



## CONSTITUTION AND BYLAWS

March 2019

**Constitution and Bylaws of the  
Western States Communication Association**

CONSTITUTION

Article I. Name

The name of the organization shall be the Western States Communication Association.

Article II. Purpose

The purpose of this Association, a not-for-profit organization, shall be to unite those persons of the Western States who have an academic, lay, or professional interest in communication and who want to promote their mutual educational interests. This organization does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes.

Article III. Membership

Membership in the Association shall be open to persons, departments, and organizations who desire to promote the purpose of the Association.

Article IV. Officers

- Section 1. The elected officers of the Association shall be President, President-Elect, First Vice-President, and Second Vice-President.
- Section 2. The President-Elect shall succeed to the office of President. The First Vice-President shall succeed to the office of President-Elect. The First Vice-President and Second Vice-President shall be nominated and elected as specified in the Bylaws.
- Section 3. The appointed officers of the Association shall be Executive Director, Coordinator of Speech Activities, *Western Journal of Communication* editor, *Communication Reports* editor, and *WSCA News & Social Media* editor.
- Section 4. The appointive officers shall be selected as specified in the Bylaws.
- Section 5. The duties of the officers shall be as specified in the Bylaws.
- Section 6. In the event of the incapacity of an officer, or failure of one to perform assigned duties, the Executive Council shall, at its discretion, select a replacement or establish a nominating and election procedure for so doing.

Article V. Legislation and Administration

- Section 1. The Legislative Assembly shall be the principal policy-making body of the Association and shall approve the annual budget.
- Section 2. The Legislative Assembly shall consist of (1) the Chair and Vice-Chair of each Interest Group (or designees), (2) two representatives of each association which holds an affiliate membership in the Association, (3) ten Delegates-at-Large (five elected by the WSCA

membership each year to serve for two years), (4) one member from each Departmental Memberships, and (5) one member from each educational institution with five or more Association members who are not Department Members.

Section 3. The Executive Council shall administer the affairs of the Association and shall execute the policies adopted by the Legislative Assembly. Between conventions it shall act for the Association on an interim basis and report such actions to the next meeting of the Legislative Assembly.

Section 4. The Executive Council shall consist of the elected officers of the Association, the Immediate Past President, the Chair of the Finance Committee, Chair of the Publication Committee, the WJC Editor, CR Editor, WSCA News and Social Media Editor, and four Members-At-Large elected by the Legislative Assembly, two each year to serve for two years. The President of the Executives Club and the appointive officers shall serve as non-voting members of the Executive Council.

#### Article VI. Interest Groups

Section 1. The Executive Council, with the approval of the Legislative Assembly, may form, combine, or dissolve Interest Groups.

Section 2. The officers of each Interest Group shall be Chair, Vice Chair, and Secretary. The duties of each officer shall be specified in the Bylaws of that Interest Group.

Section 3. Each interest group shall exercise a major role in program planning for the annual convention and shall be represented on the Legislative Assembly by its Chair and Vice-Chair (or designees).

#### Article VII. Amendments

Section 1. Amendments to this Constitution may be initiated by the Executive Council, by Interest Groups, or by individual members.

Section 2. Amendments which receive a two-thirds majority vote of the Legislative Assembly present and voting shall be submitted by electronic ballot to the membership for ratification. A two-thirds majority of those voting shall be required for adoption of an amendment.

## BYLAWS

### Article I. Membership

- Section 1. The Association shall have eight classes of membership: student, regular, contingent faculty, life, honorary, retired, departmental, and organizational.
- Section 2. The Legislative Assembly shall establish the rights, privileges, services, and obligations of each category of membership.

### Article II. Finances

- Section 1. The Legislative Assembly shall determine the dues in the several membership categories.
- Section 2. The Executive Council shall determine registration and other fees for the annual convention.
- Section 3. The Executive Council shall determine charges for all publications and services not assigned to the Legislative Assembly.
- Section 4. The Executive Council shall administer gifts and bequests from individuals and organizations in the best interests of the Association and in accordance with a proper legal written agreement with the donor.
- Section 5. Should in any given year surplus revenue accrue, that surplus shall be carried over into the subsequent year's operating budget if necessary or deposited in an appropriate investment vehicle based on the policies detailed in the *Policies and Procedures Manual*.

### Article III. Meetings

- Section 1. The Association shall hold an annual convention at a time and place designated by the Executive Council, following closely as possible the following plan of geographical rotation: north, central, east, south.
- Section 2. The President may call a business meeting of the Association during the convention. A quorum shall consist of twenty-five percent of the members registered at the convention.
- Section 3. Meetings of the Association and its constituent bodies shall be open to all members.

