



**POLICIES AND PROCEDURES MANUAL**

of the

**WESTERN STATES COMMUNICATION ASSOCIATION**

**Original Draft: February 1989**

**Latest Update: June 29, 2020**

**WESTERN STATES COMMUNICATION ASSOCIATION**

**Contents**

OFFICERS.....9

Elected Officers.....9

    President.....9

    President-Elect.....11

    First Vice-President.....12

    Second Vice-President.....12

    Immediate Past President.....13

Appointed Officers.....13

    Journal Editors.....13

    Executive Director.....17

    Coordinator of Speech Activities.....20

    Finance Committee Chair.....21

    Futures Committee Chair.....21

    Member Services Committee Chair.....21

    Publications Committee Chair.....21

    Time and Place Committee Chair.....22

Procedures.....22

    Nominating Candidates for Elected Offices.....22

    Inclusivity in Nominations and Appointments.....22

Selecting Appointed Positions .....	22
Selecting the Coordinator of Speech Activities.....	24
Evaluation of Officers and Editors .....	24
Replacement of Officers .....	24
COMMITTEES .....	25
Standing Committees.....	25
Executive Council .....	25
Nominating Committee .....	27
Finance Committee.....	28
Futures Committee .....	29
Member Services Committee .....	29
Publications Committee.....	30
Selection of Editors .....	31
Time and Place Committee .....	33
<i>Ad Hoc</i> Committees .....	33
LEGISLATIVE ASSEMBLY .....	33
Legislative Assembly Credentials Committee.....	34
EXECUTIVES CLUB .....	34
INTEREST GROUPS .....	35
Formation and Dissolution of Interest Groups .....	35
Bylaws .....	36
Minutes .....	36

Officers Information.....	36
Resources.....	36
MEMBERSHIP .....	37
Membership Categories.....	37
Tenure/Tenure Track Membership.....	37
Non-Tenure Track Membership.....	37
Student Membership.....	37
Retired Membership.....	37
Honorary Membership.....	37
Life Membership.....	38
Departmental Membership .....	38
Organizational Membership .....	38
PUBLICATIONS .....	38
Journals.....	38
Journal ISSN .....	38
Journal Subscriptions.....	39
Journal Editorial Policy.....	39
<i>Western Journal of Communication</i> .....	39
Communication Reports .....	40
Author Ethical Standards .....	41
Copyright Assignment.....	41
Journal and Convention Program Announcements.....	42

Recognition of Journal Editors .....	42
<i>WSCA News &amp; Social Media Editor</i> .....	42
<i>WSCA News and Social Media Content</i> .....	43
WSCA Website Content .....	43
WSCA Broadcast Email.....	43
Revisions of WSCA Publications Policies and Procedures .....	43
Journal Abstract Policy.....	43
Photocopy and Digital/Electronic Reserve Policy .....	43
Reprint Permission.....	44
AWARDS.....	44
Distinguished Service Award.....	44
B. Aubrey Fisher Outstanding Journal Article Award.....	45
Milton Dickens Award for Exemplary Empirical Research.....	45
Model Communication Program Award .....	46
WSCA Distinguished Scholar Award .....	47
WSCA Executives Club Debut Award .....	47
Distinguished Teaching Award.....	48
Outstanding Publications Reviewer Award .....	48
CONVENTION .....	50
Convention Days/Dates .....	50
Site Selection.....	50
Hotel Selection.....	50

Elements Affecting Hotel Selection .....	50
Complimentary Room List.....	51
Convention Workshop Fees Policy .....	51
Audio-Visual Equipment at Conventions .....	52
Convention Site/Hotel Negotiations for the WSCA Forensics Tournament .....	53
Speech Activities Coordinator.....	53
Tournament Host.....	53
Tournament Invitation.....	54
Sanctioning.....	54
Submitting Results .....	54
Tabulation Staff.....	54
WFAA Showcase .....	55
Tournament Finances .....	55
Tournament Operations .....	55
Tournament Events.....	55
Competitive Divisions .....	55
NPDA Debate .....	56
IPDA Debate .....	56
NFA LD Debate .....	56
Policy Debate .....	56
AFA Individual Events.....	56
British Parliamentary .....	56

Other Events .....	57
Tournament Structure and Rules.....	57
Tournament Structure .....	57
School/Team Eligibility.....	57
Contestant Eligibility .....	57
Tournament Fees (established Fall 2016).....	57
Judges.....	58
Tournament Awards .....	58
Competitor Awards.....	58
Tournament Sweepstakes .....	58
“Best in the West” Traveling Trophy .....	59
Other Awards .....	59
FINANCIALS .....	59
Financial and Corporate Status.....	59
Sale of Mailing Labels.....	59
Deferred Giving Campaign/Program .....	59
<i>Financial Procedures</i> .....	65
Budget Requirements .....	66
WSCA ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY .....	66
VIDEOTAPING, PHOTOGRAPHING, AND RECORDING POLICY .....	67
Western States Communication Association Values and Commitments Agreement .....	67
PROFESSIONAL ETHICS.....	67

Conflict of Interest Policy and Disclosure .....	68
Whistleblower Policy .....	71
Statement of Policy.....	71
Safeguards .....	72
Procedure.....	72
DOCUMENT RETENTION AND DESTRUCTION POLICY .....	73
OTHER .....	75
Affiliate Organizations .....	75
Archiving Policy.....	75
Logo.....	76
NCA Legislative Assembly Representatives .....	76
WSCA Exhibit Table at NCA Convention .....	76
WSCA CALENDAR .....	77
EXECUTIVE COUNCIL APPOINTMENTS CALENDAR .....	79
CONVENTION CALENDAR.....	79



## WESTERN STATES COMMUNICATION ASSOCIATION

Western States Communication Association is a 501(c) (3) not-for-profit educational association whose purpose is 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.

### OFFICERS

#### Elected Officers

##### President

*"The President shall preside at all business meetings of the Executive Council, of the Legislative Assembly, and of the Association, receive the 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"* (Bylaws --Article VI, Section 1).

Duties of the President in addition to those specified above:

Appoint a person to serve for three years on the Finance Committee. This appointment shall be made within one month of assuming the Presidency.

Appoint a person to serve for three years on the Publications Committee. This appointment shall be made within one month of assuming the Presidency.

Appoint any *ad hoc* committees called for by Executive Council action, Legislative Assembly action, or in response to Presidential concerns.

Contact newly elected and appointed members of the Executive Council, standing committees, *ad hoc* committees, and WSCA representatives to the National Communication Association (NCA).

Inform the Executive Director and *WSCA News & Social Media Editor* of appointments.

Email the link to the *Constitution and Bylaws* and the *Policies and Procedures Manual* to each person elected or appointed to a WSCA office at the time of announcement of election or appointment.

Prepare and distribute reports to the members of the Executive Council and other appropriate persons, as needed, to keep them informed concerning the Association.

Prepare a year calendar specifying the necessary completion dates for the work of

the Association in accordance with the Master Calendar. Correspond with appropriate persons to ensure that tasks are completed. This calendar should be completed no later than one month after assuming the Presidency.

Using the Member Services Committee data, contact each institution's Chair (coordinator or key contact) welcoming the institution and communication program to the annual convention in their region. Provide important dates such as submission deadlines, the convention hotel, convention dates, registration dates, etc. Ideally, the President will create and attach a flyer with the convention's logo, theme and important information to post in the department's office before the end of the spring semester. The President will distribute these state-wide contact lists to the key contacts from their state. Finally, the President will distribute the lists to the President Elect (to help promote the convention), Executive Director (for record keeping) and Four Member-at-Large members of the Executive Council to increase award nominations.

One month prior to the convention, use the MSC data to remind regional communication departments and programs of the upcoming convention and registration information.

Schedule and conduct a mid-year meeting of the Executive Council at the annual NCA Convention.

With the Executive Director, prepare and distribute agenda for Executive Council meetings.

Six months prior to the convention, appoint a Credentials Committee to serve the Legislative Assembly.

Preside over the Legislative Assembly.

Secure a Parliamentarian and Credentials Committee for the Legislative Assembly.

One month prior to the convention, request an annual report from all officers and chairs of committees and Interest Groups. Send final reminder notices if necessary.

Assist the Finance Committee at its annual meeting.

Assist the Publications Committee at its annual meeting.

Conduct officer review at the annual meeting.

Attend the Publications Committee meeting at least during the last ½ hour for the editors' review. If there is a concern or problem, communicate it to the President-Elect to monitor when that person becomes the President.

In consultation with the President-Elect and the convention Local Host, plan and preside over the convention luncheon.

Represent WSCA at professional meetings requiring a representative or appoint someone to serve, in place of the President, as the Association's representative.

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

Notify all election nominees of ballot results by December 1.

Serve as a voting member of the Executive Council.

### President-Elect

*"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"* (Bylaws-- Article VI, Section 2).

Duties of President-Elect in addition to those specified in above:

Using data from the Member Services Committee, sent by the President, distribute via email flyers announcing the convention theme, submission deadline, Interest Group planners' names and email addresses by August 1.

Prepare convention program copy and send copy to the Executive Director, the Local Host and the *WSCA News & Social Media Editor* at least three months prior to the convention.

During the convention planning process, send to the First Vice-President all materials that are sent to the Program Planners, so the First Vice-President can acquire a complete understanding of the convention planning process.

Determine criteria for and oversee selection of persons to receive convention monies. (See Convention Workshop Fees Policy in this Manual).

If desired, present appropriate mementos to Interest Group Program Planners and others to show appreciation for their contributions to the convention and to WSCA.

Attend the Legislative Assembly and serve as a resource person.

Serve as a member of the Officers review.

Serve as a voting member of the Executive Council.

## First Vice-President

*"The First Vice-President shall direct efforts at increasing membership and assist the President-Elect in planning the annual convention" (Bylaws--Article VI, Section 3).*

Duties of the First Vice-President in addition to those specified in above:

Prepare a convention theme, call for papers, and schedule of convention planning guidelines and deadlines, to be used during year as President-Elect.

Conduct a planning meeting with incoming Interest Group chairs and other relevant persons at the convention prior to that organized while serving as President-Elect. At this meeting explain and distribute the schedule of planning guidelines and deadlines for the upcoming convention.

Work to increase the numbers of Tenure/Tenure Track, Non-Tenure Track, Student, Life, and Department members. By early September, prepare letters reminding current members of the benefits of being a WSCA member, thanking them for their ongoing membership, and encouraging them to renew their membership. Prepare letter(s) encouraging people to join WSCA. Use the directory prepared by the Member Services Committee to email letters to potentially new members, including new department members. Work with the Executive Director to email current or past members. The membership drive occurs in October. Memberships expire December 31 of each year.

Serve as a non-voting member of the Finance Committee.

Serve as an ex officio member of the Member Services Committee.

Be available to the President-Elect for consultation and/or assistance.

Serve as a voting member of the Executive Council.

## Second Vice-President

*"The Second Vice-President shall facilitate the USRC, Graduate Workshop, and Graduate Open House" Bylaws-- Article VI, Section 4.*

Duties of the Second Vice-President in addition to those specified above:

Coordinate the Undergraduate Scholars Research Conference for the upcoming convention.

Coordinate the Graduate Student Workshop and the Graduate Programs' Open House for the upcoming convention.

Serve as a voting member of the Executive Council.

### Immediate Past President

Prepare and send appropriate letters reflecting completion of term as President.

Work with Executive Director to review files for the ED to send to the archives at the University of Utah Marriott Library (see archiving policy in this Manual).

Serve as the WSCA representative to the NCA Nominating Committee (or assign a designee).

Chair the WSCA Nominating Committee. (Refer to the section on Nominating Committee in this Manual)

Chair the WSCA Futures Committee. (Refer to the section on Futures Committee in this Manual)

Serve on the committee for selection of the Distinguished Service Award recipient.

Serve as voting member of the Executive Council.

### Appointed Officers

#### Journal Editors

*"The editor of The Western Journal of Communication and the editor of Communication Reports each shall select an editorial staff and perform the usual duties of editor." (Bylaws-- Article VI, Section 6)*

Duties of Journal Editors in addition to those specified above:

Work with publishing company to update emails and other outgoing content.

Appoint appropriate support personnel and establish procedures.

Work with the Executive Director to oversee the disbursement of funds.

Oversee the selection of article award recipients. The Editors reside over the selection and distribution of the awards for the articles published under that Editor. Thus, for *WJC*, the last year of the Fisher Award selection is by the former *WJC* editor. For the Dickens Award, the prior *CR* Editor performs this duty (See Awards section of this Manual.) The Publications Reviewer Awards are distributed at the conference immediately after the editors' terms end.

Oversee the Outstanding Reviewer recognitions at the end of the term.

Serve as a non-voting member of the Publications Committee and the Executive Council.

If the current editor becomes incapacitated, the publication committee, in consultation with the immediate previous editor, shall insure the publication continues until the current editor can resume the duties or until the Association can choose a new editor.

### *Editor Standards and Responsibilities*

#### Personal Standards

Editors must be members of the Western States Communication Association at the time of their appointment and throughout their editorial terms. Editors are expected to attend the annual WSCA and NCA conventions, to participate on programs or panels relevant to their editorial tasks, and to meet with potential authors and encourage manuscript submission.

Editors are *ex officio* non-voting members of the WSCA Executive Council and, as such, are expected to attend Executive Council meetings at both the WSCA and NCA conventions. Attendance at these semi-annual meetings facilitates fulfillment of the editor's responsibility.

Editors will have acknowledged their commitment to perform in accordance with these standards at the time of their candidacy for the editorial post.

#### Reviewing Standards

Manuscripts submitted for publication consideration generally will receive peer reviews. Only in cases where manuscripts are clearly inappropriate for the journal or of such substandard quality as to waste valuable reviewer time shall editors act independently in refusing a manuscript. Every suitable refereed manuscript shall be reviewed by at least two, and preferable three, reviewers. Except in extraordinary circumstances, reviewers should not be told the identity of the authors whose work they are evaluating. Indeed, every reasonable effort should be made in the screening of manuscripts ensuring the identity of the author(s) is not revealed to the reviewers.

Authors who have submitted manuscripts shall receive copies of the peer reviews in addition to the editor's decision letter. Reviewers contributing to the review process for a given manuscript shall receive a copy of the other peer review(s) and a blind copy of the editor's decision letter to the author. Under normal circumstances, editors shall acknowledge receipt of manuscripts, process manuscripts promptly, and respond to authors with a decision within two months of receiving a manuscript. If the reviewing process takes much more than three months, authors will be informed of the delay by the editor.

## Publication Standards

Editors will abide by publication schedules negotiated by the Executive Director and the printer/publishing press. Subscribers must be assured that publications will be delivered according to schedule, and hence, editors must conform to deadlines established for them. No excuse, including a low manuscript submission rate, will be accepted as justification for failure to meet established publication schedules. The integrity and reputation of the entire WSCA publications program is dependent on strict adherence to deadlines and the timely distribution of publications.

Review the publisher's contract or contact the publisher's representative for WSCA's publications schedules according to deadlines in the publishing contract.

Just as editors must abide with established time schedules, they must also ensure that the number of pages allocated to their editorial terms is not exceeded. Although the journal editors have latitude in page counts from issue to issue, the total page count for the editorial term shall not be exceeded without formal approval by the Executive Council, on the advice of the Publications and Finance Committees. The established page count, printed in B-5 format, for WSCA publications, based on the contract with Taylor & Francis, is as follows:

- *Western Journal of Communication*: 136 pages/issue; Total 680/year.
- *Communication Reports*: 64 pages/issue; Total 192/year.

When adhering to this policy, editors need to realize that this count includes all pages, both content (numbered pages) and administrative pages (table of contents, editorial board, WSCA departmental members, editorial policy, and submission guidelines). This set of five or six unnumbered pages per issue needs to be added to the numbered pages. Paid announcement pages are not included in the count.

