Chairperson prior the Annual Business Meeting. Amendments of revisions receiving an affirmative vote of at least two-thirds at the annual business meeting shall be considered formally by the Active Members of the Division.

Section 2. Amendments or revisions to this document may be considered formally by the Active Members of the Association as follows: The Executive Secretary of the Association shall send the proposed changes with explanations and arguments, a ballot, and a request for a mail vote to the Active Members. No sooner than 30 days, not later than 45 days after mailing the proposal, the Executive Secretary shall request the Tellers Committee to count the votes. An affirmative vote of at least two-thirds of the ballots returned shall be required for acceptance of the amendment(s). The results of the vote shall be reported to the membership within 30 days following the vote.

Section 3. These Division Bylaws may not conflict with the Bylaws of the Association; the latter take precedence, and power for determining conflict rests with the Board of Directors of the Association.

ARTICLE VIII. Parliamentary Authority

In absence of any provision to the contrary in these Bylaws, all business meetings of the Division shall be governed by the parliamentary rules and usages contained in the current edition of Roberts’ Rules of Order, Revised.

ARTICLE IX. Outstanding Member Award

Each year an award will be presented at the Division business meeting recognizing outstanding contributions of Division members to Division activities. The committee to select this individual will be made up of the current chair and the two immediate past chairs.
ARTICLE X. W. Charles Redding Dissertation Award and Endowment

Section 1. Each year in which there are a sufficient number of entries (generally considered to be 5+), the W. Charles Redding Dissertation Award will be presented at the ICA convention to the author of the outstanding doctoral dissertation completed in organizational communication during the preceding two-year (calendar) period. A cash prize and certificate of recognition will be given to the award "winner," and if recommended by the award committee, to the author(s) of runner-up dissertation(s) ("honorable mention"). The advisors of the award winners will also each receive a certificate of recognition.

Section 2. A standing committee will be appointed by the Division Chair to supervise the award competition and to propose guidelines governing the award competition; the Division Secretary will Chair this committee and will be responsible for administering the award competition. The procedures which will govern the award competition and selection of the award winner(s) will be determined by Resolution passed by the membership of Division 4.

Section 3. The awards and award competition will be funded by the W. C. Redding Dissertation Award Endowment, which has been established as a separate ICA account under the supervision of the Executive Director of the Association. The funds from the endowment are to be deposited into an interest-bearing bank account or certificate of deposit. Each year the entire interest from the account will be made available to the Division 4 Chairperson for payment of costs associated with the award competition. In addition, at the discretion of the Division 4 Chairperson, up to but no greater than 20% of the annual endowment interest may be used to support funding for competitive student paper awards presented in Division 4 programs at the annual ICA convention. Any funds from the interest on the endowment not spent by Division 4 for the above noted purposes must be deposited into the principal of the endowment fund. In addition, if in any year no dissertation prizes are awarded due to an insufficient number of entries, a minimum of 80% of the interest from the endowment fund must be deposited into the principal of the endowment up to 20% of the interest may be used to support funding for competitive student paper awards in the Division. At the business meeting of Division 4 at the ICA convention, the Division Chairperson is directed to account for the manner in which funds from the endowment were spent during the preceding year.

Section 4. The principal and interest of the W. C. Redding Dissertation Award Endowment may not be used for any other purposes than those described in this article. In the event of the cessation of Division 4 within ICA or the cessation of ICA as an organization, the officers of Division 4 with the approval the Division’s members (majority of members via mail ballot) are directed to locate a new professional communication society/organization within which to "host" (organize/sponsor/administer) the annual award competition.

Section 5. Rules of the competition are as follows:

1. Dissertations must pertain to organizational communication phenomena.

2. The advisor of the dissertation should initiate submission of the dissertation to the Division 4 Secretary. Documents to be submitted must include (a) one copy of the complete dissertation and (b) five copies of a 25-30 page (text) paper complete with references, tables, graphs, etc. The paper must be solely written by the student and should serve as a summary of the dissertation by discussing: 1) relevant literature; 2) hypotheses or research question(s) investigated; 3) research method(s); 4) results; and 5) conclusions drawn from the investigation.

3. Because all dissertations will receive a blind review by a panel of judges, the name of the author, advisor’s name, and university should appear only in the letter of transmittal and title page of the complete dissertation.

4. To allow the applicant sufficient time to prepare dissertation documents (see #2 above), they can be submitted any time within a two-year period of the defense of the dissertation.

5. Candidates for the award must be members of Division 4. Membership may be in process at the time of submission.

6. If an insufficient number of dissertations are received to hold an effective competition, the Award Panel reserves the right to carry over dissertations into the next annual competition.

7. Deadline for submission: February 1st of each year.
ARTICLE XI. Program Proposals and Convention Papers

I. Program Selection/Review Committee

A. Committee members will include the current Division Chairperson who will organize program but will not serve as a paper reader and a Vice-chairperson and four elected readers.

B. These readers will be chosen by mail ballot within 45 days following the convention.

C. Reader nominations must be submitted to the Division Chairperson at or prior to the business meeting of the convention.

D. All nominations received must receive a majority vote at the business meeting for inclusion on the mail ballot.

II. Competitive Papers Category

A. All competitive papers must meet standards published routinely in ICA "Call-for-Papers" brochures.

B. All competitive submissions must include full papers, with abstracts since it is impossible for program reviewers to fairly and objectively weigh the merits of an abstract against the merits of a completed paper.

C. Competitive papers presented for convention consideration must be original works that have not been previously presented at any other professional meeting.

D. Competitive paper submissions will be allocated among readers to reduce the number of papers to approximately 35-40 papers per reviewer. Each paper will be evaluated by at least two and generally three evaluators.

E. Papers submitted over 30 pages in text will be returned to the author(s) unreviewed. Authors will be urged to reduce the page length and submit the paper to ICA at some point in the future.

F. The Chair of the Division will send copies of competitive papers to each respondent after the panel sessions have been accepted by the ICA Program Chair.

G. An outstanding student paper award will be given each year at the Business Meeting of the Division if a student authored manuscript is ranked within the top 1/3rd of the paper rankings.

III. Non-Competitive Paper Category

A. The Non-competitive paper category includes (a) invited panels where research papers are presented that generally adhere to common research themes, and, (b) panels, symposiums, or caucuses where a discernible thread of scholarly continuity is present but without the preparation of a formal research paper.

B. The following guidelines must be met when submitting proposals that fall into the categories described above:

1. For category (a) authors writing papers for accepted programs must conform to the format described above.

2. Individuals preparing programs for either category must supply the Division Chairperson on or before the "Call-for-Papers" deadline the following information: Program title; paper titles (if applicable); authors’ names and institutional affiliations.