

**CENTRAL STATES COMMUNICATION ASSOCIATION  
CONSTITUTION, BYLAWS, POLICIES, AND PROCEDURES**

## **Overview**

Central States Communication Association (CSCA) is a professional, academic organization of primary and secondary school teachers, students, college and university professors, and communication professionals. CSCA was founded in 1931 to promote the communication discipline in educational, scholarly, and professional endeavors. The association—which consists of the 13 Midwestern states of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, and Wisconsin—is governed by an Executive Committee and is legislated by its constitution and bylaws. CSCA has a number of Interest Groups, Caucuses, and Sections that promote particular communication areas. The association hosts a yearly convention within the 13 states, maintains a website ([www.csc-net.org](http://www.csc-net.org)), publishes a newsletter three times yearly, and publishes the journal *Communication Studies*.

## **Mission Statement and Goals**

The mission of CSCA is to unite and educate people with both an affinity to the central region of the United States and a scholarly interest in all areas of communication for promotion of their mutual goals and advancement of their field. CSCA strives to provide:

1. Sustained mentoring from senior to junior scholars.
2. Ongoing facilitation of networking across the discipline of communication.
3. Annual honors and awards for outstanding service, teaching, and scholarship.
4. Nationally recognized outlets showcasing excellent scholarship for both consumers and producers (via the journal and the annual convention).
5. Regular opportunities to share innovative teaching practices that influence life-long learning.

## **Affiliate Memberships with Other Associations**

CSCA maintains affiliate membership with both the National Communication Association and the International Communication Association.

# **CONSTITUTION**

(Adopted, June 1971; Amended, August, 1988; Amended, December, 1988; Amended, November, 1989; Amended, November, 1990; Amended, April, 1996; Amended November, 1997; Amended November, 1998; Amended, April 2001; Amended, April 2005; Amended, July 2008; Amended April, 2012; Amended, November 2016)

## **ARTICLE I: NAME**

The name of the organization shall be the Central States Communication Association (CSCA). The area of the Association shall include: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, and Wisconsin.

## **ARTICLE II: PURPOSE**

1. The purpose of CSCA shall be to unite those persons in the Central States area with an academic or professional interest in all areas of communication at all educational levels for the promotion of their mutual interests and the advancement of their common field.
2. CSCA, a not- for-profit corporation, exists for educational, scientific, and literary purposes only. No part of CSCA's net revenues, if any, may be used for the private benefit of any individual or group.

## **ARTICLE III: MEMBERSHIP**

Membership is open to any person or agency interested in the purpose of CSCA.

## **ARTICLE IV: OFFICERS**

1. The officers of CSCA shall be: President, First Vice President, Second Vice President, Past President, Executive Director, and Journal Editor.
2. The Second Vice President shall serve for one year, and then succeed to the office of First Vice President. The First Vice President shall serve for one year, and then succeed to the office of President for one year. The President shall serve for one year, then succeed to the office of Past President for one year. The Second Vice President shall be nominated and elected as specified in the Bylaws.
3. The Executive Director shall be appointed by the Executive Committee and serve for a period of five years, including one year of apprenticeship and one year mentoring the incoming Executive Director.
4. The Journal Editor shall be appointed by the Executive Committee and be responsible for producing the journal. A new Journal Editor shall be announced at the annual convention prior to the assuming of duties.

5. The duties of the officers shall be as specified in the Bylaws.

#### **ARTICLE V: EXECUTIVE COMMITTEE**

1. The Executive Committee shall be composed of the President, First Vice President, Second Vice President, Past President, Executive Director, Journal Editor, two Members at Large, Chair of the States Advisory Council, and Chair of the Finance Committee.

2. The Executive Committee shall be responsible for carrying out the work of CSCA and shall exercise the authority allocated to it by the Articles of the Constitution and the Bylaws.

3. The Executive Committee shall, at the time of the annual CSCA convention, select CSCA members to serve on committees or other bodies of the National Communication Association (NCA).

#### **ARTICLE VI: STATES ADVISORY COUNCIL**

1. Each of the state communication associations in the Central States area shall be invited to designate two members, who shall be CSCA members, to represent their state association on the States Advisory Council.

2. The States Advisory Council shall elect a Chair to serve a three-year term

#### **ARTICLE VII: INTEREST GROUPS, CAUCUSES, AND SECTIONS**

1. CSCA shall sponsor Interest Groups that represent the broad research and instructional interests of the membership. Procedures for the creation, review, and dissolution of Interest Groups shall be as specified in the Bylaws. Interest Groups may sponsor programs at the annual convention, the number to be established by the First Vice President serving as convention program planner.

2. CSCA shall sponsor Caucuses to serve as discussion forums for professionally-relevant issues of timely concern to specific demographic groups of the membership. Procedures for the creation, review, and dissolution of Caucuses shall be as specified in the Bylaws. Caucuses may sponsor programs at the annual convention, the number to be established by the First Vice President serving as convention program planner.

3. CSCA shall sponsor Sections to represent the members' institutional context and/or career stage. Procedures for the creation, review, and dissolution of Sections shall be as specified in the Bylaws. Sections may sponsor programs at the annual convention, the number to be established by the First Vice President serving as convention program planner.

## ARTICLE VIII: STANDING COMMITTEES

1. The Executive Director, in consultation with the Finance Committee Chair and with the Finance Committee's approval shall propose a budget for the coming fiscal year to the Executive Committee at the time of the annual NCA conference meeting. The budget shall include an estimate of income as well as specification of categories for expenditures as to responsible agent or amount. The Executive Director, in consultation with the Finance Committee chair shall recommend changes in dues structure to the Executive Committee. The Executive Director, Finance Committee Chair, and Finance Committee shall monitor the relationship of income and expenditures actually incurred with those proposed in the initial budget.
2. The Finance Committee will consist of: (1) Six members plus the Chair. All serve for three-year terms; (2) Upon assuming the presidency, the CSCA President becomes a member of the Finance Committee and serves for two additional years after completing the Presidency; (3) Upon assuming the Presidency, the CSCA President appoints a member of the association to the Finance Committee who serves a three-year term conterminous with that of the President who appointed him or her; and (4) The Chair of the Committee serves a three-year term; a new finance chair is selected a year before the current finance chair's term is over. The Chair is nominated by the President and elected by the CSCA Executive Committee.
3. The Federation Prize Committee shall make recommendations to the Executive Committee concerning research needs and appropriate projects that merit support by CSCA. The Federation Prize Committee shall be responsible for choosing the recipient(s) of the Federation Prize.
4. The Outstanding Young Teacher Award Committee shall conduct a search of the membership to select teachers deemed outstanding by the committee, employing the Outstanding Young Teacher Award criteria.
5. The Cooper Award Committee shall conduct a search of the membership to select graduate teaching assistants deemed outstanding by the committee, employing the Cooper Award criteria.
6. The Nominating Committee, following procedures as specified in the Bylaws, shall prepare a slate of nominations for the offices of Second Vice President and Executive Committee Member at Large. This slate shall be presented to the membership at the convention business meeting.
7. The *Communication Studies* Article of the Year Committee shall review articles published in *Communication Studies* for the calendar year prior to the CSCA convention and select one article that is deemed by the committee to be the best article of that year.
8. The Warren Mentorship Award recognizes a mid-career scholar who excels in all aspects of their careers—teaching, research/creativity, service, and engagement—but first and foremost demonstrate excellence as a mentor.

## **ARTICLE IX: PUBLICATIONS**

1. The Executive Committee shall have authority to publish one or more issues of the journal and a newsletter annually.
  - a. The Journal Editor, with the advice and consent of the Executive Committee, shall have the authority to select such associate editors and assistants as are deemed necessary.
  - b. The Newsletter Editor, with the advice and consent of the Executive Director, shall have the authority to select such assistants as are deemed necessary.
2. The Executive Committee shall have authority to establish and maintain a presence on the World Wide Web and/or other technological forms.
3. The Executive Committee shall be responsible for all decisions pertaining to financing the journal, newsletter, website, and/or other technological forms.

## **ARTICLE X: AMENDMENTS**

1. Amendments to the Constitution may be initiated by the Executive Committee or upon the petition of ten members to the Executive Committee.
2. Amendments to the Constitution shall be adopted by a two-thirds vote of CSCA members who vote on any proposed amendment.
3. Amendments to the Constitution requested by petition and declined by the Executive Committee may be appealed to CSCA members at the convention business meeting. If a majority of members support the appeal, an email vote will be conducted.
4. Amendments may be adopted at the convention business meeting provided the proposed amendment has been submitted to the members or has been published in the newsletter twenty-one days in advance.
5. Amendments may be adopted by a vote of the members on the basis of those ballots that are received within thirty days after the ballots have been emailed to the members by the Executive Director. The Executive Director shall count the ballots and announce the results publicly in the next issue of the newsletter. All ballots shall be filed for record until the close of the next CSCA convention.
6. Amendments to the Constitution shall take effect immediately following their adoption.

## **BYLAWS**

### **ARTICLE I: ACCOUNTING PROCEDURES**

1. For financial purposes, the accounting and tax year of CSCA shall be July 1 to June 30.
2. The membership year shall be January 1 to December 31.

### **ARTICLE II: CSCA MEMBERSHIP**

1. There shall be six types of membership: Student, Regular, Patron, Life, Emeritus, and Department.
2. All members (with the exception of Department) shall have voting privileges, be eligible to hold office, receive the CSCA newsletter, receive a yearly subscription to the journal, and may exercise such other privileges as may be provided by CSCA.
3. Student members must be enrolled in undergraduate or graduate studies. Student members shall receive on a yearly basis a subscription to the journal free of charge. For additional fees, Student members can elect to attend the annual convention and subscribe to the regional journals.
4. Regular members cannot be enrolled in undergraduate or graduate studies. Regular members shall receive on a yearly basis a subscription to the journal free of charge. For additional fees, Regular members can elect to attend the annual convention and subscribe to the regional journals.
5. Patron and Life members shall receive on a yearly basis a subscription to the journal free of charge, receive a yearly subscription to the regional journals free of charge, and have their annual convention fee waived.
6. Emeritus members shall receive for life the convention fee at the student rate and be able to subscribe to the journal for an additional fee. To be eligible for the status of Emeritus member, an individual must be officially retired. To gain the status of Emeritus member, the individual must submit a written request to the Executive Director. The Executive Director will make the final decision to award Emeritus membership.
7. Department members shall receive a yearly subscription to the journal free of charge, have the annual convention fee for one department member waived, and be listed on the CSCA website. The selection of the department member who receives the annual convention fee waiver is left to the discretion of the department.
8. The Executive Director is empowered to negotiate for combination memberships with state associations in the Central States area, with other regional associations, and with national and

international associations. Those recommendations must be submitted to the Executive Committee for approval.

### **ARTICLE III: DUES AND FEES**

1. Annual fees for various types of membership shall be suggested by the Executive Director in consultation with the Finance Committee Chair and the Finance committee and approved by the Executive Committee.
2. The Executive Committee shall establish a convention fee to be paid by each member or nonmember who attends the annual convention.
3. The Executive Committee shall establish journal subscription fees.

### **ARTICLE IV: NOMINATIONS AND ELECTIONS**

1. The Nominating Committee shall nominate at least two candidates for the office of Second Vice President and at least two candidates for the office of Member at Large.
2. Nominees for the office of Second Vice President and Member at Large shall be announced at the convention business meeting and members shall have an opportunity to make nominations from the floor.
3. Should any candidate for office become unavailable for the election prior to the emailing of the ballot, the Executive Director shall contact the Chair of the Nominating Committee to determine if any qualified candidates' names shall be submitted. If the Nominating Committee has another suitable candidate for the office and can verify his/her willingness to be considered, that candidate's name shall be entered in the election and a letter noting the substitution of names shall accompany the ballots. If the Nominating Committee has no other qualified candidate for the office vacancy, the sole remaining candidate shall be declared the winner of the election.
4. In October following the annual convention, the Executive Director shall email a ballot to CSCA members. Only ballots that are returned within the designated time shall be counted. The Executive Director shall count the ballots, and within five additional days shall notify the President who shall notify the candidates. The Executive Director shall hold all ballots for record until the close of the next CSCA convention.
5. The Second Vice President shall be elected by a majority vote of the voting members. Should a candidate for Second Vice President fail to receive a majority, the Executive Director shall conduct a run-off election between the two candidates receiving the greatest number of votes. Only ballots returned within thirty days from the date of the emailing to the membership shall be counted. In the case of a tie between the two candidates, run-off elections shall be conducted until one candidate receives a majority. Ballots shall be sent to persons who are CSCA members at the time of each run-off election.