For the journals, it is important to remember that production costs are directly linked to how each issue is constructed. Editors are encouraged to consult with both the Executive Director and the printer/publishing press representative for guidance in making decisions about the length of individual issues. Sitting editors must stop accepting manuscripts when their page allocations are exhausted. They then transfer manuscripts in review and new submissions to the Editors-Select. Editors cannot transfer accepted manuscripts to Editors-Select without the expressed written consent of the Editors-Select. Should this practice occur, the transferred accepted manuscript(s) become part of the new Editor's page count. WSCA should make every effort to notify potential authors of a change in editorship in a timely fashion.

Taylor & Francis, Ltd is the publisher of WSCA's journals. Copy editing is the responsibility of the editors. Editors should, therefore, make every possible effort to ensure that manuscripts are in final edited form when they are submitted to Taylor & Francis.

Editors will not change the graphic layout, structure, or content features of the journals without the written approval of the Publications Committee. Requests for changes in cover art, graphic layout, type of content, content headings, type size/format, or other production characteristics must be submitted to and approved by the Publications Committee. Any changes of this kind once approved by the Publication Committee will be forwarded to the Executive Director for action. The Executive Director will advise the President of the proposal, and only when authorized to do so the Executive Director will communicate the requested change to the printer/publishing press for implementation.

#### *Journal Editorial Boards*

Each editor has sole responsibility for structuring, soliciting, and choosing an editorial board. In most circumstances, editors will seek out board membership that reflects the diversity of the submissions to the journal, the various constituencies of the Association, and the quality and judgment necessary to insure the publication of excellent scholarship. While input from the editorial board is advisory, editors normally make decisions that are consistent with that advice. However, the acceptance or rejection of individual manuscripts is the decision of the editor and the editor alone.

#### *Journal Editor Reports*

Each editor is expected to submit a report to the Executive Council at the November meeting at NCA and an annual report to the Publications Committee and the Executive Council at the February meeting. While the reports may include any statements or recommendations that an editor wants to bring before the Committee or the Council, each report might include the following:

- a. Summary of demographic characteristics of authors and reviewers (e.g., region of the United States or world, gender, race/ethnic group) wherever possible.
- b. Summary of intellectual categories (e.g., cultural study, theoretical essay, experimental investigation or other designated categories appropriate to the publication) represented by the manuscripts submitted and published.
- c. Summary of review process including (a) number of manuscripts received, (b) time required for editorial decisions, (c) time between acceptance and publication, (d) number of revisions submitted for publication, and (e) overall acceptance rate.

#### *Removal of Journal Editors*

If the current editor becomes incapacitated, the editor emeritus, in consultation with the current editor, shall insure the publication continues until the current editor can resume the duties or until the Association can choose a new editor.



In the event that an editor is unable to properly perform the duties of the office because of failing health/incapacity or is jeopardizing the reputation of the publication and/or the Association by failure to adhere to policies, procedures, or established schedules, the Executive Council, acting on behalf of the Association and with the advice and recommendation of the Publications Committee, may remove an editor from office and appoint a replacement editor for the remainder of the editorial term or a specified time period not to exceed the remainder plus one full term. Publications Committee recommendations for the removal and replacement of an editor must be accompanied by a detailed set of arrangements for transferring editorial responsibility and insuring adequate support functions during the transition.

#### *Financial Support of Editorial Offices*

WSCA provides financial assistance to the editorial offices of official Association publications. Such support is considered essential to sustaining the editorial integrity of the publications program, as well as helping to ensure that the financial limitations of prospective host institutions do not weaken the pool of available applicants. The following policies govern the allocation of funds to support WSCA publications:

1. The maximum budgets for the editors are determined yearly by the Executive Council upon recommendation by the Publications Committee in consultation with the Finance Committee. The Legislative Assembly approves all WSCA budgets. Financial support of the Association's publications is considered a reimbursement for actual expenses approved by the Executive Council. Financial support for the operation of editorial offices may be a grant or stipend to the editor or the host institution.
2. Annual editorial office budgetary allocations for 2017 publications were: *Communication Reports* \$9,900, *Western Journal of Communication* \$16,500, and *WSCA News* \$1,000. In extraordinary circumstances, requests exceeding these amounts may be considered by the Publications and Finance Committees for joint recommendation to the Executive Council. Any such request must be accompanied by a detailed justification.
3. Formal reimbursement requests must be submitted by the editors by within 30 days of the expense. (Overlap of actual editorial operations between the editor and editor-select is inherent in the editorial rotation system. Requests for reimbursement must be accompanied by receipts or other appropriate documentation of expenses incurred. Failure to document expenditures will result in rejection of the reimbursement request. Funds may not be carried forward to the next fiscal year.

#### *Executive Director*

*"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 Executive Council; supervise voting*

*on candidates for office and for Constitutional 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" Bylaws-- Article VI, Section 5.*

Duties of the Executive Director in addition to those specified above:

Within one month following the convention, prepare and distribute to the Executive Council the minutes of the most recent meetings of the Council and distribute the minutes of the Legislative Assembly obtained from the recording secretary of the Assembly.

One month prior to the convention, prepare and distribute a financial report reflecting the previous three years' budgets, projected and actual, for the Finance Committee.

One month prior to the convention, prepare and distribute a tentative budget for the Finance Committee to use as a base in completing budget recommendations.

Assist the President-Elect and Local Host in convention planning.

Aid the President-Elect in the printing of the convention program.

Represent the Executive Council's wishes in negotiating the final contract with the Convention hotel.

Coordinate contract negotiations with the President, Local Host, and Coordinator of Speech Activities.

Present the budget to the Executive Council and Legislative Assembly.

Review membership records by December 1 and communicate to the President the names of persons eligible for Honorary Life membership.

Arrange the tangible award to be presented to recipient of the Distinguished Service Award.

Arrange the tangible award to be presented to recipient of the WSCA Scholar Award.

Arrange the tangible award to be presented to recipient of the WSCA Distinguished Teaching Award.

Arrange for the cash awards to be presented to the recipient of the Fisher Outstanding Journal Article Award and the Dickens Award for Exemplary Empirical Research.

Arrange for the plate/plaque/award to be presented to the Past President in

recognition of service to WSCA.

Arrange for award plaques for other award recipients as appropriate.

Arrange for a secretary to record Legislative Assembly minutes and maintain a record of those minutes.

Conduct the annual election of officers; including preparation and distribution of ballots, reporting of votes and confirmation by an external person such as the bookkeeper or accountant. Reporting the results to the Chair of the Nominations Committee and President. Report the results to the Legislative Assembly at the convention.

Have financial details completed by accountant/bookkeeper at the end of each fiscal year.

File Federal Tax reports by October 15 annually.

Assist in membership recruitment by sending renewal notices to members and departments and by providing appropriate information and support to the First Vice-President.

Work with the First Vice-President to assist with the recruitment of Department members.

Solicit convention program announcements and convention exhibits.

On a quarterly basis, send electronic copies of the most recent budget, bank statement, investment statement, asset report, and profit and loss statement (October, January, April, July) to the Finance Committee, President, and President Elect.

Maintain the WSCA website: [www.westcomm.org](http://www.westcomm.org)

Serve as a non-voting member of the Executive Council.

Work with the Immediate Past President to review files for the archives at the University of Utah Marriott Library (see archiving policy in this Manual)

At least one month prior to the convention, compile a list of delegates to the Legislative Assembly by contacting Interest Group chairs, Officers of Organizational Members, and chairs of departments with Departmental Membership and departments with five or more Association members to obtain the names of delegates.

Upon leaving office, turn over all materials, financial and otherwise, to the new Executive Director by August 1.

## Coordinator of Speech Activities

*"The Coordinator of Speech Activities shall direct any student tournament and other forensic activity held under the auspices of the Association and seek to enhance the standards and conduct of student speech activities in the West" Bylaws-- Article VI, Section 8.*

Duties of the Speech Activities Coordinator in addition to those specified above:

Contact possible host schools for Western States Forensics Tournament.

Determine the host school before the site contract is signed.

Visit both hotel and host school for final planning.

Determine specific person from host school for planning.

Contact host school concerning number for rooms needed, equipment, supplies, and guest judges needed for tournament.

Determine event areas and divisions from the coaches' meeting held the previous year.

Select the "tournament committee" consisting of one Individual Event, one Policy Debate, and one Parliamentary Debate director. Committee should be composed of members from all regions and from different schools.

Remain in constant contact with the hotel and the host school for planning purposes.

Arrange for ballots, posting sheets and results for all events.

Order trophies and awards for all events.

Locate rooms for contest use, meeting areas, and tabulation.

Keep a record of all expenses and revenues of the tournament.

Provide a final report after tournament of all results and make available to the appropriate sources, including the WSCA Executive Director.

Announce tournament results at the WSCA awards banquet luncheon.

Submit a results article to the WSCA News & Social Media editor within one month of the tournament.

Write appreciation letters to the appropriate persons from tournament committee, hotel, host school, etc.

Assist in a smooth changeover to new Coordinator of Speech Activities.

Serve as a non-voting member of the Executive Council.

#### Finance Committee Chair

One month before the convention, send the proposed budget from the Executive Director to the Finance Committee members.

Serve as a non-voting member of the Executive Council.

Coordinate with the Executive Director to occasionally review Grad Program Open House table rates, Exhibit table rates, membership dues, convention fees, convention program publishing costs, credit card fees, banking fees, processing fees, etc.

Other duties as specified by the President.

#### Futures Committee Chair

Identify a need or needs of the Association to be examined.

Work with the President to appoint members of the Committee.

#### Member Services Committee Chair

Coordinate WSCA membership efforts with the First Vice-President.

Adhere to the ongoing charge specified in the Member Services Committee section of this manual.

Other duties as specified by the President.

#### Publications Committee Chair

Facilitate the Publications Committee in its search for journal and *WSCA News & Social Media* editors according to the schedule in the Master Calendar.

Assure that the Publications Committee reviews journal and *WSCA News & Social Media* policies on a regular basis.

Serve as a non-voting member of the Executive Council.

Other duties as specified by the President.

## Time and Place Committee Chair

Coordinate recruiting of Local Host for +4-year annual convention.

Present Committee's recommendation for +4-year site and Local Host to Legislative Assembly for input and to Executive Council.

Other duties as specified by the President.

## Procedures

### Nominating Candidates for Elected Offices

Before an individual can be nominated for an association-wide elected office, including Legislative Assembly, Executive Council, and NCA representatives, that individual must indicate in writing a willingness to serve if elected or be present at the meeting in which the nomination occurs and indicate orally their willingness to serve if elected. For elections by the Legislative Assembly, such a document is to be delivered to the President prior to the nomination. Association members shall be notified of available elected positions and the process of indicating their willingness to serve.

Anyone elected or appointed into a WSCA position, if not already a member, must become a member. This includes Executive Council members, NCA representatives, Legislative Assembly Delegates-at-Large, all Interest Group Officers and all WSCA committee members.

### Inclusivity in Nominations and Appointments

The Executive Council, President, Nominating Committee, and Legislative Assembly of WSCA are responsible for seeking candidates for election or appointment. The Association recognizes that this responsibility is essential in developing direction for WSCA and will proceed with intentionality and inclusivity. The Association is committed to embodying its focus on diversity and inclusion by making concerted efforts to expand the range of WSCA's leaders to include candidates with diverse perspectives on WSCA and on our discipline; and by pursuing candidates representing a wide range of identities, forms of expertise, and beliefs. We are committed to involving as many Association members in leadership as possible, and toward this end we will recruit individuals to one position within the organization at a time, diversifying the individuals involved in decision-making and leadership of our organization as fully as possible.

### Selecting Appointed Positions

Appointed Positions include the Executive Director, Chair of the Finance Committee,

Chair of the Publications Committee, Chair of the Member Services Committee, Chair of the Time and Place Committee, and editors for the *Western Journal of Communication*, *Communication Reports*, and the *WSCA News & Social Media*, and the Coordinator of Speech Activities.

The President appoints one member for the Finance Committee, Publications Committee, and Member Services Committee. The Executive Council elects one member for the Time and Place Committee. For each of these committees, that person becomes the committee Chair in the third year in office.

The Executive Council will establish procedures for Executive Director selection, including composition of the Search Committee, timetable, and review of the job description.

The Publications Committee serves as the Search Committee for editors.

The Search Committees for editors and the Executive Director will write and circulate the position qualifications. The position qualifications and call for nominations will be listed in the *WSCA News*.

The Search Committees will establish and circulate deadlines. See the Executive Council appointment calendar at the end of this document. Note that the Executive Director serves a three-year term. The term begins July 1 and the transition should occur between May and July. At the WSCA convention of the Executive Director's first year, the person should be asked if there is an interest to serve a second term. If the answer is no or the Council believes the person should not serve a second term, a search committee and search must occur in the Executive Director's second year. The Executive Director-Select shadows the outgoing Executive Director in the last year of the three-year term.

The Search Committees will actively solicit nominations.

The Search Committees will review applications and credentials and select a top candidate. In case of a tie, the Committees will interview the top two candidates, reduce the pool to one candidate, and then recommend that candidate to the Executive Council for their consideration. In the case of the editors and the Executive Director, a statement of support from the host institution must be included with the recommendation.

For editor searches, the Publications Committee will distribute vitae of acceptable editor candidates to the Executive Council at its November meeting. At the February Council meeting, the Publications Committee will present bullet points of the recommended and acceptable candidates' strengths and weaknesses, along with their recommendation. An annual budget as identified in this manual is provided. Requests exceeding the originally budgeted amount must be reviewed by the Finance and Publications Committees and approved by the Executive Council for recommendation to the Legislative Assembly.

An annual budget is provided to assist the Executive Director. The President, with consultation of the Executive Council and the Executive Director Search Committee has the ability to negotiate assistance for the appointed Executive Director at the time of the initial appointment.

The Executive Council will discuss the acceptable candidate(s) and vote upon the Search Committee's recommendation.

#### Selecting the Coordinator of Speech Activities

The Executive Council will establish a procedure for selection, including composition of the Search Committee, timetable, and review of the job description.

The President shall contact the Chair of the Western Forensics and Argumentation Association Interest Group to solicit nominations.

The Search Committee will review nominations including those made by the Chair of the Western Forensics and Argumentation Association Interest Group and make recommendations to the Executive Council.

#### Evaluation of Officers and Editors

Evaluation of Officers and Editors occurs annually.

WSCA is committed to an evaluation process to assess Officers' and Editors' efforts for the purpose of improving WSCA's processes. Formative evaluation includes reviewing, feedback, and planning. WSCA will schedule two time slots during the regular convention program for Officers with budget lines and the Executive Director. The Editors' review occurs during the last ½ hour of the Publication Committee meeting. During these times an evaluation of all Officers with budget lines and Editors will occur.

During these evaluations, the group of Officers, and the Editors and Publication Committee, will review Officers and Editors performance, as well as brainstorm and strategize work plans for the coming year.

If a pattern of performance difficulties exists, specific performance goals will be set for the upcoming six months, with a review of those goals by the evaluation group(s) in August. If performance difficulties continue, the evaluation group will discuss possible replacement of the Officer or Editor according to the procedures in Replacement of Officers (*Policies and Procedures Manual, Officers, Procedures*).

#### Replacement of Officers

The Constitution provides for the replacement of officers according to Article IV,



Officers, Section 6: “In the event of 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.”

Replacement shall occur under the following conditions: (1) Incapacity—the inability of the officer to perform the duties of the office for reasons of ill health, personal difficulties, or work assignments; (2) Failure to perform assigned duties, including but not limited to misconduct, e.g., poor management, intentional wrongdoing, or dishonesty; or (3) Repeated or serious inappropriate behavior for someone in that office.

Should a member of the Executive Council become aware of the possible performance issues, through officer and committee reports at Executive Council meetings or through informal communication with officers and association members, that person shall report those to the President, Past President, and/or Executive Director in a timely fashion. A pattern of performance difficulties shall be discussed by the President, Past President, and/or the Executive Director with the officer in question. The Officer shall be provided an opportunity to respond to the charge at the meeting. If a satisfactory resolution to the difficulties is not reached within a reasonable amount of time, the President, Past President, or the Executive Director shall present evidence of incapacity, failure to perform assigned duties, or repeated or serious inappropriate behavior to the Executive Council. If two-thirds of the voting members of the Executive Council agree that replacement is appropriate, the Council shall meet via conference call or in person to select a replacement or establish a nominating and election procedure for doing so. Proceedings of the Executive Council in this matter shall be kept confidential.

