

**BYLAWS FOR THE WSCA COMMUNICATION THEORY AND  
RESEARCH INTEREST GROUP**

**2017**

**ARTICLE I-----PURPOSE**

**Section 1.** The name of this organization shall be the Communication Theory and Research Interest Group of the Western States Communication Association (WSCA).

**Section 2.** The authority of this organization shall be derived for the Bylaws of the Western States Communication Association, and its powers and procedures are those prescribed therein. Consistent with and as extension to the Bylaws of the Western State Communication Association, these bylaws shall serve as the specific authority for the Communication Theory and Research Interest Group and serve to replace any past bylaw document.

**Section 3.** The basic purpose of the Communication Theory and Research Interest Group is to advance the understanding of Communication Theory and Research issues. Pursuant to that goal, the Interest Group will exercise a major role in the program planning of the annual WSCA convention; conduct activities as determined by the membership of the Interest Group, and represent the interests of the Interest Group membership in the Legislative Council of WSCA.

**ARTICLE II-----MEMBERSHIP**

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

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

**ARTICLE III-----MEETINGS**

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

## ARTICLE IV-----OFFICERS/ELECTED POSITIONS

**Section 1.** The officers of the Division shall be a Chair, Chair-Elect, and Secretary. [*The Nominative Committee is the Standing Committee.*] In addition, three paper readers and a Legislative Assembly Representative Alternate shall be elected annually.

**Section 2.** Upon election by the Interest Group at its annual meeting, the Chair-Elect will serve a one-year term and then succeed to the office of Chair for the following year. The Chair-Elect shall represent the Interest Group at WSCA Legislative Assembly, attend convention-planning meetings during the convention, conduct the annual meeting for the New Business portion, and conduct the interest group elections at the annual meeting held at the end of his/her term as Chair-Elect. [*The Chair-Elect shall also serve as chair of the Interest Group nominating committee.*]

**Section 3.** The Chair-Elect shall succeed to the office of Chair at the beginning of the New Business portion of the annual meeting the ends his/her year as Chair-Elect. The Chair shall serve for one year. This officer shall promote the opportunity to submit program ideas and/or competitive papers to the Interest Group, coordinate the review process for competitive papers and panels, and plan the Interest Group's program for the next annual WSCA convention. In planning the annual convention, the Chair maintains the right to create invited panels in addition to those panels and papers submitted competitively. The Chair shall be responsible for planning and conducting the next annual business meeting, presenting such competitive awards as may be authorized by the Interest Group (including preparing annual reports and budget requests) is completed. The Chair shall also serve as a representative of the Interest Group on the WSCA Legislative Council.

**Section 4.** The Secretary shall serve a one-year term, which will begin at the end of the annual meeting in which he/she is elected. The Secretary serves as a paper reader for the subsequent annual convention and is responsible for preparing the minutes of the annual meeting. These unapproved minutes must be submitted to the Interest Group Chair within one month following the convention.

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

**Section 6.** *In addition to the Chair-Elect, two individuals shall be elected for a one-year term to the Interest Group Nominating Committee at the annual meeting. The Nominating Committee shall be responsible for soliciting nominations and recruiting nominees for offices that shall become vacant at the subsequent annual meeting. In keeping with the Interest Group's long-standing tradition, the Chair of the Nominating Committee shall always encourage nominations from the floor of the annual meeting. The elected offices include Chair-Elect (annually), [Nominating Committee members (annually)], Secretary (annually), Paper Readers (annually), and Legislative Assembly Representative Alternate (annually).*

**Section 7.** Papers and panels submitted to the division will be reviewed in a double-blind process, wherein the chair will solicit reviewers to serve the division via a general call. Then each paper and panel submitted to the division will be distributed among three different anonymous reviewers for evaluation. Qualitative feedback will be retained from the reviews and forwarded by the chair to paper and/or panel authors, alongside the appropriate accept/reject decision.

**Section 8.** The Legislative Assembly Representative Alternate shall be elected annually to attend the annual Legislative Assembly Meeting at the convention if necessary. This person shall only attend the meeting if the Chair or Chair-Elect is unable to fulfill his/her obligation to attend.

## **ARTICLE V-----ELECTIONS**

**Section 1.** The election of all officers and Nominating Committee members shall be conducted at the Interest Group's annual meeting. The Nominating Committee will coordinate nominations, and additional nominations will be solicited from the floor.

**Section 2.** Balloting shall be conducted at the annual Interest Group meeting with ballots counted by the Chair-elect and Secretary, and result will be announced by the close of that same meeting.

**Section 3.** A majority vote of those members in attendance at the annual Interest Group meeting at the WSCA annual convention shall be sufficient to elect officers/committee members for vacant positions.

## **ARTICLE VI-----COMMITTEES**

In addition to the Nominating Committee, special committees may be formed by the Chair, or by a majority vote of the Interest Group. Special committee shall be given specific duties and a specific date for a final report.

## **ARTICLE VII-----AWARDS**

**Section 1.** At the annual WSCA meeting, the Interest Group will recognize the Top Student Paper, and the Top Paper for the Interest Group, as determined by their rankings in the competitive paper submission process.

**Section 2.** The award recipients shall receive certificates from the Interest Group.

## **ARTICLE VIII-----PARLIAMENTARY AUTHORITY**

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

## **ARTICLE IX-----WEBMASTER/WESITE**

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

**Section 2.** The Chair shall be responsible for appointing a volunteer to maintain and update the website (i.e., a "webmaster"). A Webmaster may serve multiple terms; however, each term shall consist of two years.

**Section 3.** The Webmaster shall be responsible for updating information on the Website, for soliciting information that could be useful to the membership on the Website, and for developing valuable links to other Communication Theory and Research-related websites from the Interest Group Website.

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

## **ARTICLE X-----AMENDMENTS**

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

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

**Sections 3.** These Bylaws shall become effective after ratification by a majority vote of the Interest Group conducted by [mail or e-mail] during the year 20017.