6. The Member at Large shall be elected by plurality of the voting members. In the case of a tie between two or more candidates, run-off elections between these candidates shall be conducted until one candidate receives a plurality. Ballots shall be sent to persons who are CSCA members at the time of each run-off election.

7. The results of elections shall be published in the next issue of the newsletter.

8. The officers of the organization shall consist of the Executive Committee members, which are President, First Vice President, Second Vice President, Past President, Executive Director, Journal Editor, two Members at Large, Chair of the States Advisory Council, and Chair of Finance Committee. Newly elected members of the Executive Committee shall attend all meetings, but shall take office at the last meeting of the convention. The Executive Director, Convention Exhibits Manager, and Newsletter Editor shall take office upon appointment. Should an emergency arise that forces temporary suspension of CSCA activities, the officers shall continue until their successors are elected or appointed.

9. In case of the resignation or the inability of the President to carry out the functions of the office, the First Vice President shall assume the duties of the President. Should the office of the First Vice President become vacant, it shall be filled by the Second Vice President. Should the office of the Second Vice President become vacant, it shall be filled by the candidate for that office who received the second highest number of votes in the preceding election.

## **ARTICLE V: EVALUATION AND REMOVAL OF LEADERSHIP**

### **1. Removal of Elected Officers**

a. Should an Elected Officer (Immediate Past President, President, First Vice President, Second Vice President, or Member at Large) (1) become unable to discharge the duties of the position, (2) fail to perform assigned duties, including but not limited to poor management, intentional misconduct, or deceit, or (3) engage in repeated or serious inappropriate behavior for someone in that position, the Executive Committee may enact steps for that individual's removal.

b. Should issues or concerns arise regarding the First Vice President, Second Vice President, or Member at Large's ability to perform the duties of that position as outlined above, those issues and concerns shall be discussed at a meeting of the President, Immediate Past-President, Executive Director, and that Elected Officer in person, through conference call, or through video conference.

Should issues or concerns arise regarding the Immediate Past President's ability to perform the duties of that position as outlined above, those issues and concerns shall be discussed at a meeting of the President, First Vice President, Executive Director, and the Immediate Past President in person, through conference call, or through video conference.

Should issues or concerns arise regarding the President's ability to perform the duties of that position as outlined above, those issues and concerns shall be discussed at a meeting of the

Immediate Past-President, First Vice President, Executive Director, and the President in person, through conference call, or through video conference.

c. If issues and concerns regarding the Immediate Past President, President, First Vice President, Second Vice President, or Member at Large remain unresolved, the President shall convene a special meeting—in person, through conference call, or through video conference—of the Executive Committee to present evidence of the issues or concerns regarding that Elected Official's performance. If those issues and concerns are in regard to the President's performance, this meeting shall be convened by the Immediate Past President. If the Elected Officer chooses to do so, that individual shall have an opportunity to respond to charges at that meeting. Discussion of the issues and concerns regarding the Elected Officer's performance will then take place at that meeting by members of the Executive Committee, excluding and in the absence of that Elected Officer. If two-thirds of the Executive Committee, with the exception of that Elected Officer, believe the Elected Officer should be recalled from office, that individual shall be notified of the decision immediately. Proceedings of this meeting shall remain confidential.

d. Should the Executive Committee determine by a two-thirds vote that an Elected Official be recalled from office, a special vote must take place by the association membership no later than two weeks following that decision to determine whether that recall should be enacted.

e. The Executive Director shall email a ballot to CSCA members allowing them to mark whether the Elected Official "shall be recalled" or "shall not be recalled" from that office. Members will have one week to return their ballots, and only ballots that are returned within the designated time shall be counted. The Executive Director shall appoint an individual or committee to count the ballots, and within five additional days shall notify the President who shall notify the Executive Committee and the Elected Official of the outcome. If the President is the Elected Official under decision of recall, the Executive Director shall notify the Immediate Past President who shall be responsible for notifying the Executive Committee and the President of the outcome. The Executive Director shall hold all ballots for record until the close of the next CSCA convention. The Elected Office shall be recalled should two-thirds of voting members mark that the Elected Official "shall be recalled" from office.

f. Should an Elected Officer be recalled from office, association membership must be informed of that decision within a reasonable amount of time.

g. Should an Elected Officer be recalled from office, all materials and information representative of that office must be presented or transferred to the Executive Director as soon as possible and no later than one month following the membership's decision to remove that individual from office.

h. Should an Immediate Past President be recalled from office, that individual's responsibilities shall be assumed by the preceding Immediate Past President who shall serve as a voting member of the Executive Committee. If the preceding Immediate Past President is unable or unwilling to assume such responsibilities, an individual designated by a majority vote of the Executive

Committee shall be named. However, an individual designated by the Executive Committee in this manner shall be a nonvoting member of the Executive Committee.

Should a President be recalled from office, the First Vice President shall assume the duties of the President.

Should a First Vice President be recalled from office, the Second Vice President shall assume the duties of the First Vice President.

Should a Second Vice President be recalled from office, the candidate for that office who received the second highest number of votes in the preceding election shall assume the position of Second Vice President.

Should a Member at Large be recalled from office, the candidate for that office who received the second highest number of votes in the election during which the recalled Member at Large was elected shall assume the position of Member at Large for the remainder of the recalled individual's term.

## 2. Removal of Appointed Officials

a. Should an Appointed Official (Editor, Finance Committee Chair, or States Advisory Committee Chair) (1) become unable to discharge the duties of the position, (2) fail to perform assigned duties, including but not limited to poor management, intentional misconduct, or deceit, or (3) engage in repeated or serious inappropriate behavior for someone in that position, the Executive Committee may enact steps for that individual's removal.

b. Should issues or concerns arise regarding that Appointed Official's ability to perform the duties of that position as outlined above, those issues and concerns shall be discussed at a meeting of the President, Immediate Past-President, Executive Director, and that Appointed Official in person, through conference call, or through video conference.

c. If those issues and concerns remain unresolved, the President shall convene a special meeting—in person, through conference call, or through video conference—of the Executive Committee to present evidence of the issues or concerns regarding that Appointed Official's performance. If the Appointed Official chooses to do so, that individual shall have an opportunity to respond to charges at that meeting. Discussion of the issues and concerns regarding the Appointed Official's performance will then take place at that meeting by members of the Executive Committee, excluding and in the absence of that Appointed Official. If two-thirds of the Executive Committee, with the exception of that Appointed Official, believe the Appointed Official should be removed from that position, that individual shall be notified of the decision immediately and procedures for naming a replacement will be developed and implemented. Proceedings of this meeting shall remain confidential.

d. Should an Appointed Official be removed from that position, all materials and information representative of that position must be presented or transferred to the Executive Director as soon

as possible and no later than one month following the Executive Committee's decision to remove that individual from the position.

e. Should an Appointed Official be removed from that position, association membership must be informed of that decision within a reasonable amount of time.

### 3. Evaluation and Removal of the Executive Director

a. A performance review of the Executive Director shall be conducted following that individual's second year in that position (not including the apprentice year).

b. This review must be conducted by the Immediate Past President and President of the association in consultation with the Executive Committee no sooner than one month and no later than two months following the annual conference.

c. Should the Executive Director (1) become unable to discharge the duties of the position, (2) fail to perform assigned duties, including but not limited to poor management, intentional misconduct, or deceit, or (3) engage in repeated or serious inappropriate behavior for someone in that position, the Executive Committee may enact steps for that individual's removal.

d. Should issues or concerns arise regarding the Executive Director's ability to perform the duties of that position as outlined above, those issues and concerns shall be discussed at a meeting of the President, Immediate Past-President, and the Executive Director in person, through conference call, or through video conference.

e. If those issues and concerns remain unresolved, the President shall convene a special meeting—in person, through conference call, or through video conference—of the Executive Committee to present evidence of the issues or concerns regarding the Executive Director's performance. If the Executive Director chooses to do so, that individual shall have an opportunity to respond to charges at that meeting. Discussion of the issues and concerns regarding the Executive Director's performance will then take place at that meeting by members of the Executive Committee, excluding and in the absence of the Executive Director. If two-thirds of the Executive Committee, with the exception of the Executive Director, believe the Executive Director should be removed from that position, that individual shall be notified of the decision immediately and procedures for naming a replacement will be developed and implemented. Proceedings of this meeting shall remain confidential.

f. Should an Executive Director be removed from that position, all materials and information representative of that position must be presented or transferred to the replacement Executive Director, or if one has yet to be named, the President as soon as possible and no later than one month following the Executive Committee's decision to remove that individual from the position.

g. Should an Executive Director be removed from that position, association membership must be informed of that decision within a reasonable amount of time.

## **ARTICLE VI: EDITOR SELECTION PROCESS**

1. Editors are chosen the year before the commencement of their three-year terms. Editors must be members of CSCA at the time of both their nomination and appointment, and they must maintain membership in the Association throughout their editorial terms. Editors may not serve successive terms for the same publication.
2. Editors will assume office on January 1, immediately following the calendar year in which the term of his or her predecessor ends on December 31. However, the Editor-Elect may be required to liaise with the outgoing Editor regarding submissions prior to the official start of his or her term. Likewise, Editors typically will complete their responsibilities before the official expiration of their terms. Accordingly, Editors should commence their duties upon being named to the position.
3. In October of a current Editor's second year of service, CSCA will issue a call for editor nominations. Nominations will be accepted through January 31 of the following year, with required materials for nominations determined by the CSCA Executive Committee. Nominations will be sent directly to the President.
4. The President will distribute the nomination materials to members of the Executive Committee at least one month prior to the annual conference. The Executive Committee will then approve an Editor-Elect at the first Executive Committee business meeting of the annual conference. The Editor-Elect will then be announced at the general business meeting at the conference.

## **ARTICLE VII: STANDING COMMITTEE MEMBERSHIPS**

1. The Finance Committee shall be chaired by a person nominated by the President when the term of the Finance Committee Chair expires and approved by the Executive Committee, and shall serve a three- year term that extends over the terms of two executive directors. The members of the Finance Committee shall consist of six members plus the Chair. All will serve for three-year terms. Upon assuming the Presidency, the CSCA President becomes a member of the Finance Committee and serves for two additional years after completing the Presidency. Upon assuming the Presidency, the CSCA President appoints a member of the association to the Finance Committee who serves a three year term coterminous with that of the President who appointed him or her. The Finance Committee chair shall attend Executive Committee meetings to report on the financial status of CSCA.
2. The Federation Prize Committee, Nominating Committee, Outstanding Young Teacher Award Committee, Kay Award Committee, and Cooper Award Committee shall each have a chair and a vice chair. The chair shall appoint the members of the committee, with the exception of the vice chair. The vice chair shall be appointed by the First Vice President and shall succeed to the position of chair the next year.
3. Chairs and vice chairs of standing committees shall be presented by the incoming President to the membership at the convention business meeting.

**ARTICLE VIII: DUTIES OF OFFICERS, JOURNAL EDITOR, NEWSLETTER EDITOR, CONVENTION EXHIBITS MANAGER, FINANCE COMMITTEE CHAIR, AND STATES ADVISORY COUNCIL CHAIR**

1. It shall be the duty of the President to preside at CSCA meetings and of the Executive Committee, announce chairs and vice chairs of standing committees at the convention business meeting at which he/she takes office, appoint ad hoc committees with the approval of the Executive Committee, solicit the Hall of Fame nominations and distribute them to the executive committee for a vote, organize and facilitate the President's Undergraduate Honors Conference, serve as a member of the NCA Legislative Committee, official representative of CSCA, promote the best interests of CSCA, and move to the office of Past President.