## COMMITTEES

### Standing Committees

#### Executive Council

The Executive Council consists of the elected officers of the Association including the Immediate Past President and four Members-At-Large elected by the Legislative Assembly as voting members. (See Nominating Candidates for Elected Offices in this Manual.) The Appointed Officers serving on the Executive Council include the Chair of the Publications Committee, Chair of the Finance Committee, Executive Director, *WJC* editor, *CR* editor, and *WSCA News & Social Media* editor. The Appointed Officers of the Association and the President of the Executives Club serve as non-voting members.

Fiduciary responsibilities of members of the Executive Council are as follows:<sup>1</sup>

---

<sup>1</sup> Bailey, D. A. (1989). *Directors & officers liability loss prevention for non-profit organizations*. Chubb & Sons.

“Non-profit organizations should be operated and managed with the same degree of care as for profit corporations,” and directors and officers have a legal and moral duty to use the same degree of commitment and attention as directors of for-profit corporation.

“The fundamental responsibility of directors and officers is to represent prudently the interests of the organization’s members and other constituencies in directing the business and affairs of the organization within the law.” Directors and officers:

1. “must act with the care that a reasonably prudent person in a similar position would use under similar circumstances,” performing in good faith and “in a manner they reasonably believe to be in the best interest” of the Association;
2. are prohibited from conflicts of interest, and
3. are required to perform their duties in accordance with state and federal statutes, rules, and regulations, and the Association’s Policies and Procedures.

If directors and officers “act in good faith and with a reasonable basis for believing that their conduct is in the lawful and legitimate furtherance of the organization’s purposes” and “exercise their honest business judgment after due consideration of what they reasonably believe to be the relevant factors,” they will be protected against personal liability for loss to the organization.

Professional responsibilities of members of the Executive Council include contacting the President and the Executive Director before making any public statement representing WSCA.

References to the duties of the Executive Council appear in various articles and sections of the WSCA Constitution and Bylaws. In summary, these duties are:

Administer the affairs of the Association;

Execute the policies adopted by the Legislative Assembly;

Between conventions, act for the Association on an interim basis and report such actions to the next meeting of the Legislative Assembly;

With the approval of the Legislative Assembly, form, combine, or dissolve Interest Groups;

Establish *ad hoc* committees;

Initiate amendments to the Constitution and/or Bylaws;

Determine registration and other fees for the annual convention;

Determine charges for publications and services;

Administer gifts and bequests;

Designate the time and place of the annual convention;

Elect two members of the Association Nominating Committee and one member of the Association Time and Place Committee;

Select the Executive Director, *Western Journal of Communication* Editor, *Communication Reports* Editor, *WSCA News & Social Media* Editor, and Coordinator of Speech Activities;

Receive and act on petitions for the formation of Interest Groups;

Receive and act on applications for Organizational Membership;

Receive and act on the budget prepared and submitted by the Finance Committee;

Select convention Local Hosts and sites;

Assist and guide the Association President in formulating policies, procedures, and documents necessary to facilitate the functioning of the Association.

The Executive Council meets the Wednesday evening prior to the start of the NCA Annual Convention (usually in early November), on Thursday/Friday prior (the day before the kick-off) to the WSCA Annual Convention, and on Monday/Tuesday morning (the last day) of that convention.

### Nominating Committee

The Immediate Past President of WSCA serves as chair of the Nominating Committee. Other members of the Committee are two elected at large by the Executive Council, two elected at large by the Legislative Assembly, and representation from the Association's Interest Groups. Members elected by the Executive Council serve two-year, staggered terms. All other members of the Nominating Committee serve a term of one year, to begin in the year following election. Interest group representation to the Committee is based on a three-year rotation. In the first year, one representative each is selected from the Interest Groups listed in Bylaws--Article VIII, Section 2A. In year two, one representative each is selected from Interest Groups listed in Bylaws--Article VIII, Section 2B. In year three, one representative each is selected from Interest Groups listed in Bylaws--Article VIII, Section 2C.

- A. Community Colleges, Communication Theory, Environmental Communication, Interpersonal Communication, Media Studies
- B. Communication, Identities, and Difference, Intercultural Communication, Language & Social Interaction, Performance Studies, Rhetoric, Culture & Advocacy

C. Communication & Instruction, Freedom of Expression & Political Communication, Health Communication, Organizational Communication, Western Forensics and Argumentation Association

A brief meeting may be held at the conclusion of the convention to finalize procedures and deadlines. The Committee Chair shall initiate the correspondence with the Committee to announce procedures and deadlines.

Nominations from members are encouraged. (See Nominating Candidates for Elected Offices in this Manual.)

The Committee shall devise a method of selection which permits nomination to more than one office, if appropriate. In such a case, persons selected by the Committee for nomination for more than one position shall be given the opportunity to choose for which office to stand.

The Committee members shall cast individual preferential votes to select at least two candidates for First Vice-President, at least two candidates for Second Vice-President, at least eight candidates for the five Delegate-at-Large positions in the Legislative Assembly, and at least two candidates for Executive Council Member-at-Large positions. The chair of the Committee shall tally the votes, secure the agreement of the candidates to serve if elected, and notify the Committee.

The Committee Chair will solicit and gather candidate statements to send to the Executive Director. At the completion of all nominations, the Committee Chair will communicate with the candidates and with the Executive Director. In addition, the Committee Chair will send letters of thanks to all who agreed to let their names be considered.

All nominations and the ballot must be completed and distributed by November 1. Elections are open for three weeks, and the President will notify all nominees of their status by December 1. Ballots will be certified by the WSCA bookkeeper or accountant.

### Finance Committee

The Finance Committee is responsible for over-seeing the financial affairs of the Association. The Committee consists 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 serve for three years. The member in the third year serves as chair.

One month prior to the convention, the Executive Director should send to the Committee a financial statement reflecting previous years' actual budgets, the projected and actual budget for the immediately preceding year, and the proposed current year budget with supporting documentation.

The Committee shall review all requests, all relevant materials regarding fixed costs and projected income, previous years' income and expenditures, and adjust and approve the budget. The Committee Chair then presents the proposed budget to the Executive Council.

The Committee shall review and advise the President and the Executive Director on the investment of the Association funds and other monies to ensure preference is being made to investments that are deemed socially responsible at the time of investment. Moreover, the Committee should work in conjunction with the Executive Director to ensure that WSCA investment firms make socially responsible investing a priority.

The Committee should make recommendations regarding the Financial Policy and the Financial Plan.

### Futures Committee

The Futures Committee considers a need or needs identified by the Immediate Past President while having served as President. Should they identify a need, the Committee consists 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. The Committee Chair reports annually to the Executive Council at its convention meeting.

### Member Services Committee

In conjunction with the First Vice-President, the Member Services Committee is responsible for developing new WSCA members, retaining current WSCA members, and periodically determining how the Association can better serve members. The Member Services Committee consists of three members appointed by the President, one each year, who serve for three years, and the First Vice-President and Executive Director as non-voting members. 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.

Each year, the President, First Vice-President and Executive Director determine which states to target and promote Western's convention site for the following year. For instance, when the convention was in Spokane, WA in 2015, Idaho, Montana, Oregon, Washington and Wyoming were selected for periodic announcements and messaging.

The Member Services Committee maintains an on-going charge to compile a list of all college institutions from community colleges to universities, both private and public, teaching Communication courses. These lists will include the following information by state: Name of College, Name of Department, Chair (Coordinator or Key Contact) and

an Email address for this individual. The MSC is to complete their assigned state-wide lists by May 1. The MSC Chair shall forward the lists to the President, First Vice-President and Executive Director. If a state list already exists, these lists will be sent by the Executive Director to the MSC Chair on March 1<sup>st</sup> for updating prior to distribution (as people retire and new chairs are selected).

## Publications Committee

The Publications Committee is a formal standing committee of the Association and acts as an agent of the Executive Council and is responsible to it, submitting formal written reports at the semi-annual Council meeting. These reports are presented by the Publications Committee Chair. The Committee consists of the Association's three editors as non-voting members and three voting members appointed by the President, one each year, who serve staggered three-year terms. The Publications Committee may contact individuals to ascertain their willingness to serve on the Committee and make recommendations for Committee membership to the President with the stipulation that the President may or may not appoint a Committee member from the list. The senior member of the Committee serves as Chair in the third year and is a non-voting member of the Executive Council.

The Publications Committee convenes regularly at the Association's annual convention concurrently with the Finance Committee, prior to the first Executive Council meeting. The specific time, place, and agenda for that meeting should be communicated to the Committee membership by the Chair in advance of the convention. The time and place should also be published in the convention program. The Publications Committee meets on the Thursday/Friday (the day before the kick-off) at the beginning of the WSCA convention; agenda items include (1) recommendation of editor-designate to Executive Council presented with bullet points of the recommended and acceptable candidates' strengths and weaknesses; (2) review of the "publications" sections of this manual, and (3) additional business.

The Publications Committee monitors and makes recommendations concerning the publication needs of the Association and the adequacy of the existing publications to fill those needs, recommending policies regarding the journals and newsletter to the Executive Council. The Committee is also the primary agent responsible for recruiting the journal and newsletter editors and shall also nominate and serve as the Search Committee for editors for all official WSCA publications. Based on the schedule found in the Master Calendar and following the procedures found in Selecting Appointed Officers in this Manual, the Committee recommends to the Executive Council one candidate for editorship.

At least once every five years, review journal printing costs, review bids for printing, and select the printer for the journals. The Publications Committee Chair is to work with the President and Executive Director to negotiate the publishing company contract.

## Selection of Editors

As indicated in Article V(2) of the Bylaws, editors of *Western Journal of Communication*, *Communication Reports*, and *WSCA News & Social Media* serve three-year terms. Specific nomination and appointment procedures are as follows (also see Selecting Appointed Officers in this manual):

1. An open call for nominations and self-nominations shall be published in the spring issue of *WSCA News*, *Spectra*, and the *ICA Newsletter* during the years designated below and in the Executive Council Appointments Calendar in this manual. In the fall, this call for nominations shall also be sent via email to WSCA members using broadcast email. A deadline of October 15 for completed nominations is recommended.
2. The Publications Committee must play an active role in encouraging qualified applicants to submit nominations and self-nominations, and it shall seek the advice of past editors in this recruiting process.
3. Nominations should be directed to the Publications Committee Chair and be supported by the following documentation:
  - a. letter of self-nomination (or letter expressing willingness to serve if not self-nominated), including a statement of proposed plans and editorial vision,
  - b. current curriculum vitae,
  - c. letter from a responsible administrator pledging adequate host institutional support and outlining the specific nature of that support, and
  - d. names and phone numbers of professional references qualified to assess the candidate's preparation/ability to carry out the editor's tasks.
4. The committee may conduct reference checks, they may hold interviews at NCA, or via a conference call, etc.
5. Nominations will be reviewed by the Publications Committee (both voting and non-voting members), and qualified candidates will be chosen for a short list. The Chair and at least one member of the Committee will conduct phone interviews with the top candidates. Information from these interviews will be shared with the entire Committee, including non-voting members. All members of the Committee will be asked for specific feedback. The voting members of the Committee then will list recommended and acceptable candidates' strengths and weaknesses. If desired, the Publications Committee can rank order the candidates. This information will be sent to the Executive Council members at least one month prior to the first Executive Council meeting at the WSCA convention. The specific procedures for recommending and selecting the editor-designate are as follows:
  - a. The Committee will distribute vitae of acceptable editor candidates to the Executive Council (EC) at its November meeting.
  - b. The Committee will send its recommendations, including candidates' strengths and weaknesses, to the EC prior to the convention.
  - c. At the first EC meeting at the WSCA convention, selection of the editor will be listed as an action item on the agenda.
  - d. The Publications Committee Chair will present an overview of the

- candidates.
- e. If possible, the EC will take action during the first EC meeting and appoint the candidate of choice as editor-select. If more information is needed from the Publications Committee, action may be deferred until the final EC meeting of the convention.
  - f. In the event that none of the candidates brought forward by the Publications Committee are accepted, the EC will review all nominations submitted and render a decision or reopen the nomination process if no candidate is found acceptable.
  - g. The President or designee (e.g. the Publications Committee Chair) will notify the candidate of choice appointment by the Executive Council. The President or designee (e.g. the Publications Committee Chair) will send letters of appreciation to all unsuccessful candidates for the editorial post, with names and addresses to be provided by the Publications Committee Chair. Discretion is required until all parties are notified. The Publications Committee Chair will send an article to *WSCA News* and Social Media introducing the newly selected editor.

### *Editor Selection Calendar*

October 15–nominations for editor-select due to the chair of the Publications Committee.

November–Publications Committee chair, editors, and editor-select attend WSCA Executive Council meeting at NCA annual convention. Committee chair distributes vitae of acceptable editor candidates to the Council.

January–information regarding Publications Committee’s editor-select recommendations should be prepared one month prior to the convention and presented to the Executive Council at the first meeting of the convention.

February–Publications Committee meets on the Thursday/Friday (the day before the kick-off) at the beginning of the annual WSCA convention; agenda items include (1) recommendation of editor-designate to Executive Council presented with bullet points of the recommended and acceptable candidates’ strengths and weaknesses; (2) proposed journal/newsletter budgets; (3) review of the “publications” section of this manual, and (4) additional business.

February–editor selection is on the Executive Council agenda as an action item for the first Council meeting at the annual WSCA convention; the Council appoints the editor-select at the first or final Council meeting of the convention; Publications Committee chair, editors, and editor-select attend WSCA Executive Council meetings.

February/March–immediately following the convention, the President or designee notifies the editor-select of the appointment and the unsuccessful candidates of appreciation for their interest.



## Time and Place Committee

The Committee is the main recruiting agent of the Local Host for the annual convention. The Committee consists of five members: the Executive Director, the Coordinator of Speech Activities, and three members elected by the Executive Council, one each year, who serve for three years. The member in the third year serves as chair.

Persons on this Committee must utilize the most recent — *WSCA Convention Guidelines* (obtained from the website) regarding convention site selection.

The Committee should, wherever possible, utilize the rotation system described in Article III, Section 1, of the Bylaws: North, Central, East, South. The "North" is determined as Washington, Oregon, Montana, Alaska, and Idaho; the "Central" as Northern Nevada and Northern California; the "East" as New Mexico, Colorado, Wyoming, and Utah; the "South" as Southern California, Southern Nevada, Arizona, and Hawai'i.

The Committee shall present its recommendation for a site and, if used, a Local Host, to the Legislative Assembly for input and to the Executive Council four years in advance of the planned convention.

## Ad Hoc Committees

*Ad hoc* committees may be recommended by the President as appropriate and needed and approved by the Executive Council.

## LEGISLATIVE ASSEMBLY

The Legislative Assembly is the principle policy-making body of the Association and meets annually at the WSCA convention. It consists of Interest Group chairs and vice chairs, two representatives of each association which holds an Organizational Membership in WSCA, ten delegates elected at large (each serving two-year terms) (see Nominating Candidates for Elected Offices in this *Manual*), one member from each department holding Department membership and one member from each department with five or more association members.

The Legislative Assembly approves the annual budget; forms, combines, or dissolves Interest Groups; approves amendments to the Constitution prior to voting by the Association's members; approves Bylaws changes; establishes the rights, privileges, services, and obligations of each membership category; determines membership dues; and elects two members of the Association's Nominating Committee, two Members-at-Large to the Executive Council, one representative for the Scholar Award, one representative for the Teaching Award, and representatives to the NCA Legislative Council. (See Nominating Candidates for Elected Offices in this Manual.)

## Legislative Assembly Credentials Committee

The Committee certifies delegates to the Legislative Assembly and establishes procedures for seating delegates at the annual Legislative Assembly session. It consists of three members appointed by the President who designates one member as chair.

