

**Central States Communication Association**  
***Communication and Technology Interest Group Bylaws***

**Article I. Name**

The name of the interest group shall be Communication and Technology.

**Article II. Purpose**

The Communication and Technology (CAT) Interest Group facilitates discussion of topic and in fields related to computer-mediated communication, robotics, virtual reality, online interaction, and other aspects directly relevant to communication and technology. The interest group seeks to promote knowledge regarding how technology impacts and is impacted by communication.

**Article III. Membership**

Membership in the interest group shall be open to all those who are members in good standing in the Central States Communication Association and who are interested in advancing the purpose of the interest group.

**Article IV. Officers**

1. The officers of the interest group shall be Chair, Vice Chair, Secretary, and an appropriate number of Reviewers as determined by the Chair. Terms shall be one year, with the Vice Chair moving automatically to the position of Chair.
2. The interest group 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. Only individuals who are members of the Central States Communication Association and the interest group (as designated at the time of convention registration and membership renewal) are eligible for office.
4. Succession from Vice-Chair to Chair shall be automatic during the business meeting held at the annual convention.
5. Reviewers will be appointed anew each year at the discretion of the Chair.
6. The Chair shall serve as presiding officer of all interest group business meetings. The Chair shall serve as program planner for the annual convention and attend all Association business

meetings pursuant to that obligation, The Chair shall be responsible for carrying out any activities requested by the Association in support of the interest group.

7. The Vice-Chair shall assist the Chair in planning the interest group's program offerings for the annual convention or any other activities as requested by the Chair or the Association. The Vice-Chair shall perform the duties of the Chair in the event of that officer's absence or incapacity. The Vice-Chair is expected to attend all Association business meetings relating to his/her future obligations as Chair. The Vice-Chair shall coordinate all responsibilities related to awards.
8. The Secretary shall be responsible for maintaining a written record of the business meetings of the interest group held at the annual meeting during his/her tenure as Secretary. The Secretary shall be responsible for providing the membership with copies of minutes for approval at the subsequent business meeting.
9. Reviewers shall be responsible for making judgements about submitted papers and panels and any other activities requested by the chair.

### **Article V. Executive Committee**

The Executive Committee of the interest group shall be composed of the Chair, Vice-Chair, and Secretary.

### **Article VI. Meetings**

1. An annual meeting will be held at the time and place designated by the Vice-President of CSCA at the annual convention. Additional business meetings may be scheduled if necessary by the interest group officers.
2. Six members of the interest group present at each meeting shall constitute a quorum.
3. The rules contained in the current edition of *Robert's Rules of Order* shall govern the interest group in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the interest group may adopt.

### **Article VII. Voting**

1. All voting shall be decided by a simple majority with the exception of changes to the bylaws.
2. The election of officers shall be conducted by written ballot. Ballots shall be tabulated by at least two members of the interest group.

3. All voting matters, other than the election of officers, shall be conducted by voice support of for/yes, against/no, or abstain. The voting majority shall be determined by the Chair. Should any member present deem the voting majority to be unclear by voice support, a second vote shall be conducted using hand-raising designation.
4. Members of the Communication and Technology interest group will be recognized as voting members.

### **Article VIII. Awards**

1. The top competitive paper of the interest group shall be designated at the Top Paper Award. The winner of this award shall be determined by the Vice-Chair, based on Reviewer evaluations. Recipients will receive a plaque.
2. The top competitive panel of the interest group shall be designated the Top Panel Award. The winner of this award shall be determined by the Vice-Chair, based on Reviewer evaluations. Recipients will receive a plaque.
3. When appropriate, an award recognizing lifetime achievement shall be conferred by the Executive Committee, who will nominate potential recipients. Recipients will receive a plaque.
4. The Vice-Chair shall be responsible for managing the selection process for any other awards the interest group may deem appropriate.
5. All awards will be presented at the annual business meeting or the panel of which the award winner is participating.

### **Article IX. Finances**

1. The Executive Committee of CSCA allocates funds to each interest group each year. These funds shall be used in support of the interest group's awards.
2. In the event that these allocated funds are less than \$100.00, the funds received shall be divided equally to support the presentation of the interest group's awards.
3. In the event that these allocated funds exceed \$100.00, any remaining money following the funding of the interest group's awards can be spent in support of the interest group at the discretion of the Chair.
4. All funds spent should be approved by the Executive Committee. The Chair shall be responsible for all finances.

## **Article X. Amendment of Bylaws**

1. Following their establishment, any amendments to the interest group bylaws can be proposed by any member of the Executive Committee or by a petition of five members of the interest group.
2. Interest group members must be notified of any proposed amendments at least 30 prior to the annual meeting. This notification is the responsibility of the Chair. So that the Chair is provided with reasonable opportunity to notify membership, amendment petitions must be submitted to the Chair at least 40 days prior to the annual meeting.
3. Amendments require the approval of two-thirds of the membership present at the annual meeting.