Upon assuming the presidency, the CSCA President becomes a member of the Finance Committee and serves for two additional years after completing the Presidency. Upon assuming the Presidency, the CSCA President appoints a member of the association to the Finance Committee who serves a three-year term conterminous with that of the President who appointed him or her.

2. The First Vice President shall plan the annual convention program, appoint vice chairs of standing committees and announce them at the annual convention, and perform such other duties as shall be assigned by the President, and move to the office of President. The First Vice President shall be an ex-officio member of the States Advisory Council also.

3. The Second Vice President will assist the First Vice President with the program of the annual convention, submit programs for the preconference, and plan for the subsequent convention, and move to the office of First Vice President.

4. The Past President will organize the Past Presidents Dinner at the annual convention, chair and organize the Past Officers meeting at the annual convention, and serve as a member of the Finance Committee for a period of two years.

5. The Executive Director shall keep minutes of all Executive Committee meetings, receive and disburse funds, prepare accounts for annual internal audit, have charge of CSCA's business, appoint the Newsletter Editor, and, if desired, a Convention Exhibits Manager, and serve as a member of the Legislative Council of NCA. The Executive Director shall propose to the Finance Committee Chair an annual budget for consideration and evaluation, shall distribute a quarterly report of itemized income and expenditures to all members of the Executive Committee, shall annually audit division and caucus membership, and confirm membership of standing committee members and those nominated for office.

The Executive Director will spend one year in apprenticeship and the last year of the term mentoring the incoming Executive Director. The Executive Director will attend Executive Committee meetings all five years of the term and have voting privileges the last four years of the term.

6. The Journal Editor shall prepare the journal. New journal editors shall be named at the annual convention prior to assuming duties which occurs at the beginning of the next calendar year
7. The Newsletter Editor shall be responsible for the publication of the newsletter.
8. The Conventions Exhibits Manager shall be responsible for activities related to exhibitors' displays at the annual convention.
9. The Chair of the States Advisory Council, in consultation with the States Advisory Council shall suggest to the First Vice President program ideas and personnel for the annual convention, advise the Executive Committee of methods to improve CSCA, develop and implement ways of increasing interstate cooperation, select an elementary or secondary school teacher to serve on the NCA Legislative Council for a term not to exceed three years, and assist the Executive Committee in carrying out the work of CSCA.
10. The Chair of the Finance Committee shall be responsible for overseeing the financial health of the Association and with the input of the Executive Director, create the annual budget to be presented at the annual meeting at the NCA convention.

#### **ARTICLE IX: DEFINITION, CREATION, NAME CHANGE, REVIEW, AND DISSOLUTION OF INTEREST GROUPS, CAUCUSES, AND SECTIONS**

##### 1. Interest Groups

- a. Definition. Interest Groups are the primary agencies that embody CSCA's scholarly aims. They are organized around conceptual centers that represent the communication discipline's main specialties.
- b. Creation. The Executive Committee will normally deem an Interest Group to have been established upon (1) receipt of a petition signed by at least 100 CSCA members and specifying the name and mission of the Interest Group, (2) receipt of proposed bylaws for the Interest Group consistent with the association's constitutional requirements, and (3) the Executive Committee's determination that the declared mission of the proposed Interest Group is appropriate to CSCA's general mission.
- c. Name Change. Following the creation of an Interest Group, if its membership desires to change its name, this change must be approved by a majority vote of the Interest Group members and approved by a majority vote of the Executive Committee. The Executive Committee will normally approve a name change upon (1) receipt of a name-change proposal by Interest Group leadership and (2) the Executive Committee's determination that the proposed name is sufficiently consistent with the original declared mission of the Interest Group.
- d. Review. The Executive Committee will annually review Interest Group membership levels and activities. Should membership fall below 50 members for two consecutive years, or should the Executive Committee believe that the Interest Group's activities are inappropriate, the Interest Group's leadership will be notified and given two years to correct the problem.

e. Dissolution. The Executive Committee will dissolve any Interest Group if, at the end of the two-year period specified in 1d, the problems are not resolved. Dissolution of an Interest Group will not prevent members from re-creating it, under the provision of 1b.

## 2. Caucuses

a. Definition. Caucuses represent the interests of members in specific demographic or socially-defined groups and are focused on that group's identity.

b. Creation. The Executive Committee will normally deem a Caucus to have been established upon (1) receipt of a petition signed by at least 50 CSCA members and specifying the name and mission of the Caucus, (2) receipt of proposed bylaws for the Caucus consistent with the association's constitutional requirements, and (3) the Executive Committee's determination that the declared mission of the proposed Caucus is appropriate to the CSCA's general mission.

c. Name Change. Following the creation of a Caucus, if its membership desires to change its name, this change must be approved by a majority vote of the Caucus members and approved by a majority vote of the Executive Committee. The Executive Committee will normally approve a name change upon (1) receipt of a name-change proposal by Caucus leadership and (2) the Executive Committee's determination that the proposed name is sufficiently consistent with the original declared mission of the Caucus.

d. Review. The Executive Committee will annually review Caucus membership levels and activities. Should membership fall below 25 members for two consecutive years, or should the Executive Committee believe that the Caucus's activities are inappropriate, the Caucus's leadership will be notified and given two years to correct the problem.

e. Dissolution. The Executive Committee will dissolve a Caucus if, at the end of the two-year period specified in 2d., the problems are not resolved. Dissolution of a Caucus will not prevent members from re-creating it, under the provisions of 2b.

## 3. Sections

a. Definition. Sections represent the categories of the members' professional situations, such as Community College or Emeritus.

b. Creation. The Executive Committee will normally deem a Section to have been established upon (1) receipt of a petition signed by at least 50 CSCA members and specifying the name and mission of the Section, (2) receipt of proposed bylaws for the Section consistent with the association's constitutional requirements, and (3) the Executive Committee's determination that the declared mission of the proposed Section is appropriate to CSCA's general mission.

c. Name Change. Following the creation of a Section, if its membership desires to change its name, this change must be approved by a majority vote of the Section members and approved by a majority vote of the Executive Committee. The Executive Committee will normally approve a

name change upon (1) receipt of a name-change proposal by Section leadership and (2) the Executive Committee's determination that the proposed name is sufficiently consistent with the original declared mission of the Section.

d. Review. The Executive Committee will annually review Section membership levels and activities. Should membership fall below 25 members for two consecutive years, or should the Executive Committee believe that the Section's activities are inappropriate, the Section's leadership will be notified and given two years to correct the problem.

e. Dissolution. The Executive Committee will dissolve a Section if, at the end of the two-year period specified in 3d, the problems are not resolved. Dissolution of a Section will not prevent members from re-creating it, under the provisions of 3c.

#### **ARTICLE X: INTEREST GROUPS, CAUCUSES, AND SECTIONS BYLAWS AND OFFICERS**

1. Interest Groups, Caucuses, and Sections shall create a set of Bylaws that govern their group. These Bylaws shall be consistent with the CSCA Constitution and Bylaws, approved by the Executive Committee, and posted online by the Executive Director.

2. The officers of Interest Groups, Caucuses, and Sections shall be a Chair, Vice-Chair, and Secretary. Each group shall decide the process by which these officers are to be elected. Interest Groups, Caucuses, and Sections may elect/appoint other officers, for whatever time period, as per their needs, and shall decide on the process by which such additional officers are to be elected or appointed.

3. The Chair of an Interest Group, Caucus, or Section shall be the program planner for the annual convention and responsible for any other activities as designated by the Group's, Caucus's, or Section's Bylaws. The Vice-Chair shall be responsible for assisting the program planner and any other activities as designated by the Group's, Caucus's, or Section's Bylaws, and succeeds to the office of Chair. The Secretary shall be responsible for taking the minutes of the Group's, Caucus's, or Section's business meetings and any other activities designated by the Group's, Caucus's, or Section's Bylaws and submitting the annual minutes to the Executive Director. Paper Readers shall be responsible for making judgments about submitted papers and panels and any other activities designated by the Group's, Caucus's, or Section's Bylaws.

#### **ARTICLE XI: MEETINGS**

1. The President shall call two or more meetings of the Executive Committee annually. At least one meeting shall be at the CSCA annual convention and at least one meeting shall be at the NCA annual convention. A summer site of the spring convention is held, consisting of 2-3 people, usually First Vice President and Executive Director (possibly President) at the site of the spring convention is held. Reasonable travel and lodging expenses will be paid for those attending the site visit as the annual budget allows.

2. The Chair of the States Advisory Section shall call two or more meetings of the States Advisory Section annually. At least one meeting shall be at the CSCA annual convention and at least one meeting shall be at the NCA annual convention.

3. Except in periods of emergency, CSCA shall hold an annual convention at a time and place to be selected by the Executive Committee.

## **ARTICLE XII: AMENDMENTS TO BYLAWS**

1. Amendments of the Bylaws may be initiated by any member of the Executive Committee or by petition of ten CSCA members to the Executive Committee.

2. Amendments to the Bylaws shall be adopted by a two-thirds vote of the Executive Committee.

3. Amendments to the Bylaws requested by petition and declined by the Executive Committee may be appealed to CSCA members at the convention business meeting. If a majority of members support the appeal, an email vote will be conducted. Amendments to the Bylaws shall be adopted by a two-thirds vote of the voting members.

# **POLICIES**

## **Association-Wide Award Creation Policy**

1. The granting of any Association-wide award for scholarship, teaching, or service in the name of the Central States Communication Association may be proposed to the Executive Committee by any member of the Association.
2. Any Association-wide award must be supported by an endowment fund of at least \$5,000, which will be managed by the Executive Director.
3. An award may carry the name of a current or past Association member. The naming of an award for an Association member shall be considered appropriate only if the award is clearly associated with the professional distinction of that member.
4. To create an Association-wide award, an Association member must submit a proposal to the Executive Committee. The proposal must contain:
  - a. A rationale for the award. Typically, awards are presented to recognize outstanding scholarship, teaching, or service, or to encourage such activities. The rationale must also state how the award either relates to or differs from other Association-wide awards in existence. Should the award be named for a current or former member, justification for the naming of the award for the individual in question is required, including, but not limited to, that individual's professional distinction in relation to the award and that individual's connection to CSCA.
  - b. A description of the procedures used to determine the recipient of the award, including, but not limited to, the method of nominating individuals for the award and the criteria for evaluating those nominated individuals for the award.
  - c. An identification of the monetary stipend, if any, which will be given to the award winner along with the identification of the monetary sources that will be used to fund an endowment account created specifically for the award. The endowment account must contain a minimum of \$5,000.00 before the award will be granted.
  - d. A plan as to how the initial \$5,000 will be raised.
5. The proposal for the award must be approved by the Executive Committee prior to any solicitation for funds or nominees affiliated with or through the Association.
6. No award may include a monetary stipend drawn from the general funds of the Association. Any award carrying a monetary stipend can only be funded by an endowment created specifically to fund the award. Approval and presentation of the award by the Association shall terminate with the termination of that endowment.

7. The recipients of any award from the Association shall be selected by a committee of no less than three nor more than five members of the Association. The committee shall have a chair and a vice chair. The chair shall appoint the members of the committee, with the exception of the vice chair. The vice chair shall be appointed by the First Vice President and shall succeed to the position of chair the following year.
8. The criteria for the selection of award recipients shall be included in the initial award proposal to the Executive Committee and are subject to amendment by the Executive Committee. If any changes made by the Executive Committee are not acceptable to the Association member proposing the award, the proposal may be withdrawn by that individual.
9. If a proposal for an award is approved by a majority of the membership of the Executive Committee in attendance at a regularly scheduled meeting of the Executive Committee, and if any changes made by the Executive Committee are approved by the Association member initially proposing the award, the award will be instituted at the next annual convention.
10. Endowed awards that either do not produce adequate yield to fund an award or are otherwise considered underwater shall still be granted without a monetary stipend until a time when the stipend can be resumed. Every effort should be made by Association members to increase the fund to levels that will reliably generate an annual stipend of substance. The Association is under no obligation to fund past award recipients who did not receive a stipend due to a lack of endowment monies.
11. Suspension of awards is at the discretion of the Executive Committee and should only be considered should affiliation of the named award bring discredit or dishonor to the Association. In this instance, the Association should consider renaming the award following the procedures outlined above.