At least one month prior to the convention, the Executive Director should contact Interest Group chairs, officers of Organizational members, chairs of departments with Departmental Memberships, and chairs of departments with five or more Association members to obtain the names of delegates.

The Executive Director obtains the names of the delegates designated by those constituent groups and prepares a roster of delegates to be used by the Committee in certifying and seating delegates at the annual session of the Legislative Assembly.

When the President convenes the Assembly, the Committee reports the certification and seating of delegates and provides a roll to be used in the event of a roll-call vote during the session.

The Committee assists with voting, including counting ballots and certifying votes.

The Committee assists the Executive Director by distributing materials provided by the Executive Director, collects signatures of delegates on the roster provided by the Executive Director, and returns the signed roster to the Executive Director.

## EXECUTIVES CLUB

The Executives Club consists of former members of the Executive Council who are members in good standing of WSCA and have paid a one-time initiation fee. The Club exists to provide support for the general welfare of the Association, particularly for new scholars.

The Executives Club maintains a separate constitution and bylaws and slate of three officers: President, Vice-President, and Secretary/Treasurer. Procedures for election of officers are specified in the Club's bylaws.

The assets of the Executives Club are held by the Association separately from any Association funds or other Association assets. Procedures for disbursement of assets are specified in the Club's bylaws. If the Executives Club disbands or otherwise ceases to exist, any remaining assets will be combined with the general funds of the Association.

The Executives Club meets annually. See the Executives Club Bylaws on [westcomm.org](http://westcomm.org) Interest Groups' page for more details.

## INTEREST GROUPS

Interest Groups are as follows: Communication and Instruction, Communication, Identities, and Difference, Communication Theory and Research, Community Colleges, Environmental Communication, Freedom of Expression & Political Communication, Health Communication, Intercultural Communication, Interpersonal Communication, Language and Social Interaction, Media Studies, Organizational Communication, Performance Studies, Rhetoric, Culture & Advocacy, and the Western Forensics and Argumentation Association.

### Formation and Dissolution of Interest Groups

#### *Formation*

To form an Interest Group within WSCA, a petition must be submitted to the Executive Council specifying goals and how and in what ways these goals are not being served by existing Interest Groups. The petition must be signed by no less than 25 members of the Association.

On approval by the Executive Council, the Interest Group will be granted two-year probationary period after which the Group will provide the following evidence and argument:

1. the number of members affiliating with the Group;
2. the number of those attending that Group's convention programs;
3. the number of those participating in the annual business meeting of the Group;
4. further elaboration of the goals of the Group.

Following the consideration of this information and argument, the Executive Council will

1. recommend to the Legislative Assembly that the Group be given permanent status as an Interest Group of the Association, or
2. extend the probationary period one more year for further study and evaluation, or
3. decline to recognize the Group.

#### *Dissolution*

If over a consecutive two-year period, an interest group exhibits any combination of the following:

1. member count;
2. number of association members attending the Group's convention programs;
3. number of association members participating in the Group's annual business meeting;
4. number of convention submissions;

5. not filling all officer positions;
6. lack of officer diversity (e.g. the same people taking turns in different offices);
7. other pertinent data (e.g. lack of timely update of minutes, failing to provide officer information for the WSCA website, lack of timely communication, lack of timely CFPs, inability to meet deadlines, etc.).

Based on the above information, the Executive Council will

1. establish a probationary period of one year for further study and evaluation, or
2. recommend to the Legislative Assembly that the Group's status be revoked.

## Bylaws

All Interest Groups shall develop bylaws consistent with the Association's Constitution and Bylaws. Suggested contents include the Interest Group's Purpose, Membership, Meetings, Officers/Elected, Committee Members, Elections, Committees, Paper/Panel Review Process, Parliamentary Authority, and Amendments. Other possible sections include Awards and Website/Internet.

If bylaws do not exist, they must be approved by the Interest Group membership at the annual meeting or through a ballot. The Interest Group chair shall submit a copy of the bylaws to the Executive Director to post on the WSCA website.

## Minutes

Each Interest Group shall record minutes of its annual business meeting and submit a copy of the minutes to the Executive Director no later than one month after the meeting.

## Officers Information

Within one month after the annual convention, each Interest Group shall update their Interest Group Officers to the website and the Executive Director. This includes the names, affiliations, and email addresses for the Interest Group Chair, Vice-Chair, Secretary, website editor (if applicable), and website URL (if applicable).

All Interest Group Officers must be current members of WSCA.

## Resources

Each Interest Group is allowed an expenditure of up to \$300.00 annually. The Interest Group Chair must request funds in writing from the Executive Director

The Executive Director will give each interest group Chair administrative rights to the WSCA website. This will enable the Interest Group Chairs to update their web page and send emails, messages, or blog all their members.

## MEMBERSHIP

### Membership Categories

#### Tenure/Tenure Track Membership

Available to any person interested in the purpose of the Association upon payment of the annual dues prescribed by the Executive Council and approved by the Legislative Assembly. Tenure/Tenure Track members shall have voting privileges, shall be eligible to hold office, shall receive an annual subscription to the journals and *WSCA News*, and shall exercise the other privileges accruing to Tenure/Tenure Track membership. Tenure/Tenure Track Members may subscribe to the other regional associations' journals for an additional fee.

#### Non-Tenure Track Membership

Available to any non-tenure track faculty member (temporary and/or part-time, non-tenure track faculty) or practitioner interested in the purpose of the Association upon payment of annual dues. Non-Tenure Track members shall have all rights and privileges of Tenure/Tenure Track Membership. Non-Tenure Track Members may subscribe to the other regional associations' journals for an additional fee.

#### Student Membership

Available to any high school, college, or university student interested in the purpose of this Association upon payment of annual dues. Student members shall have all rights and privileges of Tenure/Tenure Track Membership. Student Members may subscribe to the other regional associations' journals for an additional fee.

#### Retired Membership

Available to any person who was a Tenure/Tenure Track or Non-Tenure Track member of the Association for ten years when retiring from full-time employment. Such member shall have all rights and privileges of Tenure/Tenure Track Membership at a discounted rate. Retired Members may subscribe to the other regional associations' journals for an additional fee.

#### Honorary Membership

Conferred upon all Past Presidents and/or Distinguished Service Award recipients as they retire from full-time professional employment. Honorary Members shall have all the rights and privileges of Tenure/Tenure Track Membership, and they may register

without fee at all WSCA conventions (however, meals, workshops and local events are on a fee basis). Honorary Members may subscribe to the other regional associations' journals for an additional fee.

### Life Membership

Shall have all the rights and privileges of Tenure/Tenure Track Membership. Life members may register without fees at all WSCA conventions (however, meals, workshops, and local events are on a fee basis). Life Members may subscribe to the other regional associations' journals for an additional fee. The Life Membership fee shall be \$2,000.00 with an additional charge for making additional payments up to a total of five years. The annual payments and total costs are as follows:

- total paid in full: \$2000
- paid in 2 years: \$2100
- paid in 3 years: \$2200
- paid in 4 years: \$2300
- paid in 5 years: \$2400

### Departmental Membership

Departmental Membership shall be available to any academic institution upon payment of dues as prescribed by the Executive Council and the Legislative Assembly. Departmental Members shall have all the rights and privileges of Tenure/Tenure Track Membership. In addition, Departmental Members are entitled to reduced rates for convention program announcements, a link to the department's website on the WSCA website, posting of position announcements on the WSCA website, and a reduced rate for participation in the Graduate Programs Open House. Department Memberships are not eligible for convention registration since they are for an entity, not a person.

### Organizational Membership

Available to any state or interstate professional organization having ten or more WSCA members upon application to and approval by the Executive Council. Submitted applications should include copies of the organization's constitution and bylaws and the names of at least ten members of the organization who are also members of WSCA. The Executive Council will approve or disapprove each application for Organizational Membership that it receives. Organizational members are referred to as Affiliate Organizations.

## PUBLICATIONS

### Journals

#### Journal ISSN

*Western Journal of Communication* 1057-0314; *Communication Reports* 0893-4215.

## Journal Subscriptions

Subscriptions include both *Western Journal of Communication* and *Communication Reports*. Both domestic and international, retail and agency rates are available; the rate is discounted only through subscription services. Some back issues are available. Both direct subscriptions and back issue orders should be addressed to the journals' publisher.

## Journal Editorial Policy

Editorial Policy for each publication is the responsibility of the Executive Council on behalf of the Association. It is not the responsibility of the individual editor. If an editor wishes to re-direct the editorial policy of a given journal, the editor should submit a written petition to the Publications Committee for consideration. If endorsed by the Publications Committee, the petition is then forwarded to the Executive Council for review and a decision. Editorial policy concerns the content, focus, and substance of the manuscripts published and usually does not concern the procedures followed in manuscript review and evaluation.

### *Western Journal of Communication*

**Editorial Policy:** The *Western Journal of Communication (WJC)*, published since 1937, is one of two scholarly journals of the Western States Communication Association (WSCA). The journal is dedicated to the publication of original scholarly manuscripts which advance our understanding of human communication. All theoretical and methodological perspectives are welcome. *WJC's* longstanding commitment to academic diversity is reflected in a history of publishing research in rhetorical and communication theory, interpersonal and intercultural communication, media studies, cultural and critical theory, language behavior, performance studies, small group communication, freedom of speech, gender studies, and applied communication in health, family relationships, and organizations among other contexts. Research accessible to both scholarly audiences and the learned public is encouraged.

**WJC Editorial Guidelines:** Authors should submit their manuscripts, double-spaced and using 12-point font. Attach a separate title page which indicates (1) manuscript title, (2) full name and title of each author, (3) each contributor's address, telephone number, and email address, and (4) the history of the manuscript, where appropriate (e.g., any previous public presentation or publication of any portion of the manuscript or data set; whether it is derived from a thesis or dissertation; any other pertinent information). The manuscript should be accompanied by a separate abstract not to exceed 150-200 words. Manuscripts must conform to the current edition of either the *Publication Manual of the American Psychological Association*, or the *MLA Style Manual*. Manuscripts also must conform to the guidelines for avoiding ethnic biases and sexist language.

Research involving the use of human subjects must be approved by an institutional review board to be published in *WJC*.

Manuscripts must not be under consideration by another publication. *WJC* follows a policy of blind, peer review, and each manuscript is read by two or three reviewers with expertise in the study's subject matter, methodology, and theoretical perspective. All comments by reviewers are confidential and shall not be published. Based on the recommendations of the reviewers, the editor will make the final judgment with regards to publication.

### Communication Reports

We gratefully acknowledge Vincent F. Follert, Jr. as the founder of *Communication Reports*. Publication of *Communication Reports* is supported, in part, by funds endowed by the late Dr. Follert.

**Editorial Policy:** *Communication Reports (CR)*, published since 1988, is one of two scholarly journals of the Western States Communication Association (WSCA). The journal publishes original manuscripts that are short, data/text-based, and related to the broadly defined field of human communication. The mission of the journal is to showcase exemplary scholarship without censorship based on topics, methods, or analytical tools. Articles that are purely speculative or theoretical, and not data analytic, are not appropriate for this journal. Authors are expected to devote a substantial portion of the manuscript to analyzing and reporting research data.

**CR Editorial Guidelines:** Authors should submit their manuscripts through the electronic submission system. Attach a separate title page which indicates (1) manuscript title, (2) full name and title of each author, (3) each contributor's address, telephone number, and email address, and (4) the history of the manuscript, where appropriate (e.g., any previous public presentation or publication of any portion of the manuscript or data set; whether it is derived from a thesis or dissertation; any other pertinent information). The manuscript should be accompanied by a separate abstract not exceeding 150-200 words. Manuscripts must conform to the current edition of the *Publication Manual of the American Psychological Association*. Research articles of 12-15 page-length are typical, but longer manuscripts will be considered. Manuscripts also must conform to the guidelines for avoiding ethnic biases and sexist language. The editor will make every effort to ensure that authors are informed as to the disposition of their manuscript within three months of receipt of the submission.

Research involving human subjects must be approved by an institutional review board to be published in *Communication Reports*.

Manuscripts must not be under consideration by another publication. *CR* follows a policy of blind, peer review, and each manuscript is read by two or three reviewers with expertise in the study's subject matter and methodology. All comments by



reviewers are confidential and shall not be published. Based on the recommendations of the reviewers, the editor will make the final judgment with regards to publication.

### Author Ethical Standards

All manuscripts submitted to Association journals are expected to be original works that (a) credit all authors, (b) acknowledge sources and supporting material, and (c) identify previous publication of the manuscript in an earlier form. The place, time, and form of the previous publication, and whether the present material duplicates or is substantially different than the earlier presentation, should be made explicit in a cover letter accompanying the manuscript submission. It is assumed that any manuscript being submitted to a WSCA journal is not being simultaneously considered by another publication. Decisions regarding the originality and appropriateness of a submitted manuscript will be rendered by the editor. Any evidence of alleged misconduct or ethical violations should be reported to the Publications Committee.

Research involving the use of human subjects must be approved by an institutional review board to be publishable in *WJC* or *CR*. All comments by reviewers are confidential and shall not be published. (These statements shall be included in the published Editorial Policy of *WJC* and *CR*.)

According to WSCA's contract with Taylor & Francis, the author of a manuscript must warrant that the material is not in violation of existing copyright or any other intellectual property right, does not contain anything of a libelous, obscene, indecent, objectionable or defamatory nature or which is otherwise unlawful, and all statements contained therein purporting to be facts are true.

### Copyright Assignment

According to WSCA's contract with Taylor & Francis, "the Association shall use its best endeavors to assist the Publisher to obtain from the authors of all of the contributions a written assignment (which it shall supply to the Publisher together with the relevant typescript or illustration) of the entire copyright and all other rights in all languages for the full period of copyright throughout the world in respect of each such contribution." And "the Association shall use its best endeavors to ensure that ... the contributing authors have full power to make the copyright transfers required, that all contributing authors acknowledge that, in submitting their work for consideration they are doing so solely and exclusively to the Journals and confirm that their work is not under consideration elsewhere, nor has been published previously, and that contributing authors shall transfer copyright or grant an exclusive license in the form approved by the Publisher in the work to the Association, in all forms, and for all time."

## Journal and Convention Program Announcements

Announcements are included in the *Western Journal of Communication (WJC)*, *Communication Reports (CR)*, and the annual convention program. Announcements are limited to scholarly-related content, and WSCA maintains the right of refusal. The Executive Director is responsible for soliciting announcements from departments, publishers, and exhibitors. Announcements in the journals are purchased for one year—five issues of *WJC* and three issues of *CR*; however, announcements can be added anytime during the year.

## Recognition of Journal Editors

Journal editors make an enormous personal and professional commitment to advancing the Association's scholarly mission. (The *WSCA News & Social Media Editor* also makes an invaluable contribution to the well-being of WSCA, but that workload is of a much different nature and magnitude.) The Association should reward the generosity and dedication of our journal editors with appropriate forms of recognition for their contributions. These might include but are not limited to the following:

1. A picture and a brief biographical story about each journal editor-select should appear in the next issue of *WSCA News* immediately following appointment by the Executive Council.
2. An annual convention forum organized by the Publications Committee to enable editors to outline the editorial purview and plans for their respective publications and to respond to questions and comments about the journals from the Association membership.
3. Membership as a non-voting member of the Executive Council and seating at the Head Table at the annual luncheon.
4. Qualification for membership in the WSCA Executives Club.
5. Inclusion on the Executive Director's priority list for awarding complimentary rooms at the convention hotel.
6. A plaque recognizing the editor's service shall be presented at the annual convention luncheon at the conclusion of the editor's term.

## *WSCA News & Social Media Editor*

*"The Editor of WSCA News & Social Media shall solicit articles from members and perform the usual duties of an editor"* (Bylaws-- Article VI, Section 9).

*WSCA News* and *WSCA Social Media* is electronically published as articles are submitted and approved.