### Article IV. Elections

- Section 1. The Nominating Committee shall prepare annually, from the membership of the Association, a slate consisting of two or more nominees for First Vice-President, Second Vice-President, five Delegate-at-Large positions to the Legislative Assembly, and two Executive Council Member-at-Large positions. Elections for First Vice-President, Second Vice-President, and Legislative Assembly Delegate-at-Large positions shall be by electronic ballot except to chairs and graduate directors and members who opt for paper ballots for reasons of accessibility. Election for Executive Council Members-at-Large shall be at the annual Legislative Assembly meeting.

- Section 2. The Legislative Assembly shall elect, at its annual meeting, two members of the Association's Nominating Committee, two Members-At-Large to the Executive Council, and representatives to the National Communication Association Legislative Council as specified by the Constitution of the National Communication Association.
- Section 3. The Executive Council shall elect at its annual meeting two members of the Association's Nominating Committee and one member of the Time and Place Committee.
- Section 4. The Executive Council shall select the Executive Director, the editors of the *Western Journal of Communication*, *Communication Reports*, and *WSCA News & Social Media*, and the Coordinator of Speech Activities.

#### Article V. Tenure of Office

- Section 1. Officers of the Association shall assume office on the day following the close of the annual convention held in the year in which they are elected, except the Executive Director and editors of the *Western Journal of Communication*, *Communication Reports*, and *WSCA News & Social Media* who shall be selected one year prior to assuming office.
- Section 2. Officers shall serve one year except the following: Executive Director, Coordinator of Speech Activities, and editors of the *Western Journal of Communication*, *Communication Reports*, and *WSCA News & Social Media*, each of whom normally serves a term of three years.

#### Article VI. Duties of Officers

- Section 1. The President shall preside at all business meetings of the Executive Council, the Legislative Assembly, and of the Association, receive annual reports of the officers and chairs of committees and Interest Groups, implement the work of the Association, promote public relations, and represent the Association to institutions and other organizations.
- Section 2. The President-Elect shall prepare the program for the annual convention and shall assume the duties of the President in the latter's absence or at the latter's request.
- Section 3. The First Vice-President shall direct efforts at increasing membership and assist the President-Elect in planning the annual convention.
- Section 4. The Second Vice-President shall facilitate the USRC, Graduate Workshop, and Graduate Open House.
- Section 5. The Executive Director shall perform the usual duties of secretary and treasurer; maintain the *Policies and Procedures Manual*; administer the affairs of the Association under the direction of the Legislative Assembly and the Executive Council; supervise voting on candidates for office and for Constitution and Bylaws changes; and present the annual budget as developed by the Finance Committee to the Executive Council and to the Legislative Assembly for action.
- Section 6. The editors of the *Western Journal of Communication* and *Communication Reports* shall each select an editorial staff and perform the usual duties of editor.

- Section 7. The Executive Director shall solicit and obtain departmental membership information for publication.
- Section 8. The Coordinator of Speech Activities shall direct any student tournament and other forensic activity held under the auspices of the Association and seeks to enhance the standards and conduct of student speech activities in the West.
- Section 9. The editor of the *WSCA News* & Social Media shall solicit articles from members and perform the usual duties of an editor.
- Section 10. Each officer of the Association and Committee and Interest Group chairs shall submit a report to the President prior to the annual convention.

#### Article VII. Interest Groups

- Section 1. Any group of members of the Association may petition to the Executive Council for the formation of an Interest Group.
- Section 2. Each Interest Group shall have a Chair, Vice-Chair, and Secretary. The Vice Chair shall succeed the Chair.
- Section 3. The Chair shall preside at the meetings of the Interest Group, discharge the usual responsibilities of such office, assist in planning the program of the annual convention, and serve as a representative of the Interest Group to the Legislative Assembly.
- Section 4. The Vice-Chair in the absence of or at request of the Chair shall assume the duties of the Chair and shall serve as a representative of the Interest Group to the Legislative Assembly.
- Section 5. The Secretary shall perform the usual duties of a secretary and in the absence of the Vice-Chair, perform his/her duties.
- Section 6. Each Interest Group shall hold a business meeting during the annual convention.
- Section 7. Any Interest Group name change must have Legislative Assembly approval.

#### Article VIII. Standing Committees

- Section 1. Election or appointment to standing committees shall occur each year unless otherwise specified.
- Section 2. The Nominating Committee shall consist of the Immediate Past President as Chair, two Members-at-Large elected by the Executive Council, two Members-at-Large elected by the Legislative Assembly, and representation from the Association's Interest Groups. Members elected by the Executive Council shall serve two-year, staggered terms. All other members of the Nominating Committee shall serve a term of one year, to begin in the year following election. Interest Group representation to the Committee shall be based on a three-year rotation. In the first year, one representative each shall be selected from the Interest groups listed in Article VIII, Section 2A. In year two, one representative each shall be selected from Interest Groups listed in Article VIII, Section 2B. In year three, one representative each shall be selected from Interest Groups listed in Article VIII, Section 2C.