### **Interest Group, Caucus, and Section Named Award Creation Policy**

1. The granting of a named award by an interest group, a caucus, or a section may be proposed to the Executive Committee by the leadership of that interest group, caucus, or section.
2. Named awards in existence prior to January 1, 2016 will not be subject to the criteria for the creation of such awards, with the exception of item eight.
3. An award granted by an interest group, a caucus, or a section may carry the name of an Association member providing that the member is in good standing or the name of a member who is deceased but was a member of the Association in good standing for a significant period of time prior to his or her death. The naming of an award for an Association member shall be considered appropriate only if the award is clearly associated with the professional distinction of that member.
4. Any named award granted by an interest group, a caucus, or a section must be supported by an endowment fund of at least \$2,500, which will be managed by the Executive Director.

5. The creation of a named award by an interest group, a caucus, or a section must be approved by two-thirds of members in attendance at the group's meeting at the annual conference.

6. Once approved by the interest group, caucus, or section membership, the leadership of the group must submit a proposal for the award to the Executive Committee. The proposal must contain:

a. Notification that the named award has been approved by two-thirds of members in attendance at the group's meeting at the annual conference, including the numerical results of the vote and the date on which the vote took place.

b. A rationale for the award, specifically justification for the naming of the award for the individual in question, including, but not limited to, that individual's professional distinction in relation to the award and that individual's connection to CSCA.

c. A description of the procedures used to determine the recipient of the award, including, but not limited to, the method of nominating individuals for the award and the criteria for evaluating those nominated individuals for the award.

d. An identification of the monetary stipend, if any, which will be given to the award winner along with the identification of the monetary sources that will be used to fund an endowment account created specifically for the award. The endowment account must contain a minimum of \$2,500 before the award will be granted.

e. A plan as to how the initial \$2,500 will be raised.

7. If a proposal for a named award granted by an interest group, a caucus, or a section is approved by a majority of the membership of the Executive Committee in attendance at a regularly scheduled meeting of the Executive Committee, and if any changes made by the Executive Committee are approved by the interest group, caucus, or section leadership proposing the award, the award will be instituted at the next annual convention.

8. Endowed awards that either do not produce adequate yield to fund an award or are otherwise considered underwater shall still be granted without a monetary stipend until a time when the stipend can be resumed. Every effort should be made by Association members to increase the fund to levels that will reliably generate an annual stipend of substance. The Association is under no obligation to fund past award recipients who did not receive a stipend due to a lack of endowment monies.

9. Suspension of a named award granted by an interest group, a caucus, or a section is at the discretion of the Executive Committee and should only be considered should affiliation of the named award bring discredit or dishonor to the Association. In this instance, the interest group, caucus, or section should consider renaming the award following the procedures outlined above.

### **Anti-discrimination Policy**

Membership in CSCA is open to anyone interested in furthering the mission of CSCA. As such, CSCA encourages participation from all members, regardless of member sex, race, age, ethnicity, religion, marital status, sexual identity, gender identity, health status, HIV status, physical ability, or mental ability. CSCA does not discriminate in hiring, electing, or appointing individuals based on any of the aforementioned characteristics. Further, CSCA discourages the use of language that discriminates or promotes social prejudice by any of its members and will not allow the use of such language within its governing documents, official correspondence, or calls.

### **Ableist-free Language Policy**

In correspondence with its Anti-discrimination Policy, CSCA will not allow the use of ableist language—any language that discriminates or promotes, purposefully or not, social prejudice against people with disabilities—within its governing documents, official correspondence, or calls. This policy especially applies to the use of the terms “blind review” and “blind copy” in convention and journal calls for papers. “Anonymous peer review” and “unidentifiable copy” or similar ableist-free terms should be used in place of these previous terms.

### **Privacy Policy**

CSCA is committed to protecting the privacy of its members. As such, CSCA does not sell or share its membership list with any agency, organization, or institution without the consent of the membership.

### **Audiovisual Equipment Policy**

CSCA will attempt to provide multimedia projectors and speakers based on financial considerations to all presenters who request them at the time of the program submission.

CSCA is unable to approve requests for equipment such as personal computers, laser printers, satellite links, teleconference equipment, DVD/VHS players, or Internet access. CSCA members or individuals attending the convention either may elect to rent such equipment from the convention hotel at their own personal expense or may bring their own equipment, unless prohibited by the convention hotel. (Please check beforehand with the Executive Director about the convention hotel policy). If individuals provide their own equipment, the hotel may elect not to help if service is needed. If the hotel does help and assesses a fee, the individual requesting help is responsible for all charges.

Any technology requests made by CSCA participants at the convention that was not requested and approved at the time of the program submission cannot be charged to CSCA.

### **Job Posting Policy**

All colleges and universities who have a departmental membership are allowed to post job openings on the website free of charge. Other colleges and universities wishing to post job opening must pay a fee of \$ 75.00. Job postings submitted must include instructions for an ending date of when they will be removed from the website. An initial e-bulletin will be sent announcing the position.

### **Obituary Policy**

All deceased members of the CSCA will be accorded an acknowledgement of their death upon submission of the information by a colleague. Any information about the death of a member should be communicated to the Executive Director for consideration for publication in the CSCA newsletter. A few sentences describing the person's history (date and place of birth, professional address and title) and professional accomplishments are appropriate. CSCA is not responsible for the content of the obituary.

### **Volunteers at Conferences Policy**

The policy established for the number of volunteers that would be allowed to participate in the conference is as follows: The cap for volunteers is 10 (this is the total number of volunteers for both undergraduate or graduate). In order to receive free conference registration, each volunteer must serve a minimum of 8 hours; however, volunteers are not allowed to attend any ticketed event (i.e., Awards and Business Luncheon) unless they purchase a ticket for that specific event.

### **Technical Director Stipend Policy**

In return for services provided, the person appointed as conference technical director by the Executive Director will receive reimbursement for miles traveled to the conference at the standard Federal rate. This mileage shall only be paid if the technical director drives to the conference and if the technical director transfers equipment to the conference. The technical director shall also receive lodging from the association for each night of the conference as well as one additional night so that equipment can be set up for the conference.

### **Constitution, Bylaws, Policies, and Procedures Manual Policy**

The *Central States Communication Constitution, Bylaws, Policies, and Procedures* manual must be openly accessible on the Association's website.

All members of the Association are strongly encouraged to read the *Central States Communication Constitution, Bylaws, Policies, and Procedures* manual carefully and in detail to ensure familiarity with its contents.

All members of the Executive Committee are required to read the *Central States Communication Constitution, Bylaws, Policies, and Procedures* manual carefully and in detail at least once per calendar year to ensure familiarity with its contents. A roll call must be conducted at the second

Executive Committee meeting at the annual convention at which time committee members will affirm having read this document carefully and in detail.

### **Convention Slot Procedures Policy**

To determine the approximate number of panel slots an interest group, caucus, or section will receive at an upcoming convention, the percentage of group membership (based on total association membership) and the percentage of the group's panel attendance from the previous conference (based on total panel attendance) must be combined and divided in half. The resulting percentage is taken into the total number of available slots to determine the number of panel slots received.

The resulting numbers are for preparation purposes only. The First Vice President in the capacity of convention planner will ultimately determine which panels are programmed and the subsequent number of panels received by a group.

## **OFFICER DUTIES**

### **President (1 year term)**

The duties of the President specified in Article VII, Section I of the Bylaws include (1) preside at CSCA and Executive Committee meetings, (2) announce chairs and vice chairs of standing committees at the convention business meeting at which he/she takes office, (3) appoint ad hoc committees with the approval of the Executive Committee, (3) serve as chair of the Hall of Fame committee, (4) organize and facilitate the President's Undergraduate Honors Conference, (5) serve as the official representative of CSCA, (6) promote the best interests of CSCA, (7) fundraise for the Association, particularly to support activities planned at the convention (e.g., parties, pre-conferences), (8) appoint a Finance Committee chair if necessary, (9) appoint a member of the Finance Committee, (10), move to the office of Past President, and (11) sponsor panels at the annual convention.

### **First Vice President (1 year term)**

The duties of the First Vice President specified in Article VII, Section 2 of the Bylaws include (1) plan the annual convention program (and help plan the president's reception), (2) appoint Vice Chairs of standing committees and announce them at the convention, (3) serve as an ex-officio member of the States Advisory Council, (4) move to the office of President, and (5) perform such other duties as shall be assigned by the President.

### **Second Vice President (1 year term)**

The duties of the Second Vice President specified in Article VII, Section 3 of the Bylaws include (1) assist the First Vice President with the program of the annual convention, (2) initiate plans for the subsequent convention, (3) plan the preconference for the convention, and (4) move to the office of First Vice President.

### **Past President (1 year term)**

The duties of the Past President as specified in Article VII, Section 4 of the By-laws include (1) organize the dinner of the Past Presidents at the annual convention, (2) chair and organize the Past Officer meeting at the annual convention, (3) take minutes at the meeting of the Past Officers at the annual convention, and (4) serve as a member of the Finance Committee.

### **Executive Director (5 year term)**

The duties of the Executive Director specified in Article VI, Section 5 of the Bylaws include (1) keep minutes of all Executive Committee meetings, (2) receive and disburse funds, (3) prepare accounts for the annual internal audit, (4) have charge of CSCA's day-to-day business, (5) create and propose an initial annual budget for consultation with the Finance Committee chair, (6) appoint the Newsletter Editor, and, if desired, a Convention Exhibits Manager, (7) serve as a member of the Legislative Assembly of NCA, (8) serve as a member of the NCA nominating

committee, and (9) serve on the Finance Committee. In return for these services, the Executive Director receives a \$5000 professional stipend for each year of service except for the preliminary training year. These funds may be used to pay for course releases, travel, research or teaching materials, or other professional development needs. The funds may not cover overhead administrative fees at the Executive Director's institution of employment.

### **Journal Editor (3 year term)**

The duties of the Journal Editor specified in Article VII, Section 6 of the Bylaws include (1) prepare the journal *Communication Studies*. (To prepare the journal, the Editor supervises a staff of editorial and research assistants, recruits new editorial board members, and renders editorial decisions about the publication status of each submitted manuscript. These decisions take the form of a detailed letter highlighting each reviewer's comments. Blind copies also are shared with all members of the review team independently.) The Editor also oversees the management of the Journal link of the CSCA website, the reviewer database, and the galley preparation process. A journal editor for the *Journal of Communication Pedagogy* serves a separate three-year term.

### **Members at Large (2 year term)**

The duties of the two Members at Large positions include (1) attend all Executive Committee meetings, (2) serve as a voice for Association members, and (3) assist the Executive Committee in carrying out the work of CSCA.

### **States Advisory Council Chair (3 year term)**

The duties of the States Advisory Council Chair as specified in Article VII, Section 9 of the Bylaws include (1) in consultation with the States Advisory Council, suggest to the First Vice President any program ideas and personnel for the annual convention, (2) advise the Executive Committee about methods to improve CSCA, (3) develops and implements ways of increasing interstate cooperation, (4) select an elementary and secondary school teacher to serve on the NCA Legislative Assembly, and (5) assist the Executive Committee in carrying out the work of CSCA.

### **Finance Committee Chair (3 year term)**

The duties of the Finance Committee Chair as specified in Article VI, Section 10 include (1) work with the Executive Director and members of the Executive Committee to oversee the financial health of the Association and (2) in consultation with the Executive Director create the annual budget to be presented at the November business meeting, 3) oversee the yearly Finance Committee meeting at the annual conference. The Finance Committee Chair also serves as co-signatory for all endowment funds.