Duties of the *WSCA News & Social Media* editor in addition to those specified above:

Solicit materials for the *WSCA News*;

Contact all elected officers, appointed officers, and officers of Interest Groups to solicit materials for the *WSCA News*;

Serve as non-voting member of the Executive Council.

Serve on the NCA Regional Advancement and Promotion Advisory Board.

If the current editor becomes incapacitated, the editor emeritus, in consultation with the current editor, shall insure the publication continues until the current editor can resume the duties or until the Association can choose a new editor.

### [WSCA News and Social Media Content](#)

Content provided by folks

### [WSCA Website Content](#)

content provided by folks

### [WSCA Broadcast Email](#)

The following initially was passed by the Executive Council, February 2003: 1) WSCA broadcast email shall be used for WSCA announcements about the convention call for papers, the convention program, calls for nominations, membership renewal, and other important WSCA news (e.g., reminders to send in ballots). (2) WSCA broadcast email shall be used only when necessary and only for WSCA business. Broadcast email shall remain free of any paid announcements and will not be used for job announcements given CRTNET's function in this area.

The Executive Director gives Interest Group Chairs administrative rights to their Interest Group page on the WSCA database. This allows Interest Group Chairs to message, email or blog their IG members.

### [Revisions of WSCA Publications Policies and Procedures](#)

The Publications Committee will review the publications sections of this document annually and, where appropriate, recommend changes to the Executive Council. Changes may also be recommended at any time by the Executive Director or any member of the Council.

#### [Journal Abstract Policy](#)

At the Executive Director's discretion, WSCA allows any abstracting service desirable of doing so to abstract its journals and provides a complimentary subscription to the journals to such services. The guideline for allowing abstracting should be inclusion rather than exclusion.

#### [Photocopy and Digital/Electronic Reserve Policy](#)

WSCA is the sole copyright holder of all articles published in the *Western Journal of Communication* and *Communication Reports*. Photocopies and digital/electronic reserve copies of all material published by WSCA may be made for classroom use free of charge if the following criteria are fulfilled: (1) no fees above the actual duplicating costs are charged, (2) the materials are not reprints or republications, and (3) the material includes a full bibliographic citation and the following statement: "Copyrighted by the Western States Communication Association. Photocopied by permission of the publisher." A photocopy of this statements serves as WSCA's official permission for using materials in this way. This free permission is not applicable when an additional fee is charged for the material or when the material is reprinted in a commercial publication; WSCA charges a fee when its publications are included in a commercial publication or when an additional fee is charged.

### Reprint Permission

The Western States Communication Association (WSCA) is the sole copyright holder of all articles published in the *Western Journal of Communication* and *Communication Reports*. WSCA requires permission and a fee for reprinting all or part of any article in its journals in both print and electronic publications. Full acknowledgment must be given to the author, title, and publisher. Reprint permission is granted for the current edition of a work only, not for revision, future editions, and ancillaries. When both print and electronic outlets are used, a separate fee for each applies. Reprint permission does not restrict republication of material by WSCA or by others granted reprint permission by WSCA. The Executive Director of the Association has the sole right to grant reprint permission.

## AWARDS

### Distinguished Service Award

The Distinguished Service Award may be given annually. The Awards Committee is chaired by one At-Large Member of the Executive Council serving the second year of the two-year term, appointed by the President the previous year, as Chair. This At-Large Member served as chair of the Scholar Award the previous year. Other Committee members include the Immediate Past President, and a designee of the Executives Club as voting members. One At-Large Member of the Executive Council serving in the first year (currently serving as chair of the Scholar Award will be designated in-coming Chair by the President and serve as ex-officio, non-voting member of the Committee. The Committee will invite nominations through announcements in the *WSCA News*, by contacting previous award winners and past presidents for nominations, and by considering previous nominees not selected.

The recipient must be a deserving member who has made significant and long-standing contributions to WSCA and the communication field. Nominees should not be currently serving as WSCA officers or editors since the Award is considered the capstone of an individual's WSCA involvement. Nominees are encouraged to include letters of support

from other individuals along with their letters of nomination and the nominee's CV.

At least 20 days prior to the convention, the Committee Chair shall communicate the name of the recipient to the Executive Director who shall purchase the tangible award. The recipient of the DSA will **not** be notified in advance of the award's presentation at the WSCA banquet. Measures will be taken to ensure the recipient is present to receive the award. Upon receipt of the award, the awardee must be an active member of WSCA.

### B. Aubrey Fisher Outstanding Journal Article Award

A \$150.00 cash award and a plaque will be presented each year for the best article(s) appearing in the *Western Journal of Communication*.

1. All blind reviewed articles published the prior year are considered.
2. For the final selection of the outstanding article(s) award, the Selection Committee will consider the following criteria:
  - a. Significance of the article's contribution to the literature of the discipline.
  - b. Level of response the article has elicited from other scholars and teachers.
  - c. Substantive importance and methodological rigor--significance of the topic and elegance and thoroughness of the study's method.
  - d. Substantive and/or methodological innovativeness--the degree to which the article breaks new ground.
  - e. Style--clarity, grace, parsimony, evocativeness of expression.
3. Up to two awards may be made.
4. The Selection Committee shall be appointed by the Executive Council of WSCA.
  - a. The *Western Journal of Communication* editor will serve as chair of the Committee.
  - b. The editor will nominate at least six current members of the editorial board selected for the heterogeneity of their expertise. The Executive Council will select four committee members from the nominated list.
  - c. The Executive Council shall select two more committee members from the association membership who may or may not be associate editors.
  - d. Committee members will serve a one-year term.
5. The editor will notify the award winner(s) and the Executive Director by January 10 of each year and awardees will be asked to exercise discretion regarding the receipt of the award until the award has been announced officially at the annual banquet. It is hoped the award winner may make arrangements to accept the award in person at the WSCA convention.

The Executive Director shall arrange for the plaque and the cash award.

### Milton Dickens Award for Exemplary Empirical Research

This award recognizes an outstanding article in *Communication Reports*. The award is given at the end of each editorial term (i.e., once every three years). The first award was made at the 1992 convention for volumes 1, 2, 3, and 4.

1. The *Communication Reports* editor will appoint a three-member Selection Committee

charged with identifying the best article from among those eligible. The committee will be selected from among those serving on *Communication Reports* editorial board during the award period.

2. The Selection Committee will be appointed for one year prior to the convention at which the award will be presented. The chair (who is the prior *CR* editor) of the Committee shall be responsible for presenting the award at the convention.
3. The award will consist of an appropriately inscribed plaque and \$150 check. The Executive Director of WSCA will be responsible for arranging for the plaque and issuance of the check. The recipient(s) of the Milton Dickens Award for Exemplary Empirical Research will be notified in advance of the award's presentation at the WSCA banquet and will be asked to exercise discretion regarding the receipt of the award until the award has been announced officially at the annual banquet.

### Model Communication Program Award

This award may be given annually to one community college communication program. The criteria for the award are:

1. The program should reflect the breadth and/or depth of the communication discipline.
2. The program should have teaching personnel with specialized training in communication.
3. The program should integrate curricular and co-curricular activities.
4. The program should have strong administrative support.
5. The program should relate to the mission of the particular institution.

The Model Communication Program Award Committee is chaired by one At-Large Member of the Executive Council serving a first year in the two-year term, appointed by the President. The other members of the selection committee are the chairs of the Community Colleges, and Communication and Instruction Interest Groups. A call for nominations should be advertised, including being placed in the *WSCA News*. The Committee is advised to consult with the Local Host for potential candidates. By December 15, the Committee Chair shall communicate the name of the recipient to the Executive Director who shall purchase the tangible award, the President-Elect who will provide a panel slot at the upcoming convention, and the award winner(s). The recipient(s) of the Model Communication Program Award will be asked to exercise discretion regarding the receipt of the award until the award has been announced officially at the annual banquet.

Recipients should present a panel on the Model Communication Program at the convention at which they receive the award.

Community College award recipients are expected to pay convention fees.

### WSCA Distinguished Scholar Award

This award may be given annually. The recipient must be a deserving WSCA member who has made significant and sustained contributions to scholarship that has made a difference in the ways scholars and students think about the nature, function, and scope of communication. Criteria include (1) a sustained research program, (2) that is theoretically grounded, (3) analytically sound, (4) advances the discipline (as indicated by citations and other evidence), and (5) work has been featured in WSCA journals as well as other outlets. The WSCA Scholar Award Committee will solicit nominations from Association members. The nomination should include a nominating letter and academic vita (self-nominations are acceptable).

The WSCA Scholar Award Committee consists of the one At-Large Member of the Executive Council serving the first year of the two-year term, appointed by the President, as Chair, one previous editor of *WJC* or *CR* appointed by the President, one member from the Association appointed by the Executive Council, two members elected by the Legislative Assembly serving two-year staggered terms, and as ex-officio (non-voting) the At-Large Member of the Executive Council serving the second year and who just served as Scholar Award Chair. Upon receipt of the award, the awardee must be an active member of WSCA. During the nomination process, the potential recipient must be informed that they are expected to register and attend the following year's convention in which the award winner will host/participate in a panel dedicated to the recipient's scholarship. At least 20 days prior to the convention, the Committee Chair shall communicate the name of the recipient to the Executive Director who shall purchase the tangible award. The recipient of the WSCA Scholar Award will be notified in advance of the award's presentation at the WSCA banquet and will be asked to exercise discretion regarding the receipt of the award until the award has been announced officially at the annual banquet.

### WSCA Executives Club Debut Award

This Award will be presented annually to the author(s) of top debut paper(s) selected competitively for presentation at the WSCA Convention. The Executives Club Vice-President coordinates the selection of the Debut Award paper(s) from the top debut papers selected and submitted by the Interest Groups. At least 20 days prior to the convention, the Committee Chair shall communicate the name(s) of the recipient(s) to the Executive Director who shall purchase the tangible award (a \$250 check and a plaque, both paid by the Executive's Club account) and free lunch ticket(s). This Award is presented at the awards luncheon at the annual convention. The recipient of the Executives Club Debut Award will be notified in advance of the award's presentation at the WSCA banquet and will be asked to exercise discretion regarding the receipt of the award until the award has been announced officially at the annual banquet.



## Distinguished Teaching Award

The Distinguished Teaching Award may be given annually. The Awards Committee is chaired by one At-Large Member of the Executive Council serving in the second year of the two-year term, appointed by the previous President. This At-Large Member served as chair of the Model Communication Program Award the previous year. Other members include two At-Large Members to the Legislative Assembly serving in each of the two elective terms and elected by the Legislative Assembly, one member from the Association appointed by the Executive Council, and one member appointed by the WSCA President. The Committee will invite nominations through announcements in the *WSCA News*, by contacting previous award winners and past presidents for nominations, and by considering previous nominees not selected.

The recipients must be deserving faculty members who have made a significant contribution to the quality of teaching in WSCA and the communication field in institutions in the Western region. The award is open to a wide range of faculty, including adjunct, contingent, non-tenure track, temporary, and tenure/tenure-track instructors, regardless of whether they are full or part-time instructors. Award recipients may be from community colleges, 4-year colleges/universities, or institutions granting graduate degrees. Recipients must demonstrate teaching that rises above and beyond the craft of teaching to a sustained performance of excellence in pedagogy. This kind of teaching incites intellectual curiosity in students, can inspire departmental colleagues, and makes students aware of significant relationships between the academy and the world at large. Upon receipt of the award, an awardee must be an active member of WSCA.

Self or peer nominations are accepted. A letter of nomination should be submitted to the Committee Chair who will then contact the nominees and request the following materials: 1) statement of teaching philosophy, 2) summary of teaching experience, 3) summary of course evaluation data including student comments for the five most recent semesters/quarters, 4) at least two letters of recommendation (in addition to the letter of nomination and at least one of which will be composed by a student). If a candidate is nominated but not selected in one year, the nomination materials will be maintained for another year and the nomination is renewed at that time.

At least 20 days prior to the convention, the Committee shall communicate name(s) of the recipients to the Executive Director who shall purchase the tangible award. The recipient(s) of the WSCA Distinguished Teaching Award will be notified in advance of the award's presentation at the WSCA banquet and will be asked to exercise discretion regarding the receipt of the award until the award has been announced officially at the annual banquet.

## Outstanding Publications Reviewer Award

Manuscript reviewers have an important influence that furthers WSCA's scholarly mission. Given that reviewing manuscripts submitted for publication is demanding work that generates little recognition, we recognize outstanding reviewers of articles for WSCA



journals.

Process for Selecting Award Recipients: The Outstanding Publications Reviewer Award(s) are recognized at the completion of the editors' terms. The editors will propose candidates for the Outstanding Publications Reviewer Award(s) to the Publications Committee. The WSCA Publications Committee, in turn, recommends award recipients to the WSCA Executive Council at the next WSCA Executive Council meeting.

Number of Awards: As the award is honorary (i.e., does not involve a cash award), there should be no limit to the number of awards given so long as all awardees meet the criteria outlined below.

Award Recognition: The Outstanding Publications Reviewer Award should be provided in the form of an appropriate certificate presented directly to the recipients (ideally at the WSCA convention). Recipient name(s) will be listed in the respective journals for which they reviewed and are receiving this recognition. The list appears once every three years in the outgoing editor's last issue. In addition, winners of the award should be announced in the *WSCA News*. Finally, appropriate letters to the awardee(s) as well as the awardee(s)' Chair and Dean should be written by the editors and signed by the WSCA President. The letters should indicate both the reasons for the award and the process of selection and approval.

Criteria for Outstanding Publications Reviewer Award for WSCA journals:

1. Frequency of reviews: An outstanding reviewer is one who consistently accepts invitations to review manuscripts (i.e., is not known for regular declines when invited to review). Typically, an outstanding reviewer will have completed no fewer than 3 reviews for a particular editorial term.
2. Timeliness of reviews: An outstanding reviewer responds to invitations and returns reviews in a timely manner.
3. Detail of reviews: An outstanding reviewer consistently produces detailed reviews with specific feedback on theory, method, analysis, and recommendations for improving the final manuscript (including appropriate detailed copyediting notes).
4. Exceptional grace of negative reviews: An outstanding reviewer is never purposefully curt, rude or hurtful in recommendations for rejections of manuscripts. When recommending rejection, the reviewer regularly includes insights for the author(s) on how future research efforts might eventually achieve publication.
5. Reasonable suggestions for resubmission reviews: An outstanding reviewer offers concrete and practical suggestions for improvements with an appropriate explanation. Recommendations for improvement come with insights and suggestions for specific additional resources (e.g., references, software, or steps) required for the improvements. Outstanding reviewers do not ask for changes that far outstrip the manuscript's scope and method (i.e., requesting additional data, measures or analyses that cannot be accomplished within the existing study).
6. Ethical standards of reviews: An outstanding reviewer clearly maintains impartiality and confidentiality for authors and other reviewers. Any report of inappropriate communication about any part of the publication process is automatic grounds for

disqualification as an outstanding reviewer.

## CONVENTION

### Convention Days/Dates

Based on what is best for the Association, in terms of hotel negotiations, the convention dates are Friday through Monday or Saturday through Tuesday. Presidents' Day weekend in February is the typical convention date, with the weekends on either side as alternatives. The exact weekend/week should be based on what is best for the Association with regards to hotel negotiations.

### Site Selection

At the convention, the Time and Place Committee presents its recommendation for a site and a possible, but not required, Local Host to the Legislative Assembly for input, then to the Executive Council. The Executive Council, based on the recommendation of the Time and Place Committee and Legislative Assembly input, selects a site for the 4+ years convention.

### Hotel Selection

Prior to the NCA convention, the Executive Director, in conjunction with the Local Host and the President, makes a site visit to possible hotels for the 4+ years convention. At the Executive Council meeting at the NCA convention, the Executive Director presents hotel information and recommendations to the Executive Council, which selects a hotel. After the hotel selection, working with the President the Executive Director negotiates the final contract with the hotel. The Executive Director signs the final document.