- A. Communication Theory, Community College, Interpersonal Communication, Media Studies, Environmental Communication
- B. Intercultural Communication, Language & Social Interaction, Performance Studies, Rhetoric & Public Address
- C. Communication & Instruction, Freedom of Expression & Political Communication, Health Communication, Organizational Communication, Western Forensics & Argumentation Association

The Nominating Committee shall develop a slate of candidates for each elective office of the Association as specified in these Bylaws.

- Section 3. The Time and Place Committee shall consist of six members: the Immediate Past President, the Executive Director, the Coordinator of Speech Activities, and three members elected by the Executive Council, one each year who shall serve for three years. The member in his/her third year shall chair. The committee shall recommend to the Executive Council the time and place for the annual convention as many years in advance as the Council deems necessary.
- Section 4. The Finance Committee shall consist of five members: the First Vice-President and the Executive Director, both non-voting, and three members appointed by the President, one each year, who shall serve for three years. The member in his/her third year shall serve as chair. The duties of the Finance Committee shall be to review the financial status of the Association, to receive and consider request for funds, to prepare a budget to be presented to the Executive Council, and to arrange for an annual audit of the Association's finances.
- Section 5. The Publications Committee shall consist of the Association's editors as non-voting members and three members appointed by the President, one each year, who shall serve for three years. The member in her/his third year shall serve as chair. The duties of the Publications Committee shall be to recruit journal and news/social media editors, serve as the Search Committee for editors, recommend editors to the Executive Council, and recommend policies regarding the journals and the newsletter to the Executive Council.
- Section 6. The Futures Committee shall consist of the Immediate Past President as chair and three to five association members, appointed by the President with the advice of the Immediate Past President and other members of the Executive Council. The committee shall consider a need or needs identified by the Immediate Past President during her/his presidency, and the Committee shall report annually to the Executive Council at its convention meeting.
- Section 7. The Member Services Committee shall consist of three members appointed by the President, one each year, who serve for three years and the First Vice-President as a non-voting member. Members should represent the heterogeneity of members of WSCA, with suggested groups to be represented including community colleges, four-year schools, comprehensive universities, and doctoral-granting universities. The Member Services Committee is responsible for developing new WSCA members, retaining current WSCA members, periodically determining how the Association can better serve members, and developing information for members on WSCA forms of electronic communication.
- Section 8. The Legislative Assembly shall have the following standing committees appointed by the President as speaker:
- A. the Credentials Committee of three shall certify delegates to the Legislative Assembly.

### Article IX. Executives Club

- Section 1. Members of the Executives Club must be members in good standing of WSCA, have served on the Executive Council of WSCA, and paid a one-time initiation fee to the Executives Club.
- Section 2. The Executives Club shall maintain a separate Constitution and Bylaws and slate of three officers: President, Vice President, and Secretary/Treasurer. Procedures for election of officers shall be specified in the Club's Bylaws.
- Section 3. The assets of the Executives Club shall be held by the Association separately from any Association funds or other Association assets. Procedures for disbursement of assets shall be specified in the Club's Bylaws.
- Section 4. The Executives Club shall meet annually.
- Section 5. If the Executives Club disbands or otherwise ceases to exist, any remaining assets shall be combined with the general funds of the Association.

### Article X: Affiliate Organizations

The Legislative Assembly is authorized to certify Affiliate Organizations in WSCA. The Legislative Assembly is authorized to allow affiliate organizations to present awards at the WSCA Convention and at its annual luncheon. Affiliate organizations will be entitled to representation in the Legislative Assembly.

### Article XI. Parliamentary Authority

The parliamentary authority of the Association shall be the latest edition of *Robert's Rules of Order*, revised.

### Article XII. Disposition of Holdings

In the event that the Western States Communication Association should ever be dissolved, all of its surplus funds and holdings shall be allocated to the National Communication Association.

### Article XIII. Amendments

- Section 1. Amendments to the Bylaws may be initiated by the Executive Council, Interest Groups, or individual members.
- Section 2. Amendment to these Bylaws shall be adopted by a two-thirds majority vote of the Legislative Assembly present and voting.
- Section 3. Amendments defeated in the Legislative Assembly shall be submitted to the membership of the Association upon receipt of a petition from fifty members and shall be adopted if approved by a majority of those voting.

### ENABLING CLAUSES

Given that this Constitution and Bylaws were ratified, the Executive Director is authorized to make any additional stylistic changes consistent with the intent of future changes in Association business.



The President, with the assistance and guidance of the Executive Council, shall be responsible for formulating the necessary policies, procedures, and documents needed to facilitate the functioning of this Constitution and Bylaws.

Update: October, 2000

Stylistic Changes: February, 2002

Update: August, 2002

Update: November, 2003

Update: August, 2004

Update: May, 2005

Stylistic Changes November, 2009

Update: January 2011

Update: February 2012

Update: March 2015

Stylistic Changes: July 2015

Update: April 2016