# **Presidential Rotation and Executive Director Monthly Responsibilities**

## **Second Vice President Monthly Responsibilities**

### **April (Term begins after the Awards and Business Luncheon)**

Attend second Executive Committee Meeting at the conference

### **June-July**

Participate in the Executive Committee Summer Meeting, if full Executive Committee participates

### **August**

Develop preconference

Write newsletter column

### **October**

Submit preconference to First Vice President

### **November**

Attend Executive Committee Meeting(s) at the National Communication Association conference

### **December**

Provide the Executive Director with your conference call for inclusion into the conference program

### **February**

Prepare Program Planners Guide

Develop promotional materials for your conference

### **March**

Send Program Planners Guide to program planners

Notify program planners of time and location of Program Planners Meeting

Secure vice chairs for standing committees, if not already accomplished

**April (Term ends after the Awards and Business Luncheon)**

Attend each of the Executive Committee Meetings at the conference (As Second Vice president and then First Vice President)

Manage preconference matters as necessary (as Second Vice President)

Make a report at the Awards and Business Meeting Luncheon promoting your conference and announcing the vice chairs you have named for the standing committees (as Second Vice President)

Chair Program Planners Meeting at the conference (as First Vice President)

Visit interest group, caucus, and interest group meetings at the conference to promote your conference (as First Vice President)

## **First Vice President Monthly Responsibilities**

### **April (Term begins after the Awards and Business Luncheon)**

Attend each of the Executive Committee Meetings at the conference (As Second Vice president and then First Vice President)

Manage preconference matters as necessary (as Second Vice President)

Make a report at the Awards and Business Meeting Luncheon promoting your conference and announcing the vice chairs you have named for the standing committees (as Second Vice President)

Chair Program Planners Meeting at the conference (as First Vice President)

Visit interest group, caucus, and interest group meetings at the conference to promote your conference (as First Vice President)

### **May**

Update conference information on association website

Prepare call for Short Courses and post online

Collect interest group, caucus, and section calls and post online

Write column for newsletter

Secure Local Arrangements Chair/Committee, if not already accomplished

### **June-July**

Participate in conference site visit with the President and Executive Director

Participate in Summer Executive Committee Meeting/conference site visit

### **August**

Write newsletter column

Manage conference matters (programming) as necessary

### **September-October**

Manage conference matters (programming) as necessary

## **November**

Attend Executive Committee Meeting(s) at the National Communication Association conference

Attend States Advisory Meeting at the National Communication Association conference (as ex-officio member)

Submit Debut Papers collected from Program Planners to past officer in charge of Debut Program

Prepare your conference program schedule

## **December**

Send program draft to the Program Planners for review

Make corrections to program draft as necessary

Post a Preliminary Program Draft online for association review (send to Executive Director)

## **January**

Make corrections to program draft as necessary

Post updated Preliminary Program Draft online for association review (send to Executive Director)

Write newsletter column

Manage conference matters as necessary

## **February**

Insert President's Undergraduate Honors Conference panels into the program and names into the index

Post final Program Draft online for association review (submit to Executive Director)

Submit program letter and sections of the program front matter for which you are responsible to the Executive Director (responsibilities include personal letter welcoming conference participants; Interest Group, Caucus, and Section Officer list; day-by-day schedule; Acknowledgments list; Participant Index; and Business Meeting Schedule)

Manage conference matters as necessary

## **March**

Create agenda for the second Executive Committee Meeting at the conference

Manage conference matters as necessary

## **April (Term ends after the Awards and Business Luncheon)**

Attend meeting with hotel representatives with the President and Executive Director on Wednesday morning of the conference

Attend both Executive Committee Meetings at the conference (as First Vice President and then chairing President)

Attend States Advisory Meeting at the conference (as First Vice President ex-officio member)

Deliver the convention report at the Awards and Business Meeting Luncheon (conference numbers available from Kathie Cesa the morning of the luncheon)

Attend Past and Present Officer Luncheon

Manage conference matters as necessary

## **President Monthly Responsibilities**

### **April (Term begins after the Business and Awards Luncheon)**

Attend meeting with hotel representatives with the President and Executive Director on Wednesday morning of the conference (as First Vice President)

Attend both Executive Committee Meetings at the conference (as First Vice President and then chairing President)

Deliver the convention report at the Awards and Business Meeting Luncheon (as First Vice President)

Attend States Advisory Meeting at the conference (as First Vice President ex-officio member)

Attend Past and Present Officer Luncheon

Manage conference matters as necessary

Appoint new Finance Committee Member, or depending on the rotation present a new Finance Chair to be voted on by the Executive Committee during the second Executive Committee Meeting at the conference

### **May**

Prepare and post call for the President's Undergraduate Honors Conference

Prepare newsletter column

### **June-July**

Participate in conference site visit with the President and Executive Director

Participate in Summer Executive Committee Meeting

### **August**

Write newsletter column

Create Hall of Fame Award Call

## **October**

Notify election candidates of results

Post the Hall of Fame Award call

Submit President-sponsored panels to the First Vice President for inclusion in the program

## **November**

Preside over Executive Committee Meeting(s) at the National Communication Association conference

## **January**

Send papers received for President's Undergraduate Honors Conference out for review

Create President's Undergraduate Honors Conference panels

Write newsletter column

## **February**

Submit President's Undergraduate Honors Conference panels to the First Vice President for inclusion in the program

Send Hall of Fame materials to Executive Committee for evaluation and subsequently inform Executive Director of the inductee(s)

## **March**

Prepare agenda for the first Executive Committee Meeting at the conference

Prepare agenda for the Awards and Business Meeting Luncheon

Prepare agenda for the President's Undergraduate Honors Conference Luncheon

Coordinate with the Executive Director regarding the confirmation of plaques for association-wide award plaques at the conference

Prepare certificates for the President's Undergraduate Honors Conference

## **April**

Attend meeting with hotel representatives along with the First President and Executive Director on Wednesday morning of the conference

Attend the Finance Committee Meeting

Attend both Executive Committee Meetings at the conference, chairing the first meeting

Preside over the Awards and Business Meeting Luncheon

Preside over President's Undergraduate Honors Conference Luncheon

## **Past President Monthly Responsibilities**

### **April (Term begins after the Business and Awards Luncheon)**

Attend meeting with hotel representatives with the First President and Executive Director on Wednesday morning of the conference (as President)

Attend the Finance Committee Meeting (as President)

Attend both Executive Committee Meetings at the conference, chairing the first meeting (as President)

Preside over the Awards and Business Meeting Luncheon (as President)

Preside over President's Undergraduate Honors Conference Luncheon (as President)

### **November**

Attend Executive Committee Meeting(s) at the National Communication Association conference

### **February**

Plan the Past Presidents Dinner

Plan the Past and Present Officers Luncheon

### **April**

Attend First Executive Committee Meeting

Attend the Finance Committee Meeting

Host the Past and Present Officers Luncheon

Host the Past Presidents Dinner

## Executive Director Responsibilities

The Executive Director is responsible for the day-to-day operations of the Association. These duties are carried out in conjunction with paid and volunteer staff as specified in the governing documents or as approved by the board. Specifically, the Executive Director is responsible for:

1. Maintaining an up-to-date membership list. This membership list is used for all emailings (e.g., newsletter, elections); to identify members of all Interest Groups, Caucuses, and Sections; and to classify members into one of the six membership categories;
2. Maintaining an up-to-date journal subscription list. This subscription list identifies the individuals and department members which subscribe to *Communication Studies* and *Journal of Communication Pedagogy*. This list also identifies the subscriptions purchased through journal exchange with the three regional associations;
3. Recording and disseminating all minutes of EC meetings. In addition, the Executive Director prepares a biannual report to be disseminated at the EC Committee meeting at NCA and the yearly convention and prepares an oral report to be presented at the business meeting at the yearly convention;
4. Handling the Association's finances. For day-to-day operations, the Executive Director maintains a checking account from which the bills are paid. The Executive Director hires and maintains a relationship with an accountant, files a yearly tax return, maintains tax records for the past three years, renews D & O insurance, renews the state business license, and prepares a budget, which is part of the annual report;
5. Coordinating the Association's website. The Executive Director updates the website and Facebook page on an as-needed basis and writes and submits text as needed;
6. Handling the business aspects of the convention. The Executive Director is responsible for signing the contract with the hotel, working with the First Vice President on the logistics of the convention, planning all non-program convention events, compiling and printing the convention program, soliciting advertisers for the convention program, soliciting exhibitors for the convention, managing the registration at the convention, obtaining insurance for the convention, and providing the awards for the yearly award winners from the list submitted by the President;
7. Coordinating the emailing of the Association's newsletter(s). Working in conjunction with the Newsletter Editor, the Executive Director disseminates the newsletter in September, February, and June;
8. Representing the Association at NCA. The Executive Director is automatically a member of the Legislative Assembly and attends several meetings at NCA; serves as a member of the NCA nominating committee or other committees as needed. The Executive Director may also appoint

a substitute representative in instances where there is a conflict-of-interest or when the expertise of another member could be beneficial.

9. Working with the Chair of the Association's Finance Committee to receive consultation on the annual budget; providing transparency of spending procedures; advising the finance committee chair on investments; and notifying the finance chair of any financial policy issues.

10. Doing a yearly revision and updating of the Constitution and By-laws and needed revisions of the Policies and Procedures Manual.

11. Doing a yearly audit of the divisions and interest groups membership and contacting division chairs if an issue with the number of members falls below the number required by the constitution and bylaws.

12. Keep the Edward Jones account officer information current and up-to-date.

### **Executive Director Monthly Duties**

#### **Each Month**

1. Pay Kathie Cesa (of KOC Member Services) for prior month. Write check from checking account. Kathie will email her bill and will send a hard copy of the bill and any expenses. Invoice will be sent by Kathie at the end of each month.

2. Pay website host organization for prior month. Alternately, the website can be paid for annually if it allows financial benefits for the organization. The Executive Director is also in charge of website content and makes the final determination about what is and is not posted.

3. Forward a copy of the checking account statement to the Finance Chair.

4. Balance the checkbook. Ensure that finances are available to pay for all necessary functions. Keep appropriate funds in the checking accounts.

5. Obtain membership list from KOC. Update any necessary information.

#### **January**

Renew officers insurance; Apply for conference insurance. Renew D & O insurance. Purchase a \$1 million policy with \$0 deductible based on last year's assets (e.g., \$174,000 in 2005) that covers the journal, plagiarism issues, and the editor

Design pre-registration form. Once form has been approved, send to Kathie so she can post an electronic version and a PDF version on the website. You may want to get approval/insight from First Vice President, President, and Kathie before finalizing the copy. (Prior to January 15)

Post pre-registration form on the website. (January 15)

Finalize newsletter content. The February newsletter highlights the convention. (January 20)

Email newsletter to all CSCA members. (End of month/early February).

Send Local Arrangements Chair a list of duties. The First Vice President should be cc'ed on this list, and it is helpful to point out which duties are coordinated in conjunction with the ED and which are coordinated in conjunction with the 1<sup>st</sup> VP.

## **February**

Tell NCA that CSCA needs a meeting room at the November NCA convention.

Order convention supplies. The supplier is Marco suppliers ([www.marcomeetings.com](http://www.marcomeetings.com)). Check with Kathie for supplies needed before ordering, particularly in regard to ribbon stock. Typically, you will need to order (1) name badge inserts (A-6LI white), (2) name badge holders (HSE-6C), (3) ticket stock for any tickets (A-10TS light green), and (4) delegate envelopes (B-32 white or light green). These items can be shipped directly to Kathie. (work with Kathie on what would work best for each conference, depending on who is driving or flying; also check to ensure that the product numbers listed above are still valid). (February 4).

Finish front matter of convention program.

Compile advertisements for convention program.

E-mail exhibitors with information about convention registration and exhibit information.

Compile list of exhibitors (and needs) for convention hotel manager. Send list to manager.

Arrange for convention program cover (1<sup>st</sup> Vice President sometimes wants to provide the cover).

## **March**

Re-check insurance for convention and for President's reception.

Re-finalize all supplies needed for convention.

Get names of award winners from ONTA, Federation Prize, Auer, Becker, Cooper, Friedrich, Burrell, Hall of Fame and State Journal/Manuscript from appropriate Committee/Interest Group chair. (March 15)

Order plaques for ONTA, Hall of Fame, and Federation Prize Award winners as well as any recognition plaques for service to CSCA at this point. Be sure to check with planner and president about any service plaques they want to request. (March 15)

Finalize program copy. (March 15)

Send program to printer. Order a minimum of 900 copies (dependent on registration). When possible, arrange for these to be sent to the conference hotel two days in advance of conference opening date.