### Elements Affecting Hotel Selection

Selection of a hotel involves many factors. The WSCA Site Check List includes: room rate cost, food and beverage minimum, concerns for adequacy of hotel registration facilities and procedures, availability of food and beverage service; availability of AV equipment; adequacy of a convention registration area; cost of tables for exhibits; adequacy of meeting and special event rooms; accommodations and consistency with ADA standards; sustainability/environmental policies; family friendly nature, restroom availability for transgendered people, local crime profile; availability of other inexpensive locations for the WSCA Forensics tournament; availability of transportation to local attractions; and reasonable parking rates. There are additional issues that may become relevant, to wit:

- Equal Rights Amendment. Whereas from 1984, WSCA voted to discontinue a convention boycott for any State not ratifying the Equal Rights Amendment to the U.S. Constitution, should another Federal ERA bill be passed by Congress and sent to the States for ratification, the boycott shall be reinstated for those States not so ratifying.

- Accommodations for LGBT Persons. The sentiment of the Association is to embrace diversity. This view is reflected in decisions not to hold Conventions at hotels that have policies inimical to LGBT persons or that are owned by hoteliers hostile to LGBT persons.
- Workplace Democracy. The sentiment of the Association is to support collective bargaining and many members of the Association are union members. WSCA does not sign contracts with hotels whose owners are in violation of NLRB regulations protecting collective bargaining or who are under boycott by union or community organizations.

### Complimentary Room List

When the Association is able to secure complimentary rooms in its convention hotel, the priority list for assigning those rooms is as follows:

1. President
2. Executive Director
3. President Elect
4. Local Host
5. Second Vice-President
6. *Western Journal of Communication* Editor
7. *Communication Reports* Editor
8. First Vice-President
9. *WSCA News & Social Media* Editor
- 10/11. Senior Executive Council Members at Large (2)
- 12/13. Junior Executive Council Members at Large (2)
14. Immediate Past President
15. Finance Committee Chair
16. Publications Committee Chair
17. Coordinator of Speech Activities
18. Executives Club President

After the first four identified room recipients are given rooms for the duration of the Convention, the additional recipients will receive available rooms such that each will be given a complimentary room for one night before any will receive a complimentary room for a second night. This rotation continues until the number of complimentary rooms is exhausted.

### Convention Workshop Fees Policy

The organizer/chair of a workshop will establish a fee for the workshop. The fee must cover the costs of the workshop. Minimum fee shall be \$5 per person to cover WSCA's administrative expenses, and if the fee is set at \$5 per person, the entire amount will go to WSCA. If the fee is over \$5 per person, the additional amount will be used to cover audio-visual costs, with any remaining returned to the workshop organizer/chair upon submission of receipts for materials distributed at the workshop.

Once pre-registration has closed, the Executive Director will inform the President-Elect and workshop organizer regarding the number of registrants. The Workshop organizer will determine whether to cancel it or not. If the workshop is cancelled, participants will be notified and fees refunded.

In some few circumstances, the organizer(s) of a WSCA convention short course may be under obligation to pay an honorarium and/or travel costs to individuals who are not WSCA members or members of the Communication profession whose expertise is essential to the functioning of the proposed short course. In each of these rare instances, the organizer(s) of a proposed short course shall provide the President-Elect with (a) a budget, with the appropriate categories listed, of the costs involved and (b) a budget narrative explaining the reasons for WSCA to make an exception to the policy of non-remuneration of short-course personnel. The President-Elect will then make a decision, with appeal possible to the WSCA Executive Council. If approved, the speaker costs will be added to the fees for the registrants for that short course. The responsibility for fees payment, that is, seeing that the individuals who are an exception to the general rule get reimbursed, shall be the short course organizers.

#### Audio-Visual Equipment at Conventions

Renting audio-visual equipment is expensive; schools are understandably reluctant to lend expensive items, and audio-visual security is difficult to provide. Accordingly, the Association adopted the following policy:

1. Any program that can provide its own equipment (including proper cables, knowledgeable operators, and necessary screens) is free to do so provided local union rules or the hotel contract do not prohibit such use.
2. No audio-visual equipment of any kind will be provided to a program that fails to meet published deadlines for requesting equipment. The deadline is the same as the deadline for paper and panel submissions.
3. No computers of any kind, or accompanying electronic equipment, will be provided.
4. Under certain circumstances projectors and screens can sometimes be provided.
5. All programs should consider alternatives to equipment: Can materials be duplicated? Could a flip chart be used?
6. Workshops and Pre-Conferences that absolutely require AV equipment must expect the cost of renting such equipment to be built into the fees cost of the session.
7. Regular panels for which AV equipment is absolutely necessary and for which personal equipment cannot be used will be subject to these understandings:

- a. The request of AV equipment may not be met in all cases.
- b. The request for AV equipment may be met in some circumstances only if the program participants are willing to pay for the rental of equipment.
- c. The requests for technology must state a substantive reason for the equipment.

### Convention Site/Hotel Negotiations for the WSCA Forensics Tournament

1. The Western States Communication Association tournament committee shall become the agency to make all final decisions regarding future WSCA tournaments as to sites, dates, and arrangements.
2. The WFA tournament committee may, at its discretion, select a tournament site in the same city or in a city other than that selected for the WSCA Convention.
3. The WSCA Speech Activities Coordinator will negotiate a contract for housing the tournament. The contract shall be separate of the WSCA convention contract. It shall be signed by the WSCA Speech Activities Coordinator. Included in the contract will be provision for sleeping rooms, registration procedures appropriate to forensic exigencies, tabulation rooms, student preparation rooms, parking and social events for students and coached in appropriate settings.
4. In the event that the WSCA convention city for a given year is deemed inappropriate by the WFA site selection committee in terms of travel, locale or local facilities, the committee may present a package proposal to the Executive Council.
5. Presumption shall continue for the WSCA tournament to be held in conjunction with the WSCA convention, complete with the opportunity for final tournament rounds to serve as convention programs.
6. An effort will be made to work cooperatively.

### Speech Activities Coordinator

In order to carry out the duties outlined in article VI, section 8 of the WSCA Constitution and Bylaws, the Speech Activities Coordinator (SAC) will at minimum ensure that the following responsibilities are completed by the prescribed date(s). The SAC may also (as needed) carry out other tasks related to their constitutional duties. In doing so, the SAC may not contradict any of the operating procedures detailed in this document.

### Tournament Host

No later than October 1<sup>st</sup>, the SAC will secure a hosting institution or location for the upcoming WSCA forensics tournament. This information will be reported to the Executive Council (EC) as part of the SAC's report to the EC during the group's November meeting. When securing a host site for the tournament, the SAC should (when possible) prioritize ease of transportation between the conference site and the tournament site.

If the hosting institution is a university, the SAC will obtain an insurance clause or statement of liability from the university releasing WSCA of any obligation. If the tournament takes place in a hotel, the SAC will notify the Executive Director who will be responsible to adding the event to WSCA's event insurance.

### Tournament Invitation

No later than January 1<sup>st</sup>, the SAC will publicly release the invitation for the WSCA tournament. This invitation should follow the directives of tournament operating procedures document (TOP) detailed in this document. In the event that the tournament invitation and the TOP conflict, the TOP should take precedence. A copy of the tournament invite should be included in one of the SAC's biennial reports to the EC.

The SAC will also send information to the WSCA Executive Director to post on the WSCA website.

### Sanctioning

It is the responsibility of the SAC to ensure that the events offered at the WSCA tournament meet all criteria for those events to be officially sanctioned by the respective national or international forensics organization for each event. Likewise, it is the SAC's responsibility to ensure that any and all necessary dues or fees required for participation in the WSCA tournament to count toward season sweepstakes, national championship qualification, or similar honors are paid on time and in full.

### Submitting Results

It is the SAC's responsibility to ensure that the WSCA tournament results are reported to the respective national and international forensics organizations that use results in each event for calculation of season long sweepstakes, national championship qualification, or similar honors.

The SAC will also report the results at the WSCA convention luncheon, to the *WSCA News & Social Media Editor* to publish in *WSCA News* and in social media, and to the WSCA Executive Director to put on the WSCA website.

### Tabulation Staff

No later than November 1<sup>st</sup>, the SAC should secure the services of the individuals necessary in order to efficiently and equitably tabulate the WSCA tournament. As needed, entry fees or judging obligations for the institutions supplying members of the tabulation staff may be waived at the discretion of the SAC. The tabulation staff should be reported in one of the SAC's biennial reports to the EC.

## WFAA Showcase

The SAC will work with the WSCA Primary Program Planner/President-Elect to ensure that a panel slot is allocated on a mutually agreeable day and time. The SAC will also work with the WFAA program planner to ensure that the panel filled in order to showcase competitive forensics during the WSCA conference.

## Tournament Finances

The WSCA Executive Director and SAC will work together to ensure all bills are paid, monies collected, and the tournament finances are properly accounted. The tournament entry fees will be collected and accounted for by the SAC. The SAC will turn over all collected entry fees and list of entrants to the Executive Director before the conclusion of the WSCA convention. The SAC will also be responsible for reporting the status of schools that have not paid entry fees by the end of the tournament.

The SAC may request up to \$1,000 seed money from the Executive Director for the tournament. Any unused amount will be returned to the Executive Director, along with itemized receipts for the money spent.

The SAC will request checks for hired judges from the WSCA Executive Director.

The SAC will include a full accounting for the tournament finances of the preceding WSCA tournament, as well as an accounting for the current account balances related to the WSCA tournament in their November EC report.

## Tournament Operations

The SAC or designee will ensure that the WSCA forensics tournament follows the guidelines detailed in this document.

## Tournament Events

### Competitive Divisions

Both junior and open divisions of the following events will be offered at the WSCA forensics tournament. The SAC will determine if each event has sufficient numbers to be held as a competitive division. At the SAC's discretion, divisions may be combined into one open division, or fully eliminated from the tournament. Unless more restrictive standards are prescribed for a specific event offered by the relevant sanctioning organization, participation in the open division will be allowed for all students who meet individual and school eligibility guidelines to participate in the WSCA tournament. Participation in the junior division will be limited to eligible students who have not competed in two full years of collegiate forensics, regardless of what events prior participation has included. The SAC or their designee will make determinations of contestant eligibility when necessary.

## NPDA Debate

NPDA Debate will follow the debating rules and use the eligibility guidelines of the National Parliamentary Debate Association. Tabulation of this division will follow the procedures necessary to ensure that the tournament is eligible for season-long rankings points or other awards associated with both the NPDA and the NPTE. When possible, tournament procedures will be implemented that maximize the tournament's competitive value as related to these procedures outlined by the NPDA and NPTE. The rules and eligibility guidelines for NPDA on their website ([www.parl Debate.org](http://www.parl Debate.org)); NPTE rules can be found on the NPTE website: <http://nptedebate.org>.

## IPDA Debate

IPDA Debate will follow the debating rules and use the eligibility guidelines of the International Public Debate Association. IPDA rules and guidelines can be found here: <http://www.ipdadebate.info>.

## NFA LD Debate

NFA LD Debate will follow the debating rules, use the current year's topic prescribed by, and use the eligibility guidelines of the National Forensic Association. The rules, topic and guidelines of the NFA can be found here: <http://www.nationalforensics.org>.

## Policy Debate

Policy Debate will follow the debating rules, use the current year's topic prescribed by, and use the eligibility guidelines of the Cross-Examination Debate Association. Tabulation of this division will follow the procedures necessary to ensure that the tournament is eligible for season-long rankings points or other awards associated with CEDA. CEDA topics, rules, and other guidelines can be found here: <http://cedadebate.org>.

## AFA Individual Events

All of the individual events sanctioned by the American Forensics Association will be offered, and these events will follow the AFA competition rules and eligibility guidelines. A minimum of two preliminary rounds or two rounds to create a final result will be held for each individual event. Tabulation procedures will be followed that ensure that the tournament is eligible as an at-large qualifying tournament for the AFA-NIET tournament. AFA guidelines and other rules can be found here: <http://www.americanforensics.org>.

## British Parliamentary



British Parliamentary style debate will follow rules and format guidelines as outlined by the USUCD. A minimum of four preliminary rounds will be offered at the tournament. The rules and guidelines for BP debate are found here: <https://usudebate.com/>.

### Other Events

At the discretion of the SAC, events from this list may not be offered in a given year if there are logistical limitations that preclude such events being offered (e.g., availability of space, lack of entry, etc.). Adding events to the WSCA tournament requires an amendment to the TOP.

## Tournament Structure and Rules

### Tournament Structure

The WSCA tournament must host both a full tournament in each debate division with sufficient entries, as well as a full individual speaking events tournament. If feasible, the SAC may (at their discretion) also offer a second tournament as part of a 'swing.' The WSCA tournament will not be scheduled over more than three days and will be condensed to two days when logistically feasible. The tournament will be structured in such a manner that the ability of students to participate in at least one debate event and at least one individual speaking event is permitted.

### School/Team Eligibility

To compete at the tournament, students must be enrolled in a collegiate debate organization recognized by and in good standing with their home university. Tournaments are open to any regularly enrolled undergraduate in a two-year or four-year college or university in good standing with and representing the school's debate team/club.

### Contestant Eligibility

The eligibility guidelines of the respective sanctioning organizations for each competitive event will determine the eligibility of individual competitors to take part in the WSCA tournament.

### Tournament Fees (established Fall 2016)

The WSCA forensics tournament will use the following fee schedule. However, the SAC may either increase or decrease fees in a given year if there is a clear fiscal need to do so, e.g., unanticipated room usage fees, etc. To increase or decrease fees for the upcoming tournament, the SAC must indicate the one-year fee change and provide a rationale as part of the report presented to the EC during the November meeting preceding the

tournament in question. Permanent changes to the fee structure of the WSCA tournament require the amending of this document.

School Fee	\$50.00 per school
NPDA & CEDA	\$50.00 per team
IE's	\$8.00 per entry/\$16 for Duo-Interpretation Entries
NFA-LD & IPDA	\$20.00 per debater
Hired Judges	\$75.00 per uncovered debate team
	\$15.00 per uncovered IE slot
	\$30.00 per uncovered LD debater

The SAC will set a date no later than two days before the WSCA tournament begins upon which initial fees will be assessed. This date will be listed in the tournament invitation.

### Judges

As needed, the SAC is permitted to acquire judges for the WSCA tournament and issue them stipends from the WSCA budget line item for WSCA tournament.

## Tournament Awards

### Competitor Awards

At minimum, the WSCA tournament will recognize and provide awards for the finalists in each division of debate, the top three IE competitors in each IE event, and the top junior competitor in each IE event.

### Tournament Sweepstakes

At minimum, sweepstakes awards will be awarded to the top two four-year and top two-year institutions competing in the WSCA tournament.

Sweepstakes awards will be based on the following point system:

#### IEs

1 <sup>st</sup> Place IE	10 points
2 <sup>nd</sup> Place IE	8 points
3 <sup>rd</sup> Place IE	6 points
Finalists IE	4 points
Semi-Finalist IE	2 points

#### Debate

Debate sweepstakes will be awarded 5 points for each preliminary win for the top four teams/entries from any one school in each division.

## “Best in the West” Traveling Trophy

Each year, the WSCA Tournament awards one “Best in the West” trophy, a travelling trophy determined by most cumulative points from past WSCA tournaments, beginning with the 2019 tournament in Seattle with all participants starting with 0. Schools will total their overall sweepstakes points from each WSCA tournament, accruing a cumulative total throughout their years of participation. Each year, the school with the highest total will win this award and have their points convert to “0” entering the next year of the tournament.

## Other Awards

The SAC may offer awards at the WSCA tournament beyond those listed here. These may include competitive tournament awards (e.g., “debate sweeps,” “IE finalist”) and superlatives (e.g., “Coach of the Year”) beyond those listed in this document. Superlative awards may only be awarded to individuals and/or programs participating in that year’s WSCA tournament. Awards of this nature should be awarded by a committee appointed by the SAC and announced in the tournament invitation. The tournament invitation should also include information about how to nominate candidates for such awards.

