

WSCA Performance Studies Interest Group Bylaws

ARTICLE I—PURPOSE

Section 1. The name of this organization shall be the Performance Studies 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 basic purpose of the Performance Studies Interest Group is to engage in critical and creative scholarship, artistic activities and academic discussion of performance studies theories, practices and their interdisciplinary intersections. 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

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

ARTICLE IV—ELECTED OFFICERS

Section 1. The officers of the Division shall be a Chair, Chair-Elect, and Secretary. Open nominations for officers will occur at the annual business meeting. Requirements for being an officer are to be a member of WSCA and the Performance Studies Interest Group.

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 during the convention in the subsequent year. The Chair-Elect shall serve as respondent to the top paper panel. The Chair-Elect shall also serve as chair of the Interest Group nominating committee. The Chair-Elect is also the chair of the OCPSA if it is being awarded that year.

Section 3. The Chair-Elect shall become Chair after the completion of the business meeting in the year that follows his/her/hir 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 Council.

The Chair shall also be responsible for creating award certificates for the authors who win top paper designations for the interest group. The Chair shall additionally work with WSCA leadership to request money to be awarded to (1) the top student paper and (2) the top paper.

Section 4. The Secretary shall serve a two-year term, which will begin at the end of the business meeting in which he/she/ze is elected. The Secretary is responsible for preparing and distributing minutes of the business meetings. The two-year term does not preclude the possibility of running for chair-elect after serving the first year. If the Secretary chooses to run for Chair-Elect, a new Secretary will be elected at the current year's business meeting according to the procedures outline in Article V and begin a new two-year term.

Section 5. In the event an officer is unable to fulfill his/her/hir responsibilities for whatever reason, the remaining officers of the Interest Group shall appoint a replacement until a replacement can be duly elected.

Section 6. Every three years, the Chair, in consultation with the other Interest Group officers, will appoint one member of the Interest Group to serve as a representative to the WSCA Nominating Committee. The WSCA Nominating Committee shall develop a slate of candidates for each elective office of the Association as specified in the WSCA bylaws.

ARTICLE V—ELECTIONS

Section 1. The election of all officers shall be conducted at the Interest Group's annual meeting. Nominations will be accepted from the floor.

Section 2. Balloting shall be conducted at the annual Interest Group meeting with ballots counted by the Chair-Elect and Secretary, and results will be announced at that time.

Section 3. 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/committee members for vacant positions.

ARTICLE VI—COMMITTEES

In addition to the Nominating Committee, 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 VII—PAPER AND PANEL REVIEW PROCESS

Section 1. The Chair selects at least three reviewers from a list circulated at the annual business meeting asking for volunteers and from the general Interest Group membership.

Section 2. Papers are assigned to eliminate institutional bias and provide random readership. Papers are evaluated by an anonymous review process.

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

ARTICLE VIII—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.

OUTSTANDING CONTRIBUTIONS TO PERFORMANCE STUDIES AWARD (OCPSA) AWARD PROCEDURES

The Western States Communication Association (WSCA) Performance Studies Interest Group (PSIG) seeks to honor a WSCA member with the Outstanding Contributions to Performance Studies Award (OCPSA). This person must have completed a terminal degree and must have been active with Performance Studies for more than five years.

1. The OCPSA Committee will consist of the Chair Elect for the conference in which the award is given, the conference's chair, and the immediate past chair. The Chair Elect will serve as the Committee Chairperson. If the Chair Elect is unable to fulfill his/her/hir duties, the Immediate Past Chair will serve as the Committee Chairperson.
2. The OCPSA will be given every two years, with the first award given at the 2010 Convention. Therefore the award will be given in the following years (2016, 2018, 2020, 2022, etc.).
3. The criteria for the award will be as follows:
 - a. Regular past or present attendance to the WSCA convention and active involvement in the Performance Studies discipline as well as the WSCA PSIG.
 - b. A robust body of scholarship including publications and/or performances.
 - c. A history of service to Performance Studies with specific service to WSCA.
 - d. Persons must be nominated (including self-nominations) by a current WSCA member.
 - e. Honoree will be invited to attend the convention in which he/she/ze is awarded.
4. Nomination, Decision Process, and Awarding
 - a. A call for nominations will be submitted by the PSIG Secretary in the nomination year's January and April issue of WSCA News. Also, in April and again in July of the nomination year, the PSIG Secretary will send out the call for nominations to all current WSCA PSIG members either via email and/or through the WSCA PSIG listserv.
 - b. The nomination will be a copy of the nominee's CV as well as a letter of no more than two pages that includes the following:
 - i. A brief history of the individual's work.
 - ii. A justification for awarding the individual based upon the award criteria.
 - iii. A description of the contributions made by this individual to WSCA.
 - iv. The committee will be open to other nomination materials, but the nomination must at least include a copy of the nominee's CV and a letter of no more than two pages addressing the award criteria.
 - c. The CV and nomination letter should be sent by email to the Committee Chairperson.
 - d. All nominees should be contacted by the Committee Chairperson within two weeks after the nomination deadline to confirm the nominees' acceptance of the nomination. If a nominee does not confirm acceptance of the nomination, that person's nomination must be withdrawn from consideration.
 - e. The committee will decide upon the award recipient through consensus based upon the criteria for the award and the submitted nomination materials.
 - f. The OCPSA committee will keep committee deliberations confidential to maintain the integrity of said committee.
 - g. The Committee Chair will notify the winner by the Monday on or immediately before October 15th.

- h. The Committee Chair will provide a press release for the Secretary so that he/she/ze can advertise the winner to all current PSIG WSCA members via email and/or through the PSIG WSCA listserv. Also, the Secretary should have the press release printed in the January WSCA News.
- i. By no later than the Monday on or before November 1st, the Committee Chair will arrange for a spotlight panel which will be organized for the convention in which the award has been given so as to feature the awarded-scholar's work. The details of this spotlight panel must be given to the PSIG Chair so that she/he/ze can have the panel scheduled.
- j. The Committee Chair will type a letter for the awarded-scholar's personnel file.
- k. At the WSCA PSIG business meeting, the awarded-scholar will be presented with a plaque.

To be sent out with the annual CFP, starting in 2009:

Western States Communication Association Performance Studies Interest Group Outstanding Contributions to Performance Studies Award (OCPSA)

This award seeks to honor a WSCA member who has completed a terminal degree and has been active with performance studies for more than five years. The criteria for this award are as follows:

- *Regular past or present attendance to the WSCA convention and active involvement in the performance studies discipline as well as the performance studies interest group
- *A robust body of scholarship including both publications and performances
- *A history of service to performance studies with specific service to WSCA.
- *Persons must be nominated (including self-nominations) by a current WSCA member
- *Winner should ideally plan to attend the convention in which she/he/ze is being awarded

Deadline: Nominations are due by the WSCA submission deadline. Letters of nomination should be no more than 2 pages and include the following: a brief history of the individual's work, a justification for awarding the individual, and a description of the contributions made by this individual to WSCA. Please also include a copy of the nominee's CV. All letters must be sent via email to the Chair-Elect of the Performance Studies Interest group, who serves as the OCPSA Committee Chairperson.

Updated and approved 2016