Finalize all convention programs requiring food and beverage. Work with the President for his/her reception, the Vice-President for her/his reception, and others for events as appropriate. The Executive Director ensures that all parties/events are manageable, affordable, and executable.

Send ELFs (exhibit liability forms) to convention hotel manager (if required by hotel).

Contact award winners to remind them about attendance at awards presentation. Check with award committee chairs to ensure they have a presentation speech prepared. (March 15)

Get names of nominees for CSCA offices from Chair of Nominating Committee. Ensure that all nominees were members of CSCA during the entire selection process. (March 15)

Remind Second Vice President to appoint Vice Chairs for Federation, ONTA, Outstanding Journal Article, and Nominating committees. Be sure to remind Second Vice President of appointment requirements from bylaws. (March 20)

Provide poster information to Local Arrangements Chair. (March 15)

Remind First Vice President to recommend finance committee member for approval to the executive committee. NOTE: In 2018, 2021, 2024 (i.e., every three years) the appointee will become the chair. Note that the Finance Committee operates based on the fiscal year, so someone whose term ends in 2014 would actually be in office through June 2015.

Coordinate with First Vice President, Local Arrangements Chair, and Kathie about student workers. (close to convention). A maximum of 10 student volunteers are needed (no more).

Begin work on the Executive Director report, which is distributed at the CSCA Executive Committee meetings at CSCA in April. Although the content may vary, include all Executive Committee meeting minutes from the past NCA convention, a report from the journal editor, a cash flow sheet, and other items of interest. (ongoing)

Remind the President about creating certificates for the Undergraduate Honors Conference.

## **April**

### **Prior to the convention:**

Finish Executive Committee meeting packet. (1 week prior to convention; President provides, you ensure that photocopying is complete)

Take care of any other conference-related duties.

### **At the convention:**

Manage the complete convention, drawing support from other officers as needed.

Attend both Executive Committee business meetings.

Attend Program Planning meeting.

Attend and chair Committee Chair meeting.

### **Immediately after the convention:**

Send reminder to committee chairs to provide committee member list as soon as possible.

Compile a list of award winners and forward to newsletter editor.

Update Award Winners list on the website.

Update Executive Committee information on the website.

Send invoices to any vendor who owes CSCA money for the convention (e.g., exhibitors, sponsors).

Pay any invoices sent to CSCA for the convention.

Type and distribute Executive Committee meeting minutes. Once final copy has been approved, send to Kathie so she can post them on the website.

### **Other duties:**

Start working on newsletter content. The June newsletter highlights the past convention and provides calls for next convention. (April 15)

## **May**

Contact newsletter editor to inquire about progress for June newsletter. (May 1)

Complete all unfinished business from convention, if not already completed. (ongoing)

Contact EC members to identify summer meeting dates; contact the hotel to coordinate the summer meeting. CSCA pays for Executive Director, President, and First Vice President to visit convention site.

## **June**

E-mail chairs of ONTA, Federation, Cooper, and Nominating Committees telling them they need to write a blurb for the September newsletter; copy editor. (June 15)

E-mail nominees for Second Vice President and Member at Large telling them they need to submit their candidate statement and a picture for the September newsletter; CC editor. (June 15)

Finalize newsletter content. The June newsletter highlights the past convention and provides calls for next convention. (June 1)

Email newsletter e-bulletin announcement. (June 1)

Post newsletter online. (June 15)

Continue to complete all unfinished business from convention, if not already completed. (ongoing)

Update all program advertising forms and convention exhibitor forms. Post forms online. (June 1)

Contact Helms Briscoe about future convention sites. Negotiate multi-year contracts at least 3 years out.

Prepare ED report for summer meeting.

Along with the president, do a biennial review of the member services director (happens during odd years).

## **July**

Oversee completion and filing of taxes. (With extension, taxes are not due until February; begin this process in June.)

## **August**

Contact newsletter editor to inquire about progress for September newsletter. (August 1)

Prepare for the election.

Send email and memo to all Interest Group chairs. Memo contains reminders about procedures and information needed by ED for upcoming year. Ask that they contact their secretary to ensure the minutes are sent to the ED to be posted on the website and that they notify the First Vice President immediately if there are any officer changes. (August 23)

Contact NCA office and reserve space for table in NCA Exhibit Hall (if having a table). Typically CSCA supplies advertisements for *Communication Studies* and membership forms for the table. (August 15)

Finalize newsletter content. (August 31)

## **September**

Send out September newsletter.

Send out special e-bulletin announcing a special edition newsletter featuring candidate statements (can also be sent early October).

## **October**

Send letter to department chairs asking them to purchase an advertisement in the convention program, sponsor the refreshment breaks, or purchase a department membership. Include the rate sheet form and the department membership form.

Begin work on the Executive Director report which is distributed at the CSCA Executive Committee meeting at NCA in November. Although the content may vary, include all Executive Committee meeting minutes from the past CSCA convention, the convention hotel room pickup figures from the prior convention, a report from the journal editor, a cash flow sheet, and a proposed budget for the following year. The budget should be co-written with the Chair of the Finance Committee. (ongoing)

Email election ballot. Use an online survey to facilitate voting, making sure to have a verification system that only allows members to vote (and any member who votes must have a CSCA membership at the beginning of the voting process, i.e., no one can buy a membership and then vote)

Notify President with election results. The President contacts the winners and runner-ups to express congratulations or to express regrets.

Send e-bulletin announcing results of election (can offer this duty to the President who may or may not want to draft the letter)

## **November**

Write a Voting report, and place report in files. Keep ballots for one year. (within 5 days of ballot due date)

Ask the President if help is needed to finish Executive Committee meeting packet. (1 week prior to NCA)

Work on next year's budget with Chair of the Finance Committee. A copy of the budget will need to be presented at the Executive Committee meeting at NCA and should be placed in the meeting packet. (prior to NCA)

Begin front matter of convention program. (ongoing)

Type and distribute Executive Committee meeting minutes. Once final copy has been approved, send to Kathie Cesa so she can put them on the website.

## **December**

Contact advertisers and exhibitors about ads and convention space. (December 1)

Continue work on front matter (ongoing)

## **STANDING COMMITTEES**

CSCA has multiple standing committees: the Finance Committee, Nominating Committee, Federation Prize Committee, Outstanding New Teacher Award Committee, Outstanding *Communication Studies* Article Committee, Cooper Award Committee, Kay Award Committee, and Warren Award Committee. CSCA also has one ad-hoc committee, the Diversity and Inclusion Committee. With the exception of the Finance Committee, the Vice-Chair of each Standing Committee is appointed by the First Vice President and each Vice-Chair will succeed to the Chair position the following year. Also with the exception of the Finance Committee, all committee members then are selected by each Chair. Per the bylaws, committees must be diverse (in terms of affiliation, subject matter area, school of origin, etc.) and have no more than five members.

### **Finance Committee**

The Finance Committee is charged with maintaining the financial health of the Association. The committee is responsible for monitoring the operating expenses, the investments, and the income generated by the Association. The Finance Committee is headed by a Chair, who is nominated by the President and chosen by the Executive Committee and who serves a three year term. The committee consists of six members plus the Chair. All serve for three year terms. Upon assuming the Presidency, the CSCA President becomes a member of the Finance Committee and serves for two additional years after completing the Presidency. Upon assuming the Presidency, the CSCA President appoints a member of the association to the Finance Committee who serves a three year term coterminous with that of the President who appointed him or her.

### **Nominating Committee**

The Nominating Committee is charged with selecting a slate of candidates for the yearly election. The committee shall nominate two candidates for the office of Second Vice President and two candidates for the office of Member at Large. All individuals nominated must be members of CSCA at the time of their nomination.

### **Federation Prize Committee**

The Federation Prize Committee is charged with selecting the recipient(s) of the Federation Prize. The Federation Prize recognizes superior intellectual development and communication scholarship by awarding a cash prize of (up to) \$5000 to one or more selected research proposals exclusively authored by CSCA members.

### **Outstanding New Teacher Award Committee**

The Outstanding New Teacher Award Committee is charged with selecting the recipients of the Outstanding New Teacher Award. The Outstanding New Teacher Award recognizes individuals early in their professional career who are showing distinction as teachers and are in their first five years of full-time teaching.

### **Cooper Award Committee**

The Cooper Award is named after former CSCA President Pamela J. Cooper and is presented to one M.A. level graduate teaching assistant and one Ph.D. level graduate teaching assistant. At the annual convention, the recipients receive a cash award and a certificate.

### ***Communication Studies* Article Committee**

The *Communication Studies* Article of the Year Committee is charged with determining the best article published in *Communication Studies* for the calendar year prior to the CSCA convention.

### **Warren Award Committee**

The Warren Mentorship Award Committee is charged with determining a mid-career scholar who demonstrates excellence as a mentor.

## **Nominating Committee Procedures**

The procedure for selecting a slate of candidates is as follows:

1. The chair of the committee selects committee members in April/May following the Convention
  - a. Members of the committee need to be members of CSCA.
  - b. The Chair submits the names of the committee to the Executive Director.
  - c. The Executive Director also serves as a non-voting member of the committee.
2. The vice-chair of the committee is appointed by the CSCA First Vice-President.
3. The call for nominations for the award is posted on the CSCA website by the Executive Director.
  - a. The call for nominations will be posted on the website in October and will be included in the September/October newsletter.
  - b. The deadline for nominations is January 15.
4. All individuals nominated must submit a:
  - a. Vita.
  - b. Letter of application, indicating a willingness to serve.
5. The chair then circulates nomination material to all members of the committee. A ranking/rating sheet should be included with the circulated material.
6. The committee then ranks the submissions and returns the rating/ranking sheet to the chair.
7. The chair then tabulates the results and submits the results to the Executive Director by March 1.
8. The chair of the committee will inform those individuals who have been nominated whether or not they have been selected. The chair will also ask the candidates to attend the Awards and Business Luncheon in order to be introduced to the CSCA membership.
9. At the Awards and Business Luncheon, the chair will:
  - a. Recognize all committee members
  - b. Announce the names of the top two candidates for Second Vice-President and for member-at-large at the Awards and Business Luncheon.

## **Interest Groups, Caucuses, and Sections**

CSCA conducts its business and sponsors convention programs and panels through the Interest Groups, Caucuses, and Sections representing the different discipline emphases of the membership. Members may specify affiliation with up to three interest groups, one section, and as many caucuses as they choose as part of their membership. Additional memberships in interest groups can be purchased for \$5.00 per interest group.

The recipients of the Top Papers or Top Panels from each Interest Group, Caucus, and Section will be awarded a certificate signed by the First Vice President and Executive Director. The certificates will be awarded during the respective Interest Group, Caucus, or Section business meeting.

Each Interest Group, Caucus, and Section receives a yearly stipend of \$100.00. This stipend is available to the Interest Group, Caucus, or Section any time during the fiscal year. The stipend does not roll over to the next fiscal year if unspent.

Association funds provided to Interest Groups, Caucuses, and Sections are typically used for monetary awards for unit members or to purchase a plaque or other type of award. Association funds cannot be used for food or drink purchases, nor can these funds be donated or otherwise awarded to any person, organization, or cause not affiliated with the CSCA.

### **Adjunct/Temporary Faculty Caucus**

The purpose of the caucus is to discuss and support the issues that are specific to Adjunct and Temporary Faculty in the academic world.

### **Argumentation and Forensics Interest Group**

The Argumentation and Forensics Interest Group promotes investigation of the practical, pedagogical, and theoretical dimension of Forensic discourse. The interest group encourages research that uses an argumentative perspective to understand social problems, promote civic engagement, and encourage educational excellence in speech and debate training.

### **Basic Course Interest Group**

The purpose of the interest group shall be to deal with issues of general concern to members, to provide for a sharing of information on course development, teaching strategies and programs in the Basic Courses; to promote professional research related to Basic Course instruction; to encourage co-curricular activities; to organize panels and sponsor and co-sponsor programs for the annual Central States Communication Association's convention; to provide a meeting place for Basic Course instructors of speech communication and for others concerned with and interested in Basic Course speech activities; and to execute other activity appropriate to the promotion of effective Basic Course communication education.