## FINANCIALS

### Financial and Corporate Status

From 1983 until 2017 WSCA operated under a calendar fiscal year. Beginning 2018 WSCA operates under a July 1 through June 30 fiscal year for the purpose of IRS tax filing. On February 15, 1996 WSCA was granted a 501 (c) 3 status as a not-for-profit charitable educational corporation and served a probationary period until December 31, 1999. WSCA was incorporated in the State of Utah on May 31, 1995. WSCA’s federal identification number is 87-0541498. Tax reports must be filed by the Executive Director by October 15th annually.

### Sale of Mailing Labels

Mailing labels of the membership list may be sold to academic publishers and other scholarly-related vendors of interest to the Association for \$250.

### Deferred Giving Campaign/Program

Members are encouraged to remember WSCA in their wills and to send copies of their wills to the Executive Director. The Executive Director should maintain a safe-deposit box for holding any original will sent to that office.

## Financial Policy

Investment of the Association's funds and other monies is guided by the following principles: social responsibility, high liquidity; relative safety; sensitivity to the nature of politics and the environment; use of more than one financial tool; buying into an investment over a period of time, and recommendation from a professional financial advisor to agreement between the President, the Finance Committee, and the Executive Director.

A professional financial advisor, in consultation with the Executive Director, President and Finance Committee Chair, is empowered to make adjustments in any of WSCA's investment funds.

According to the WSCA Bylaws, Article II. Finances, "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*." The Executive Director will inform the professional financial advisor if there are new funds available for deposit in an appropriate investment.

## Asset Allocation

### *Portfolio allocation*

WSCA investment objectives and risk tolerance are consistent with those of a "moderately conservative" investor that are appropriately diversified.

### *Fund selection process*

1. A professional financial advisor recommends funds for the WSCA investment portfolio that are in line with SCA's portfolio allocation. The financial advisor submits reports to the Executive Director quarterly. The Executive Director reports quarterly to the President and the Finance Committee on fund performance.
2. Funds shall be no-load. Index funds or other low-fee funds are preferred.
3. Funds shall be monitored quarterly for both performance and balance.
4. Fund changes within categories shall be made to comparable funds in the same category with better performance records (see *Business Week* and *Morningstar* for fund performance evaluation and categories).
5. Portfolio allocation shall be reviewed at least annually.

### *Fund criteria*

1. To be included in the WSCA investment portfolio, a mutual fund shall perform as well or better than the category performance as measured by selected indexes. (See *Business Week* and *Morningstar* for fund performance evaluation including risk level.)
2. The risk level of each mutual fund shall be no higher than the average risk for the category of fund.

3. The portfolio shall contain funds with low correlations with each other, i.e., few shared stocks/bonds.
4. The investment portfolio of the Association shall not exceed the IRS limits for acceptable investment holdings of non-profit organizations.

### WSCA Financial Plan

This statement is the formal financial plan for WSCA as of February 2020. It provides an administratively responsible plan of financial organization. Each section includes a description, income rules, expenditure rules, and investment principles. The WSCA Financial Plan is divided into two parts: the General Operating Fund and WSCA Asset Funds.

Annually, the Executive Director shall enlist the aid of an accountant, preferably with knowledge of non-profit organizations, to provide both a financial detail of the budget and a statement of the overall funds of the Association. In addition, the Executive Director shall enlist the aid of a financial advisor, who is to work in the best interest of WSCA and WSCA's investments. This report will be reviewed by the President, the Finance Committee, and the Executive Council.

*Ad hoc* committees may be established for raising funds for the Association. Gifts to the Association may be undesignated or may be designated for specific purposes.

#### *General Operating Fund*

Description: The General Operating Fund (e.g. checking account) of WSCA holds money for the operation of the Association's daily affairs. The fund typically, but not only, takes in the daily money of the Association and distributes the money as need be for the operating expenses of the Association. The General Operating Fund is what the Finance Committee and Executive Council consider as the yearly operating budget of WSCA.

The Executive Director and Finance Committee will prepare an annual report of the General Operating Fund. A financial advisor will prepare a report of the WSCA Asset Funds. The report will be known as the budget, project two years out, and give at least the actual spending for three previous years. The budget must be reviewed and recommended for approval by the Executive Council and approved by the Legislative Assembly.

- Income Rules:** The operating income of WSCA comes from five sources: a) membership; b) publishing contracts (Taylor and Francis, EBSCO); c) convention revenue; d) investments and assets; and e) miscellaneous.
- The rules for managing these income sources are as follows: 1) the annual membership fees and dues shall be placed within the General Operating Fund; 2) all journal revenues are income for the General Operating Fund; 3) convention revenue is another source of income for the General Operating Fund; and 4) the miscellaneous revenue streams listed in the annual budget are income resources (these monies include, but are not limited to, journal exchange income, cash back rewards, job posting sales, and mailing list sales.)
- Expenditures:** The expenditures of the General Operating Fund are the monies required to conduct the usual business of the Association. These expenditures include, but are not limited to, costs of journal production, officers' and Interest Groups' expenses, convention expenses, and the cost of administrating the Association's business. The expenditures are described within the annual budget of WSCA. If over a period of three years the General Operating Fund has a budget surplus of \$10,000.00, the Executive Director, in consultation with the President and Chair of the Finance Committee, may transfer an agreed upon amount of the surplus to appropriate asset funds.
- The Executive Council may direct a remaining amount of the membership fees to be placed in other Funds of the Association. Note: As of 2017 the association obtained a cash back rewards credit card. While a new income line was added to the budget and the amount goes to the General Operating Fund, the desire is to keep the non-tenure track membership fees low.
- Investment:** As the General Operating Fund is the basic "checking account" of WSCA, the Executive Director may place the money in a highly available, and preferably interest bearing, checking or draft account.

### *WSCA Asset Funds*

- Description:** The Asset Funds, e.g. investments, of WSCA are held for the purposes of emergency expenditures, Executive Director support, future development and opportunities of the Association. Moreover, the WSCA Asset Funds are the places where

	individuals or organizations may offer donations to the Association.
Income Rules:	Although no upper limit of the Asset Funds has been set, it should remain a financial goal to keep the WSCA Asset Funds at least equal to and generally more than one year's operating budget.
Expenditures:	Additional Asset Funds may be added upon approval of the Executive Council.

### *Emergency Fund*

Description:	The Emergency Fund of WSCA serves immediate and necessary needs of the Association. For instance, if the General Operating Fund does not meet the budget obligation of the Association, the Emergency Fund is available for covering the shortfall. The Emergency Fund may also serve as a resource for special projects of the Association.
Income Rules:	Income from investments in this fund shall remain in this fund. The Executive Council may change the Emergency Fund goal. However, neither regular membership fees nor library subscriptions shall be used to underwrite the Emergency Fund.
Expenditures:	To meet the obligations of a shortfall or special project needs, the Executive Director and the President shall agree on any expenditures from the Emergency Fund. If the fund goes over the stated goal, the Executive Director, in consultation with the President, may shift the money to other WSCA funds. At the earliest point after the expenditure or transfer, the President shall inform the Executive Council. The fund minimum is \$100,000; the fund goal is \$200,000.
Investment:	The Emergency Fund shall be held in appropriate investment vehicles separately accounted from the other asset funds. The money should be readily accessible and meet the investment criteria described in the WSCA <i>Policy and Procedures</i> under the title "Financial Policy."

### *Executive Director Fund*

- Description:** The Executive Director Fund is designed to underwrite a partial buyout of the Executive Director's time. The Association will negotiate with the Executive Director's institution to reimburse that institution for the Executive Director's time. A formal letter of agreement shall be executed among the Association, the Executive Director, and the Executive Director's educational institution explicating the details. While the goal is a half-time "buyout" of the Executive Director, the realization is that WSCA should be able to secure at least a one course per term release for the Executive Director.
- Income Rules:** It is assumed that the membership should bear the responsibility for monies to the Executive Director Fund. In 1996, the Executive Council recommended, and the Legislative Assembly approved, the membership fee by \$5.00 to create a fund for the Executive Director. Beginning with calendar year 1997, a fixed amount of each membership fee went toward the Executive Director Fund. The "surcharge" of \$5.00 per member is ongoing and should be considered a regular part of the income for this Fund. Income from investments in this fund shall remain in this fund until the stated goal is reached.
- Expenditures:** Typically, once or twice a year, the Executive Director, in consultation with the President, will transfer the surplus amount from the Executive Director Fund to the General Operating Fund for payment to the Executive Director's institution if such a transfer is required to maintain an adequate balance in the Operating Fund. Other expenditures from the Executive Director Fund must be approved by the Executive Council. The fund minimum is \$250,000 and the fund goal is >\$1,000,000.
- Investment:** The Executive Director Fund shall be held in appropriate investment vehicles separately accounted from the other asset funds. The money should meet the investment criteria described in the Policy and Procedures of WSCA under the title "Financial Policy."



### *Growth/Life Members Fund*

- Description:** The Growth/Life Members Fund consists of assets set aside to prepare for the future needs of the Association. The fund's basic goal is to serve as an endowment for the organization. It was created to help fund anticipated decreases in the abilities of universities to support the activities of WSCA. The endowment serves as a reserve for the organization to establish a basis of stability for the financial well-being of the future of the Association.
- Income Rules:** Funds generated from Life Memberships are deposited into this fund. Money from other funds of the Association may be transferred to this fund. Gifts not designated to other Asset Funds shall be deposited into this fund.
- Expenditures:** Under normal circumstances, the operating budget covers the ordinary costs of membership fees and convention registration for the Life Members. If needed, one expenditure a year may be used to cover the Life Member convention and membership costs. Other expenditures from the this fund must be approved by the Executive Council.  
The fund minimum is \$300,000 and the fund goal is \$500,000. Fund targets are listed below. When a target is met, the following rules apply: for any funds between \$200,000 and \$299,999, 20% may be spent. For any amount between \$300,000 and \$399,999, 30% can be spent. For any amount between \$400,000 and \$499,999, 40% can be spent. For any overage past \$500,000 50% of it may be spent.
- Investment:** The Growth Fund shall be held in appropriate investment vehicles separately accounted from the other asset funds. The money should meet the investment criteria described in the *Policy and Procedures Manual* of WSCA under the title "Financial Policy."

### *Memorial/Dickens Fund*

- Description:** The Memorial/Dickens Fund of WSCA serves as a repository for contributions made to the organization to honor individuals. The Milton C. Dickens Memorial Fund was established in 1986 as a designated endowment from which the interest is awarded for outstanding scholarship in the WSCA region. Dr. Dickens served as President of the Western Speech Association in 1956-57.
- Income Rules:** The principal of the Fund shall remain invested for the life of the Fund. There is no maximum for the Fund.
- Expenditures:** Any funds beyond the stated goal may be used to recognize outstanding research and creative activity by awarding travel scholarships and/or grants for students and junior faculty to attend the annual WSCA convention. Criteria for awarding scholarships will be recommended by a committee, appointed by the President, and approved by the Executive Council prior to the awarding of any scholarships. The fund minimum is \$20,000 and the fund goal is >\$100,000.
- Investment:** The Memorial/Dickens Fund shall be held in appropriate investment vehicles separately accounted from other asset funds. The money shall meet the investment criteria described in the *Policy and Procedures Manual* of WSCA under the title "Financial Policy."

### *Follert Trust Fund*

The Vincent F. Follert, Jr. Trust Fund was established in 1987 as a designated endowment to support the publication of *Communication Reports*. All monies from the Follert Trust Fund have been disbursed for the purposes the endowment envisioned, and *Communication Reports* continues to thrive as a WSCA publication.

### *Financial Procedures*

1. In receiving money, stamp the back of the check "For Deposit Only." Make the bank deposit. Obtain a receipt with the check image(s), if possible. Code the receipt for the specific income line item for that year's budget. Attach the coded receipt to the accompanying invoice (if provided) and give it to the bookkeeper. Edit the current budget to account for the income.
2. To pay expenses, prepare checks based on the invoices and receipts received. No checks should be written without an invoice, receipt, or some form of documentation

for the amount. Code the check stub for the specific expense line item for that year's budget. Edit the current budget to account for the expense. Staple the coded check stub to the invoice and give it to the bookkeeper.

3. The bookkeeper should have viewing access to all bank accounts and the credit card processor statements.
4. Quarterly, the Executive Director sends the President, President-Elect, and Finance Committee the most recent copy of the bank statement, the budget, investment report (provided by the professional financial advisor), the profit and loss report (provided by the bookkeeper), and the quarterly report (provided by the bookkeeper).
5. The professional financial advisor, in consultation with the Executive Director, President and Finance Committee Chair, is empowered to make an adjustment in an investment fund if there is substantial decline in the fund's value.
6. According to the WSCA Bylaws, Article II. Finances, "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*."

### Budget Requirements

A two-year budget shall be presented for approval to the Finance Committee, Executive Council, and Legislative Assembly at the annual convention; this budget shall include a revised budget for the current fiscal year and a proposed budget for the upcoming fiscal year.

The budget shall be

1. realistic – project the actual anticipated expenditures and revenues of the Association
2. transparent – show each expenditure and revenue
3. supportive – strive to cover actual expenses for individuals
4. futuristic – be based on policies in place for the long-term benefit of the Association

### WSCA ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

Western States Communication Association is fully committed to principles of equal opportunity, freedom from harassment, and freedom from discrimination. WSCA strives to be an Association where every person may participate fully regardless of race, ethnicity, color, religion, national origin, sex, sexual orientation, age, disability, or membership in any other group.

Enhancing diversity and promoting equality of opportunity are in the best interests of both the WSCA membership specifically and society generally. We have an obligation to be aware of and responsive to an increasingly diverse, multicultural society. Professors, students, and

Communication professionals share a personal responsibility for this policy. Under the direction of the Executive Council, WSCA will continue to affirm this responsibility.

WSCA supports National Communication Association's policy platform efforts in these areas and endorses NCA's Affirmative Action Statement, Credo for Free and Responsible Communication in a Democratic Society, Credo for Ethical Communication, and the NCA Policy on Diversity.

#### VIDEOTAPING, PHOTOGRAPHING, AND RECORDING POLICY

Enforcing the statement on Anti-Discrimination & Diversity, WSCA will not tolerate any form of physical intimidation, harassment, stalking, and/or verbal assault that perpetuates violence and/or impinges on individual privacy against any individual, particularly individuals from historically marginalized groups. To minimize such issues, WSCA requires all conference attendees to receive written consent from presenters (such as email correspondence) to videotape, photograph, and/or record during official WSCA sessions and meetings to protect the presenters' academic freedom. However, WSCA gives permission to its designated photographers for recording its annual conference. This statement should be included not only in WSCA policies and procedures but also in WSCA's "Convention" section and registration page.

#### Western States Communication Association Values and Commitments Agreement

The Western States Communication Association (WSCA) is committed to its values and commitments as reflected in the Association's Anti-Harassment and Anti-Discrimination Policy. WSCA also remains committed to acting upon the Aims of Statement on Anti-Discrimination & Diversity and actions encouraged in the Statement Against Violence and Harassment.

By registering as a member of WSCA and/or as a conference attendee at the Association's annual convention, I agree to uphold these values and commitments. I understand that if I fail to do so, I may be asked to leave the convention and/or my ongoing affiliation with WSCA (including its interest groups and publications) may be restricted, suspended, or severed.

#### PROFESSIONAL ETHICS

Members of Western States Communication Association believe that ethical behavior in all professional endeavors is paramount. As noted in the National Communication Association's *Code of Professional Ethics for the Communication Scholar/Teacher* Code of Professional Ethics:

Members of the communication discipline have a special responsibility to model ethical communication practices. Communication scholars are particularly concerned with free and responsible communication among all members of society. Ethical communication should begin with ourselves and govern our interactions with others.

We believe that our communication and professional conduct should be guided by honesty, integrity, rigor, prudence, and appreciation of the diversity of ideas and perspectives that contribute to the richness of our community.

For specific ethical practices, WSCA follows the National Communication Association's *Code of Professional Ethics for the Communication Scholar/Teacher* Code of Professional Ethics, the American Psychological Association's Ethical Principles of Psychologists and Code of Conduct (2003 with 2010 and 2017 amendments), and the American Sociological Association's Code of Ethics.

