

# **BYLAWS OF THE INTERPERSONAL COMMUNICATION INTEREST GROUP OF THE WESTERN STATES COMMUNICATION ASSOCIATION**

## **ARTICLE I - PURPOSE**

**Section 1.** The name of this organization shall be the Interpersonal Communication Interest Group of the Western States Communication Association.

**Section 2.** The authority of this organization shall be derived from the Bylaws of the Western States Communication Association, and its powers and procedures are those prescribed therein.

**Section 3.** The purpose of the Interpersonal Communication Interest Group is to provide a forum for those individuals, lay or professional, from the Western United States who are interested in research, theory, or instruction in the area of Interpersonal Communication. Pursuant to that goal, the Interest Group will exercise a major role in the program planning of the annual WSCA convention; conduct activities as determined by the membership of the Interest Group, and represent the interests of the Interest Group membership in the Legislative Council of WSCA.

## **ARTICLE II - MEMBERSHIP**

**Section 1.** Membership in this Interest Group is open to any member of the association who is interested in promoting the Interest Group's purposes.

**Section 2.** The full membership of the Interest Group shall be those individuals who are members in good standing of WSCA and who indicate their wish to be affiliated with the Interest Group on their WSCA membership application or renewal, and/or so advise the Executive Secretary of the Western States Communication Association.

## **ARTICLE III - MEETINGS**

**Section 1.** An annual business meeting shall be held at the time and place of the annual WSCA convention.

## **ARTICLE IV - OFFICERS**

**Section 1.** The officers of the Division shall be a Chair, Chair-Elect, and Secretary.

**Section 2.** Upon election by the Interest Group at its annual meeting, the Chair-Elect will serve a one-year term and then succeed to the office of Chair. The Chair-Elect shall represent the Interest Group at WSCA Legislative Assembly during the year of election to the office and attend convention-planning meetings directly prior to and during the convention in the subsequent year.

**Section 3.** The Chair-Elect shall become Chair after the completion of the business meeting in the year that follows his/her year as Chair-Elect. The Chair shall serve for one year. This officer shall promote the opportunity to submit program ideas and/or competitive papers to the Interest Group, coordinate the review process for competitive papers and panels, and plan the Interest Group's program for the next annual WSCA convention. The Chair shall be responsible for planning and conducting the next annual business meeting, presenting such competitive awards as may be authorized by the Interest Group at the annual meeting, and ensuring that the work of the Interest Group (including preparing annual reports and budget requests) is completed. The Chair shall also serve as a representative of the Interest Group on the WSCA Legislative Assembly. The Immediate Past Chair for the Interest Group shall serve as a member on the WSCA Nominating Committee when appropriate.

**Section 4.** The Secretary shall serve a one-year term, which will begin at the end of the business meeting in which he or she is elected. The Secretary is responsible for (a) preparing and distributing minutes of the business meetings and (b) creating and framing certificates for top-paper winners.

**Section 5.** In the event an officer is unable to fulfill his or her responsibilities for whatever reason, the remaining officers of the Interest Group shall fulfill the vacant position. For instance, if the Secretary or Chair leaves post, the Chair-Elect will assume the responsibilities. If the Chair-Elect leaves post, the Chair will assume the responsibilities. In the event the continuing officers cannot cover the responsibilities of a vacated post, then the Chair has the discretion of appointing a temporary replacement.

## **ARTICLE V - ELECTIONS**

**Section 1.** The election of all officers shall be conducted at the annual business meeting of the Interest Group.

**Section 2.** The nominations for Chair-Elect and Secretary shall be taken from the floor and officers at the Interest Group's annual meeting.

**Section 3.** All nominees shall indicate their willingness to serve.

**Section 4.** A majority vote of those members in attendance at the annual Interest Group meeting at the WSCA annual convention shall be sufficient to elect officers for vacant positions.

**Section 5.** The former Chair-Elect becomes the Interest Group Chair.

## **ARTICLE VI - WEB SITE/WEB SITE MANAGER**

**Section 1.** The Interest Group shall maintain a web site that promotes the interests, activities, and membership of the Interest Group.

**Section 2.** At the annual business meeting, the Chair shall ask for volunteers and shall appoint a web site manager to maintain and update the website. A web author may serve multiple terms; however, each term shall consist of two years.

**Section 3.** The web site manager shall be responsible for updating information on the Website, for soliciting information that could be useful to the membership on the Website, and for developing valuable links to other interpersonal related websites from the Interest Group Website.

**Section 4.** The web author shall be responsible for contacting the Interest Group membership about any address change for the website.

## **ARTICLE VII – SPECIAL COMMITTEES**

**Section 1.** Special committees may be formed by the Chair or by a majority vote of the Interest Group. Special committees shall be given specific duties and a specific date for a final report.

## **ARTICLE VIII - PAPER AND PANEL REVIEW PROCESS**

**Section 1.** The Chair selects at least three reviewers for each submission from a list generated at the annual Interest Group business meeting and from the general Interest Group membership.

**Section 2.** Papers are assigned to eliminate institutional bias and provide random readership. Papers are evaluated by a blind review process.

**Section 3.** Reviewers shall be responsible for reviewing competitive paper and for responding about the quality of submissions in a timely manner to the Chair.

## **ARTICLE IX - AWARDS**

**Section 1.** At the conference, a panel will be solely comprised of the Top Three/Four papers in the Interest Group, as determined by the Chair.

**Section 2.** At the annual WSCA meeting, the Interest Group will recognize the Top Paper, Top Student Paper, and the Top Debut Paper in the Interest Group, as determined by their rankings in the competitive paper submission process.

**Section 3.** The award recipients shall receive a monetary award and/or certificates from the Interest Group.

## **ARTICLE X - PARLIMENTARY AUTHORITY**

**Section 1.** All meetings of the Interest Group, its committees or other subsidiary bodies shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order, Newly Revised.

## **ARTICLE XI—AMENDMENTS**

**Section 1.** Amendments to these Bylaws may be initiated by a majority of the officers, by a majority of the Interest Group membership at the annual Interest Group meeting, or by a petition addressed to the Chair and signed by twenty-five members of the Interest Group.

**Section 2.** Proposed amendments shall be submitted to a ballot of members present at the annual Interest Group meeting.

**Section 3.** These Bylaws shall become effective after ratification by a majority vote of the Interest Group at the annual Interest Group meeting.

Approved February, 2004.

Amended February, 2005.