### **Communication Education Interest Group**

The purpose of the interest group shall be to deal with issues of general concern to members, to provide for a sharing of information on course development, teaching strategies and programs in the Basic Courses; to promote professional research related to Basic Course instruction; to encourage co-curricular activities; to organize panels and sponsor and co-sponsor programs for the annual Central States Communication Association's convention; to provide a meeting place for Basic Course instructors of speech communication and for others concerned with and interested in Basic Course speech activities; and to execute other activity appropriate to the promotion of effective Basic Course communication education.

### **Communication Ethics, Activism, and Social Justice Interest Group**

The Communication Ethics, Activism, and Social Justice Interest Group centers on issues regarding inclusivity/exclusivity, voice, power, privilege, and inequality among other related interests.

### **Communication Theory Interest Group**

The purpose of the Communication Theory Interest Group is to serve as an outlet for the discussion and promotion of communication theory research, scholarship, and creativity.

### **Community College Section**

The purpose of the section shall be to deal with issues of general concern to members, to provide for a sharing of information on course development, teaching strategies and programs in the community colleges; to promote professional research related to community college instruction; to encourage co-curricular activities; to organize panels and sponsor and co-sponsor programs for the annual convention; to provide a meeting place for community college instructors of speech communication and for others concerned with and interested in community college communication/speech activities; and to execute other activity appropriate to the promotion of effective community college communication education.

### **G.I.F.T. Interest Group**

The Great Ideas for Teaching (G.I.F.T.) Interest Group provides members with an opportunity to share exceptional teaching activities and assignments to enhance pedagogical approaches in the ever-changing communication discipline.

### **Graduate Student Caucus**

The Graduate Student Caucus is focused on graduate student development with the Central States region and is open to all members who affiliate with the Caucus. The Caucus supports research conducted by graduate students as well as research and programming focusing on issues related to the unique situations of being a graduate student and graduate teaching or research assistant.

### **Health Communication Interest Group**

The Health Communication Interest Group is dedicated to helping key publics better grasp, appreciate, use, and articulate health communication research, practice and teaching. During this dissemination process, health communication scholars also monitor and evaluate the efficacy of community-based, communication-driven, and health-related applications. To help achieve the preceding goals, interest group members conduct a variety of studies that span across an array of research methodologies. The interest group is dedicated to engaging in interdisciplinary collaboration in the field as they develop curricular innovations centering on health communication. Thus, scholarship, community outreach, and pedagogy comprise the mission of the group.

### **Instructional Resources Interest Group**

The purpose of this organization is to foster the efforts of researchers in topics related to instructional resources, including all forms of technology, assessment, and instructional ideas. To help achieve this goal, this organization seeks to develop a strong network to aid in the collaboration of its members in promoting the organization's research area.

### **Intercultural Communication Interest Group**

The purpose of the Intercultural Communication interest group is to promote the scholarship and practice of communication between, among, and within cultural groups.

### **Interpersonal and Small Group Communication Interest Group**

The purpose of this interest group is to collaboratively promote the efforts of researchers, scholars and practitioners in the fields of Interpersonal and Small Group communication. The goal is to develop a strong network among its members to enhance theoretical development and research agendas within the academic and outside research communities.

### **Media Studies Interest Group**

The Media Studies Interest Group is united by a common interest in all aspects of media studies including mass communication, media education, media literacy, media production, telecommunications policy, media technology, media criticism, media and culture, media convergence, or other related areas. We are also committed to research and teaching on such topics as the functions of mass communication, audiences and their uses of media, and mass media impacts on both societies and institutions. The group also has a particular interest in studying the development of media technology forms, such as computer-mediated-communication, that alter traditional notions of mass communication.

### **Organizational and Professional Communication Interest Group**

The purpose of this interest group is to collaboratively promote the efforts of researchers, teacher/scholars, and practitioners as they relate to the study and practice of human communication in organizational and professional contexts. The goal is to develop a strong network among its members to enhance pedagogical and research agendas, particularly as they might aid theoretical development and practical application, within the academic and outside research communities.

### **Autoethnography and Performance Studies Interest Group**

The purpose of the Autoethnography and Performance Interest Group is to promote study, research, teaching, application, and public awareness of the artistic, humanistic, and cultural principles of performance as well as autoethnography scholarship that may or may not be performance related.

### **Political Communication Interest Group**

The purpose of the Political Communication Interest Group is to support the teaching and research of political communication. The scope of this Interest Group is broad, as the study of politics and communication may encompass the communicative activity of citizens, individual political figures, governmental institutions, the media, political campaigns, advocacy groups and social movements. This Interest Group recognizes and encourages research that addresses political communication topics in all contexts and levels of analysis, employing a variety of methodologies.

### **Popular Culture Interest Group**

The purpose of the Popular Culture Interest Group is to promote dialogue about and support scholarship related to popular culture studies in the communication discipline.

### **Public Relations Interest Group**

The purpose of the Public Relations Interest Group is to provide an outlet for scholarship, teaching and service pertaining to issues relevant to public relations scholars within the communication discipline. We are particularly interested in the promotion of theory and practice that advances our members as teachers and scholars within the academic and professional public relations communities.

### **Rhetorical Theory and Criticism Interest Group**

Members of the Rhetorical Theory and Criticism interest group study theoretical, critical, and empirical questions related to the field of rhetorical studies and communication theory.

### **Sexual Orientation and Gender Identity Caucus**

The purpose of this Caucus is to promote dialogue and scholarship and engaging issues related to sexual orientation and gender identity in the communication discipline.

### **States Advisory Council**

The purpose of the States Advisory Council shall be to unite the state communication associations or representatives from the 13 Midwestern states of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, and Wisconsin for the promotion of their mutual interests and the advancement of their common field both within the Central States Communication Association and within the boundaries of their respective states.

### **Undergraduate Education & Administration Section**

The Undergraduate Education & Administration is an inclusive organization that includes, but is not limited to, faculty both at small colleges and in the undergraduate divisions of larger institutions, faculty interested in curricular and co-curricular development programs, undergraduate honors students with an interest in scholarly work, and faculty in programs with both an academic and a community outreach component. Our Section encourages cooperation among the values and professional styles associated with classroom issues, co-curricular programming, and scholarly research efforts.

### **Women's Caucus**

The purpose of the Women's Caucus is to provide an outlet for scholarship, teaching and service pertaining to the lives of women in academia, education, and society. We are particularly concerned with feminist approaches to communication research, and are engaged in activism related to improving women's lived experiences through communication.

## **Journal(s)**

***Communication Studies*** (formerly *Central States Speech Journal*) is committed to publishing high-quality original scholarship focused centrally on human communication processes. Articles published in *Communication Studies* represent the diversity of scholarship that composes the study of human communication, regardless of philosophical, theoretical, or methodological underpinnings. Published essays and reports of studies make important and noteworthy contributions to the advancement of human communication scholarship.

*Communication Studies* is headed by an Editor, who serves a three year term and is appointed by the Executive Committee. The Editor is responsible for assembling an editorial board, assembling an editorial team, and serving as the liaison between *Communication Studies* and the journal publisher. *Communication Studies* is published five times yearly.

***Journal of Communication Pedagogy*** is committed to publishing high-quality original scholarship focused on teaching and pedagogy issues related to human communication processes. Articles published in *Journal of Communication Pedagogy* represent the diversity of scholarship related to teaching and learning in the field.

*Journal of Communication Pedagogy* is headed by an Editor, who serves a three year term and is appointed by the Executive Committee. The Editor is responsible for assembling an editorial board, assembling an editorial team, and serving as the liaison between *Journal of Communication Pedagogy* and the journal publisher. *Journal of Communication Pedagogy* is published annually.

***Interpersonal Communication Studies*** is a new journal currently in the process of being established. Although approved by the executive committee, its mission, procedures, and publication rate will take shape as the journal finds a publishing home and its first editor.

## **Association Awards**

### **Hall of Fame**

The Hall of Fame award is presented annually to individuals who have been a member of CSCA for twenty-five years or more and who have contributed to the discipline of communication through meritorious scholarship, teaching/mentoring, participation at conventions, and service to the association. Recipients receive a crystal trophy.

### **Federation Prize**

The Federation Prize promotes intellectual development and communication scholarship by awarding cash prize(s) of (up to) \$5000 to selected proposal(s) authored by CSCA member(s). If there are multiple submitters on a proposal, all authors must be CSCA members. Proposals are evaluated by a selection committee of scholars representing diverse interests in communication and methods of inquiry. The recipient is expected to provide a final report at the CSCA convention the year following the award presentation.

### **Outstanding New Teacher Award**

The Outstanding New Teacher Award recognizes individuals early in their professional career who are showing distinction as teachers. The recipient receives a plaque.

### **Past Officers Graduate Student Debut Award**

The Past Officers Graduate Student Debut Award is designed to showcase some of the most promising work of the discipline's graduate students and is sponsored by CSCA Past Officers. It provides a glimpse into the future of the association and the discipline by highlighting some of the work we can expect to see in the future and by introducing some of the top emerging scholars. At the annual Awards and Business Luncheon, a certificate and \$150.00 cash award will be presented to the graduate student whose paper was chosen as the Top Debut Paper. The graduate students whose papers were ranked 2-4 will be awarded certificates at the Past Officers Graduate Student Debut Award Panel. The top papers will be delivered during the programming of the respective groups to which they were submitted and during the Past Officers Graduate Student Debut Award Panel scheduled immediately following the luncheon.

### **Cooper Award**

The Cooper Award is named after former CSCA President Pamela J. Cooper and is presented to one M.A. level graduate teaching assistant and one Ph.D. level graduate teaching assistant. At the annual convention, the recipients receive a \$50 cash award and a certificate.

### **Outstanding *Communication Studies* Article Award**

The Outstanding *Communication Studies* Article Award honors the single best research article as selected by a committee of esteemed scholars. The recipient(s) receive a plaque.

## **Warren Award**

The John T. Warren Award honors an extraordinary mid-career scholar who has shown exemplary abilities as a mentor. The recipient receives \$150 and a plaque.

## **Association Award Procedures**

### **Hall of Fame**

To nominate an individual for the Hall of Fame, a packet containing (1) a letter of nomination citing the nominee's accomplishments in light of the selection criteria, (2) a copy of the nominee's vita, and (3) two additional letters of support.

The President of CSCA is the chair of the selection of the Hall of Fame recipients. The procedures are as follows:

1. The President will create a call for nominations for the Hall of Fame award.
  - a. The call will be placed on the website.
  - b. The call will also be in the October newsletter.
2. The deadline for the nominations for the Hall of Fame award will be February 1.
3. The President will circulate the nomination materials with the Executive Committee.
4. The Executive Committee members will rank/rate the nominees on the basis of the material submitted. The Executive Committee members will return their rankings to the President.
5. The President will tabulate the results and determine the winners.
  - a. The maximum number of award recipients for one year is four.
  - b. The President will submit the results to the Executive Director by March 1.
6. The President must:
  - a. Inform all the nominees whether or not they have been selected.
  - b. Ask the winner(s) to attend the Awards and Business Luncheon at the convention in order to receive the award.
7. At the Awards and Business Luncheon, the chair will present the award to the recipient(s).

## **Federation Prize**

To be considered for the Federation Prize, applicants must submit a proposal. The proposal must include (1) a 1 page title sheet with the applicant's name, address, telephone number, e-email address, fax number, title of project, and a 200 word abstract; (2) a 3 page description of the project, including objectives, methods, proposed timetable, qualifications of applicant, and a rationale describing why the project is worthy of CSCA funding; (3) a 1 page budget, indicating the amount of money requested (up to \$5,000) and how the money will be spent (Note: Applicant salaries may not be listed as an expense); (4) a brief (1-2 page) curriculum vita of each applicant; and (5) names and contact information of three references familiar with the applicant's work.