### Conflict of Interest Policy and Disclosure

Members of the Executive Council of the Western States Communication Association ("WSCA") (including officers, Editors, members of the Finance Committee, and members of the Publications Committee) have an affirmative obligation to act at all times in the best interests of WSCA. This policy serves to define the term "conflict of interest," to assist members of the Executive Council in identifying and disclosing such conflicts, and to minimize the impact of such conflicts on the actions of WSCA whenever possible. (Collectively, this policy will refer to members of the Executive Council, Editors, members of the Finance Committee, and members of the Publications Committee as "Covered Officials.")

*Fiduciary duty.* Each Covered Official has a fiduciary duty to conduct themselves without conflict to the interests of WSCA. When acting within the capacity as a Covered Official, the person must subordinate personal, business, third-party, and other interests to the welfare and best interests of WSCA.

*Conflict of interest defined.* A "conflict of interest" is any transaction or relationship which presents, or may present, a conflict between a Covered Official's obligations to WSCA and the Covered Official's personal, business, or other interests.

*Disclosure.* The Executive Council recognizes that conflicts of interest are not uncommon, and that not all conflicts of interest are necessarily harmful to WSCA. However, the Executive Council requires full disclosure of all actual and potential conflicts of interest. Each Covered official shall disclose any and all facts that may be construed as a conflict of interest, both through an annual disclosure process and whenever such actual or potential conflict occurs.

*Process and remedy.* After submitting the attached annual Disclosure form to the Executive Director, the Executive Director will transmit any declarations of potential conflict to the Executive Council for deliberation at its next meeting. The Executive Council will determine whether or not a conflict of interest exists, and whether or not such conflict materially and adversely affects the interests of WSCA. A Covered Official whose potential conflict is under review may not debate, vote, or otherwise participate in such determination. If the Executive Council determines that an actual or potential conflict of interest does exist, the Executive Council shall also determine an appropriate remedy. Such remedy may include, for example, the recusal of the conflicted Covered Official from participating in certain matters pending before the Executive Council or other WSCA body.

*Annual disclosure process.* On an annual basis, each member of the Executive Council, Finance Committee, and Publication Committee shall be provided with a copy of this policy, and shall complete and sign the acknowledgement and disclosure form below.

**Western States Communication Association  
Annual Statement of Disclosure  
Officer Annual Conflict of Interest Statement  
(submit form to Executive Director)**

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Position: \_\_\_\_\_

Are you a voting member of the WSCA Executive Council? (circle one) Yes No

Are you a WSCA Covered Official (under the Conflict of Interest policy description)?  
(circle one) Yes No

If you are a Covered Official (under the Conflict of Interest policy description), which  
position do

you hold? \_\_\_\_\_.

3. I affirm the following:

I have received a copy of the WSCA Conflict of Interest policy. \_\_\_\_\_ (initial)

I have read and understand the policy. \_\_\_\_\_ (initial)

I agree to comply with the policy. \_\_\_\_\_ (initial)

I understand that WSCA is nonprofit professional organization and to maintain its  
federal tax exemption it must engage primarily in activities which accomplish one or  
more of tax-exempt purposes. \_\_\_\_\_ (initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation  
arrangement, as defined in the Conflict of Interest policy with WSCA? (circle one)  
Yes No

i. If yes, please describe it:

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of  
Interest policy? (circle one) Yes No

- b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with WSCA? (circle one)  
Yes No

If yes, please describe it, including when (approximately):

\_\_\_\_\_

- ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? (circle one) Yes No

Date: \_\_\_\_\_

Signature of Covered  
Official \_\_\_\_\_

Date of Review by Executive Council (if required): \_\_\_\_\_

### Whistleblower Policy

The Western States Communication Association (“WSCA”) is committed to high standards of ethical, moral, and legal conduct. WSCA is further dedicated to acting in good faith with those who raise concerns regarding incorrect financial reporting, unlawful activity, or otherwise improper conduct.

This Whistleblower Policy aims to provide independent contractors with an avenue for raising such concerns, and to reassure such persons that they will be protected from reprisal or victimization as a consequence of reporting the alleged wrongdoing of any officer, director, or agent of WSCA.

### Statement of Policy

No officer, director, or agent of WSCA shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense. Nor will any officer, director, or agent of WSCA take any harmful action with intent to retaliate against any person for reporting to an appropriate official of WSCA the suspected misuse, misallocation, or theft of any Organization resources.



## Safeguards

*Harassment or Victimization* – WSCA will not tolerate the harassment or victimization of any independent contractor who raises concerns under this policy.

*Confidentiality* – WSCA will make every effort to treat a complainant's identity with an appropriate regard for confidentiality, with the understanding that the details of complaints may need to be shared with others in order to investigate such complaints properly.

*Anonymous Allegations* – Because a thorough investigation often depends on an ability to gather additional information, WSCA encourages complainants to put their names to allegations of wrongdoing. WSCA will explore anonymous allegations to the extent possible but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

*Bad Faith Allegations* – Allegations made in bad faith may result in disciplinary action.

## Procedure

Process for Raising a Concern:

*Reporting* – WSCA intends this policy to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting or unethical or illegal conduct, may be reported directly to the Executive Director. In the event that an individual's concern rises to the level that the person reasonably believes that notice to the Executive Director will be disregarded or otherwise not fairly considered, the individual may then report violations or suspected violations to the President.

*Timing* – The earlier a concern is expressed, the easier it is to take action.

*Evidence* – Although a complainant is not expected to prove the truth of an allegation, the person should be able to demonstrate a report in good faith.

How the Report of Concern Will Be Handled:

*Initial Inquiries* – The Executive Director will make initial inquiries in consultation with legal counsel, if necessary, to determine whether or not further investigation is necessary or appropriate.

*Further Information* – The Executive Director may seek further information from any officer, director, independent contractor, or agent of WSCA, and shall take all reasonable precautions to protect the identity of the complainant to the extent possible while doing so.

*Reporting* – The Executive Council shall receive information on each complaint. In consultation with the Executive Director and, if necessary, legal counsel, the Executive Council will determine an appropriate response to a report of concern. Officers, directors, and agents of WSCA who may be implicated in such reports shall not participate in any deliberation of the Executive Council related to the complaint, except to present information directly to the Executive Council on their own behalf.

For additional information, please contact the Executive Director. WSCA reserves the right to modify or amend this policy at any time.

## DOCUMENT RETENTION AND DESTRUCTION POLICY

This Document Retention and Destruction Policy identifies the record retention responsibilities of officers, directors, volunteers, and members of the Executive Council of the Western States Communication Association (“WSCA”) (including officers, Editors, members of the Finance Committee, and members of the Publications Committee) for maintaining and documenting the storage and destruction of WSCAs documents and records.

WSCA’s officers, directors, staff, volunteers, members of the Executive Council, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Executive Director;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

The following table indicates the minimum requirements for storage of records.

Type of Document	Minimum Requirement
Accounts payable and account receivable ledgers and schedules	10 years
Audit reports	Permanently
Bank statements	10 years
Capital stock and bond records; ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.	Permanently
Checks (for important payments and purchases; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction])	Permanently
Cash books	10 years
Checks (canceled, with exception below)	10 years
Contracts, and leases (expired)	10 years
Contracts (still in effect)	Permanently
Correspondence (general)	4 years
Correspondence (legal and important matters)	Permanently
Depreciation schedules	10 years
Donation records of endowment funds and of significant restricted funds	Permanently
Donation records, other	10 years
Duplicate deposit slips	10 years
Expense analyses/expense distribution schedules (includes allowance and reimbursement of officers, etc., for travel and other expenses)	10years
Year-end financial statements	Permanently
General ledgers and end-of-year statements	Permanently
Expired Insurance policies	Permanently
Insurance records, current accident reports, claims, policies, etc.	Permanently

Type of Document	Minimum Requirement
Internal audit reports	3 years
Inventory records for products, materials, and supplies	10 years
Invoices to customers or vendors	10 years
Minute books, bylaws, Articles of Incorporation	Permanently
Purchase orders	3 years
Subsidiary ledgers	10 years
Tax returns and worksheets	Permanently

All permitted document destruction shall be halted if the organization is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the Executive Council.

## OTHER

### Affiliate Organizations

Affiliate organizations of WSCA (those holding Organizational Membership) include the Organization for Research on Women and Communication (ORWAC). ORWAC presents the Feminist Scholar Award at the awards luncheon at the WSCA annual convention.

### Archiving Policy

The WSCA Archives are held by The Manuscripts Divisions of the Special Collections Department of the J. Willard Marriott Library at the University of Utah. The Association is committed to pay \$1,500.00/year to support the processing, preparation of finding aids, storage, and reference service of our records, including any additional material donated year by year.

By June 30, working with the Immediate Past President, the Executive Director submits materials for the archives. These materials include:

- Executive Council agenda and minutes
- Officer and Committee reports
- Constitution & Bylaws (if changed)
- Policies & Procedures (if changed)
- Membership reports
- Convention reports

Asset book  
Annual Budget  
Photos with captions including names of people, date, location, and activity.

The materials should be mailed (not electronic) to:

Manuscripts Division  
University of Utah  
Marriott Library  
295 South 1500 East  
Salt Lake City UT 84112-0860

## Logo

The WSCA logo was designed by Delia Storey of Fort Collins, CO and adopted by the Executive Council on October 31, 2001 for use on all WSCA materials, including but not limited to the website, newsletter, journals, stationary, handbooks, and manuals.

## NCA Legislative Assembly Representatives

WSCA can have up to three representatives to the National Communication Association Legislative Assembly. The WSCA Legislative Assembly elects one representative annually for a term of three years. (See Nominating Candidates for Elected Offices in this Manual.)

When an elected representative to the NCA Legislative Council is unable to serve, the WSCA President, with consent of the majority of the Executive Council, will appoint a replacement.

## WSCA Exhibit Table at NCA Convention

WSCA traditionally is allocated an exhibit table at the NCA convention. The table should include membership forms, convention information, convention registration forms, and Local Host information about special events and attractions of the convention location.

## WSCA CALENDAR

(Initially approved by Executive Council February 23, 2001)

### **August**

Site visit to 4+ year convention location possible hotels (if not in April) (President, Executive Director, Local Host Chair)

### **September**

- 1- Competitive papers and programs due to Interest Group program planners.
- 15- *WSCA News* articles from Pres., Pres. Elect, Local Host, Dist. Service Award, Editor Searches.
- 15- Membership campaign letters prepared by First VP (Membership info to Chairs, Grad. Directors, current members, potential members, etc.).
- 30- Executive Director solicit publishers, universities, and potential vendors for convention program announcements, exhibit tables, and sponsorship.

### **October**

- 1- Exec Council members send agenda items for Nov. Exec. Council meeting to President.
- 15- Executive Director sends membership email letters prepared by First VP.
- 15- Officers & Committee Chairs email reports for Nov. Exec. Council meeting to all EC members.
- 15- Executive Director sends 1st quarter financial report
- 15- President appoints Credentials Committee
- 25- Election ballots and candidates' statements due to Exec Dir from Chair of Nom Committee (IPP).

### **November**

- 1- Nominations due for all awards
- 1- Elections open for three weeks
- 15- Convention program posted on website
- 15- First VP—Follow-up membership emails (work with Exec. Dir.)
- 15- Executive Dir. sends convention email
- 30- Everyone checks convention program for accuracy on website—send corrections to Pres. Elect.

**At NCA:** Executive Council meets Wednesday evening before preconferences; Ad hoc committees may meet).

### **December**

- 1- President notifies all candidates whether they were elected or not
- 15- USRC paper deadline
- 10- Final convention program copy due to printer

- 15- Executive Dir. sends out minutes of November meeting
- 15- *WSCA News* articles from Pres., Pres. Elect, Local Host
- 15- All awards completed by Dec 15
- 15- Nominations due for Editor search.

### **January**

- 10- Executive Director sends budget to Finance Committee chair.
- 10- EC members send agenda items for Feb. Exec Council meeting to President.
- 10- Officers and Committee Chairs email reports for Feb. Exec. Council meeting to all EC members.
- 10- Order all catering for WSCA conference through the Executive Director.
- 10- Order all awards through Executive Director (Dist. Service Award, Model Communication Program Award, Scholar Award, Dist. Teaching Award, Outgoing Editor plaque).
- 10- ED: notifies re: Legislative Assembly delegates.
- 15- Executive Director sends 2<sup>nd</sup> quarter financial report

### **February**

- 5- President prepares and distributes luncheon agenda.
- 30- President write post-convention letters, appoints standing committee members.

#### *At Convention:*

Exec. Council members attend Thurs/Friday afternoon/evening & Monday/Tuesday AM Executive Council meetings, Convention Kick-off, Keynote Speech, Convention Luncheon.

Newly elected officers and Members-at-Large attend Tues. AM Exec. Council meeting  
Finance Committee meets Thurs/Friday before the EC meeting reports to Exec. Council at Thurs/Friday meeting.

Publication Committee meets Thurs/Friday before the EC meeting; reports to Exec. Council at Thurs/Friday meeting regarding nominee for the year's editor selection (1 each year: *WSCA News/Social Media, WJC, CR*) and at Monday/Tuesday meeting regarding other business.

Time and Place, Futures, and Member Services Committees meet Saturday/Sunday; report at Monday/Tuesday Exec. Council meeting.

Legislative Assembly meets Sunday/Monday evening.

### **March**

- 1- Call for Papers appears: *WSCA News*, posted on website; sent to SPECTRA, ICA Newsletter.
- 1- Convention site information posted on website (Local Host).
- 5- *WSCA News* articles from Pres., Pres. Elect, Dist. Service, Scholar, Teaching, & Model Communication Program Awards, Editor Searches).
- 15- Executive Dir. sends out minutes of Feb. meeting.

30- Preconvention visit to upcoming convention hotel (President, President Elect, Local Host, Executive Dir.).

#### **April**

15-Site visit to proposed 4+ years convention location possible hotels (President, Executive Director, Local Host).

15-Immediate Past President starts Nominating Committee process.

15- Executive Director sends 3<sup>rd</sup> quarter financial report

#### **May**

Publicize September panel, workshop, and paper submission deadline

#### **June**

Executive Director send prior year materials to archive

#### **July**

15- Executive Director sends end of year financial report

### **EXECUTIVE COUNCIL APPOINTMENTS CALENDAR**

Feb 2019	<i>WSCA News &amp; Social Media</i> editor Executive Director (to begin July 1, 2020)
Feb 2020	<i>Communication Reports</i> editor
Feb 2021	<i>Western Journal of Communication</i> editor Coordinator of Speech Activities
Feb 2022	<i>WSCA News &amp; Social Media</i> editor Executive Director (to begin July 1, 2023)
Feb 2023	<i>Communication Reports</i> editor
Feb 2024	<i>Western Journal of Communication</i> editor Coordinator of Speech Activities
Feb 2025	<i>WSCA News &amp; Social Media</i> editor Executive Director (to begin July 1, 2026)
Feb 2026	<i>Communication Reports</i> editor
Feb 2027	<i>Western Journal of Communication</i> editor

### **CONVENTION CALENDAR**

2017	Salt Lake City, Little America Hotel (hotel decision 12/13) - East
2018	San Jose, Santa Clara Hyatt (hotel decision 1/15) - Central
2019	Seattle, Renaissance (hotel decision 10/15) - North
2020	Denver, Downtown Hyatt (hotel decision 11/16) - East
2021	Irvine, Hotel Irvine (hotel decision 4/17) - South



2022	Portland, Hilton (hotel decision 11/17) – North
2023	Phoenix, Hyatt Regency – (hotel decision 11/18) – South
2024	Reno, Atlantis Resort and Spa – (hotel decision 11/19) – Central
2025	Albuquerque – (hotel decision exp 2020) – East
2026	San Diego - (hotel decision exp 2021) – South
2027	due for North (WA, OR, ID, MT, AK)