The procedure for the selection of the Federation Prize award is as follows:

1. The chair of the committee selects committee members in April/May following the Convention. Minimum qualification for participation on the committee includes:
  - a. Membership in CSCA
  - b. A rank of at least assistant professor (suggested committee include mixed rank)
  - c. Publication in at least a regional journal
  - d. Tenure track or permanent position at their institution
2. The Chair submits the names of the committee to the Executive Director.
3. The vice-chair of the committee is appointed by the CSCA First Vice-President.
4. The call for nominations for the award is posted on the CSCA website by the Executive Director.
  - a. The call for nominations will be posted on the website and will be included in the September/October newsletter.
  - b. All individuals nominated for the award must be members of CSCA at the time of the nomination.
  - c. The monetary award made to researcher(s) is intended to cover the costs associated with completing the research project in the proposal submitted to the Federation Prize committee. These funds are not intended to cover indirect costs that a recipient's home institution may impose on research funds or grants that are acquired by an institutional employee
  - d. The deadline for nominations is February 1.
5. The chair then circulates nominations to all members of the committee a ranking/rating sheet should be included with the materials.
6. The committee then ranks the submissions and returns the rating/ranking sheet to the chair. The committee must not limit the scope of acceptable projects (e.g., determine that they want to award a particular method of inquiry in a particular year, determine that they want to rate particular topics or approaches as more important, etc.) but should make their determination based on the quality of the submission and its possibility for being completed.

7. The chair then tabulates the results and submits the results to the Executive Director by March 1.
8. The chair of the committee must:
  - a. Inform all the nominees whether or not they have been selected.
  - b. Ask the winner to attend the Awards and Business Luncheon at the convention in order to receive the award.
  - c. Submit the budget request (i.e., anticipated expenditures, resource costs, et cetera) for the winner to the Executive Director to allow for allocation of funds.
9. At the Awards and Business Luncheon, the chair will:
  - a. Recognize all committee members
  - b. Present the award to the recipient(s)

## Outstanding New Teacher Award

To be considered for the Outstanding New Teacher Award, nominees must submit a packet not to exceed 30 pages excluding cover page, index page, and/or divider pages (packets which exceed the 30 page limit will be returned without review). The packet must include (1) a letter of nomination citing the nominee's accomplishments; (2) the nominee's current curriculum vita; (3) three letters of nomination from students, colleagues, supervisors, and/or administrators; (4) course/instructor evaluations from no more than three recent academic terms, including comments and numerical ratings with an explanation of rating scale norms; (5) a description of the nominee's teaching load, including student advising; and (6) at least two samples of instructional materials/resources.

Nominees may be teaching at any level from grade school through graduate school. Nominees must (a) be in their first five years of full-time teaching, (b) be members of CSCA, and (c) attend the conference the year in which the award is presented. Nominees who have more than five years teaching experience at two or more levels, but no more than five years at their most recent teaching level, may also be considered. Prior recipients are not eligible.

The procedure for the selection of the Outstanding New Teacher award is as follows:

1. The chair of the committee selects committee members in April/May following the convention.
  - a. Members of the committee need to be members of CSCA.
  - b. The Chair submits the names of the committee to the Executive Director.
2. The vice-chair of the committee is appointed by the CSCA First Vice-President.
3. The call for nominations for the award is posted on the CSCA website by the Executive Director.
  - a. The call for nominations will be posted on the website in October and will be included in the September/October newsletter.
  - b. All individuals nominated must be members of CSCA at the time of the nomination.
  - c. The deadline for nominations is February 1.
4. The chair then circulates nomination materials to all members of the committee. A ranking/rating sheet should be included with the materials circulated.
5. The committee then ranks the submissions and returns the rating/ranking sheet to the chair.
6. The Chair then tabulates the results and submits the results to the Executive Director by March 1.
7. The Chair of the committee must:
  - a. Inform all the nominees whether or not they have been selected.
  - b. Ask the winner to attend the Awards and Business Luncheon at the convention in order to receive the award.

8. At the Awards and Business Luncheon, the chair will:
  - a. Recognize all committee members.
  - b. Present the award to the recipient(s).

## Cooper Award

To be considered for the Cooper Award, nominees must submit a packet (not to exceed 12 pages, excluding cover page, index page, and/or divider pages) which must be the original work of the graduate teaching assistant. The packet must include (1) no more than two letters of nomination/support; (2) a 1-2 page statement of the nominee's teaching philosophy; (3) a description of the nominee's teaching experiences including courses taught and course responsibilities; (4) evidence of the nominee's teaching effectiveness, including summaries of teaching evaluations and/or peer/supervisor evaluations; and (5) teaching materials including syllabi, assignment sheets, handouts, and web pages.

Only two candidates can be nominated by one department. Students who were graduate teaching assistants during the past academic year as well as current M.A. and Ph.D. students are eligible. Only graduate teaching assistants at colleges and universities within the CSCA region are eligible.

The procedure for the selection of the Cooper Award is as follows:

1. The chair of the committee selects committee members in April/May following the convention.
  - a. Members of the committee need to be members of CSCA.
  - b. The Chair submits the names of the committee to the Executive Director.
2. The vice-chair of the committee is appointed by the CSCA First Vice-President.
3. The call for nominations for the award is posted on the CSCA website by the Executive Director.
  - a. The call for nominations will be posted on the website in October and will be included in the September/October newsletter.
  - b. All individuals nominated must be members of CSCA at the time of the nomination.
  - c. The deadline for nominations is February 1.
4. The chair then circulates nomination materials to all members of the committee. A ranking/rating sheet should be included with the materials circulated.
5. The committee then ranks the submissions and returns the rating/ranking sheet to the chair.
6. The Chair then tabulates the results and submits the results to the Executive Director by March 1.
7. The Chair of the committee must:
  - a. Inform all the nominees whether or not they have been selected.
  - b. Ask the winners to attend the Awards and Business Luncheon at the convention in order to receive the award.
8. At the Awards and Business Luncheon, the chair will:

- a. Recognize all committee members.
- b. Present the award to the recipient(s).

## **Past Officers Graduate Student Debut Award**

To be eligible for participation in the Debut Program, (1) the author must be a graduate student, (2) the paper must have single authorship, and (3) the paper must be the author's first paper to be presented at CSCA. The top rated such paper received by an interest group, caucus, or section will be that group's entry for the award.

1. Indicating the paper is a debut piece when submitting it to any of the association's groups enters the paper into consideration for the award and participation in the debut panel.
2. A past officer designated by the First Vice President will be charged with developing a committee of at least three past officers to review the debut papers submitted. This past officer will serve as chair of the committee.
3. The First Vice President will provide the chair of the committee with the debut papers submitted no later than November 15.
4. The Chair then circulates nomination materials to all members of the committee. A ranking/rating sheet should be included with the materials circulated.
5. The committee then ranks the submissions and returns the rating/ranking sheet to the Chair.
6. The Chair then tabulates the results and submits the results to the First Vice President no later than December 15.
7. The First Vice President must:
  - a. Inform the winners of their selection and inform them of presenting during the Past Officers Graduate Student Debut Program Award Panel
  - b. Ask the Top Debut Paper winner to attend the Awards and Business Luncheon at the convention in order to receive the certificate and cash award.
  - c. Develop and program the panel.
8. At the Awards and Business Luncheon, the President will present the award to the recipient.

## **Outstanding State Journal and Manuscript Award**

The States Advisory Council recognizes one outstanding state journal and one outstanding manuscript published in one of the state journals. At the annual convention, the recipients of the Outstanding State Journal and Outstanding Manuscript receive a certificate.

Each state in the region may submit the latest edition of their journal and one manuscript from that journal. Usually, the person who submits the journal and the manuscript is the editor of the state journal. A jury of three CSCA members reviews the journals and the manuscripts and selects one outstanding journal and one outstanding manuscript.

## Warren Award

The procedure for the selection of Warren Mentorship Award is as follows:

1. The chair of the committee selects committee members in April/May following the convention. Minimum qualification for participation in the committee includes:
  - a. Membership in CSCA.
  - b. Experience as a teacher and mentor.The committee chair submits the names of committee members to the Executive Director.
2. The committee vice-chair is appointed by the CSCA First Vice-President.
3. The call for nominations for the award is posted on the CSCA website by the Executive Director.
  - a. The call for nominations will be posted on the website in October and will be included in the September/October newsletter.
  - b. All individuals nominated must be members of CSCA at the time of the nomination.
  - c. The deadline for nominations is February 1.
4. Nominees for this award must
  - a. Be between their 11<sup>th</sup> year and 15<sup>th</sup> year of full-time academic work beyond their terminal degree; and
  - b. Have an exemplary record of mentoring, research/creativity, service, and engagement.
5. To be considered for the Warren Award, nominees must electronically submit a packet as a single PDF file. This packet should include the following items, arranged in this order:
  - a. a single letter of nomination (self-nominations are welcome);
  - b. a teaching philosophy statement, not to exceed two pages;
  - c. evidence of teaching and mentoring excellence, not to exceed ten pages, that can include sample assignments, teaching evaluations, course syllabuses or descriptions, or other materials that indicate teaching and mentoring excellence;
  - d. a statement that summarizes the candidate's program of scholarship, not to exceed one page;
  - e. a complete list of all publications, exhibits, grants or fellowships, and research/creativity awards;
  - f. a complete list of service contributions at the department, college, university, and disciplinary level; and
  - g. a one-page statement that documents engagement or impact beyond the classroom.
6. The committee chair circulates materials to committee members, including each submitted packet and an evaluation procedure (40% teaching/mentoring, 20% scholarship, 20% service, 20% engagement). The committee chair may or may not be an evaluator.
7. Committee members return the rating/ranking sheet(s) to the committee chair.
8. The committee chair compiles the result of the evaluation process and submits to the Executive Director by March 1 the award nominee.
9. The Executive Director is responsible for the plaque and the check that accompanies the award.

10. The committee chair must:
  - a. Inform all the nominees whether or not they have been selected.
  - b. Ask the winner(s) to attend the Business Luncheon at the convention to receive the award.
11. At the convention luncheon, the committee chair will:
  - a. Recognize all committee members.
  - b. Presents to the recipient(s) the plaque and check that accompanies the award.

## **Interest Group, Caucus, and Section Awards**

At the annual convention, the recipients of the Top Papers or Top Panels from each Interest Group, Caucus, and Section will be awarded a certificate signed by the President and the First Vice President. The certificates will be awarded during the respective Interest Group, Caucus, or Section business meeting. *Only awards that have been through the full approval process are recognized by the association and listed here.*

### **Auer Award**

The J. Jeffery Auer Award is presented to the author(s) of the Top Graduate Student Paper submitted to the Political Communication Interest Group. At the annual convention, the recipient receives a \$100 cash award and a certificate.

### **Becker Award**

The Samuel L. Becker Award is presented to the author(s) of the Top Graduate Student Paper submitted to the Media Studies Interest Group. At the annual convention, the recipient receives a \$150 cash award and a certificate.

### **Braithwaite Award**

The Dawn O. Braithwaite Award for Qualitative Scholarship is presented to the author(s) of the top-rated paper submitted to the Interpersonal and Small Group Communication Interest Group that exclusively relies on qualitative research methods and that did not receive the top paper and/or top student paper award. At the annual convention, the recipient receives a \$50 cash award and a certificate.

### **Burrell Award**

The Nancy Burrell Award is presented to the author(s) of the Top Student paper submitted to the Interpersonal and Small Group Interest Group. At the annual convention, the recipient receives a \$250 cash award and a certificate.

### **Chesebro Award**

The James W. Chesebro Award is presented to one outstanding scholar as selected by the Sexual Orientation and Gender Identity Caucus. At the annual convention, the recipient receives a plaque.

### **Diamond Anniversary Award**

The Diamond Anniversary Award is presented to the author(s) of the Top Competitive Paper submitted to the Organizational Communication Interest Group. At the annual convention, the recipient receives a \$50 cash award and a certificate.

### **Founders Award**

The Founders Award is presented to the author(s) of the Top Student Competitive Paper submitted to the Popular Culture Interest Group. At the annual convention, the recipient receives a \$50 cash award and a certificate.

### **Friedrich Award**

The Gustav Friedrich Award is presented to the author(s) of the Top Student Competitive Paper submitted to the Communication Education Interest Group. At the annual convention, the recipient receives a \$50 cash award and a certificate.