

**Central States Communication Association
Health Communication Interest Group Bylaws**

Approved
CSCA Executive Committee
November, 1998
Proposed Amendments at annual meeting – 2012 – Cleveland, OH
Voted on and approved in May 2013

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Article I. Name

The name of the organization shall be the Health Communication Interest Group, hereafter HCIG.

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Article II. Authority

The Executive Committee of the Central States Communication Association granted the creation of this interest group in 1998.

Article III. Purpose/Mission Statement

The HCIG 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 HCIG of the Central States Communication Association.

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Article IV. Membership

- a) Membership shall be open to any member of CSCA who wishes to join in the promotion of its purpose through application and renewal in this interest group.
- b) Anyone seeking membership at the interest group annual meeting who has not indicated such on his/her CSCA membership may contact the CSCA Executive Director for membership.
- c) A current list of the interest group members shall be on file with the CSCA Executive Director, as well as with the Interest Group Secretary.

Article V. Executive Committee and Meetings

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a) The Executive Committee will be composed of the Chair, Vice-Chair, Secretary, and Chair of the Public Relations of Committee (Past-Chair).

An annual meeting will be held at the time and place designated by the President-Elect and program planner of CSCA at the annual convention. Additional business meetings may be scheduled if necessary by the Interest Group officers or the Executive Committee.

Article VI. Officers and Method of Election

a) The officers of the Interest Group will be Chair, Vice-Chair, Secretary, and Public Relations (P.R.) Chair. Vice-Chair will assume the Chair position in his/her second year of office and assume the position of Chair of Public Relations Committee as immediate Past-Chair. Paper readers may sign up at the annual meeting on a volunteer basis, but will be finalized at the Chair's discretion.

b) Vice-Chair will take office during the business meeting with "new" business, or where applicable.

c) Length of Term

1) The secretary shall serve a one-year term.

2) The Vice Chair shall serve a three-year term.

a) Year 1: Vice Chair of HCIG

b) Year 2: Chair of HCIG

c) Year 3: Chair of PR for HCIG

d) Duties

1) Chair - preside over business meetings; create the call for papers; coordinate with CSCA office (Executive Director and Office staff) to send out call for papers, obtaining membership list when necessary, and have materials posted to the Web (if not done by Secretary); responsible for program planning for the interest group's annual convention to include identifying appropriate paper readers for reviewing materials; attend the program planners meeting held at the CSCA annual conference the year where he/she will assume Chair position (prior to conference planning year); prepare newsletter (along with the Secretary and Web Coordinator); assumes P.R. Chair position as immediate Past-Chair (see below).

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<#>Election of officers must be voted upon by ballot vote at the annual meeting.

<#>Voting shall be decided by a simple majority at the annual meeting unless otherwise designated by the membership. Those issues/amendments distributed electronically (email or as designated by the Chair; i. e., website) prior to the annual meeting to the membership may be voted on via electronic means (email or as designated by the Chair) and sent to the Chair of the interest group.

<#>Unless otherwise designated, all other votes (besides election of officers or those accepted via electronic) will be by hand raising, designation of in favor/yes, against/no, or abstain.

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<#>Vice-Chair will serve one year as Vice-Chair, one year as Chair, and one year as Chair of P.R. Committee.

2) Vice-Chair - preside at interest group meetings in absence of the Chair; responsible for revisions of bylaws; assist the Chair; assume the role of Chair the second year in office; serve as paper reader in first year of office; assumes role of Chair at annual business meeting; in second year; work with Secretary on matters of concern to the Chair; create a spotlight/highlight panel in first year of office in coordination with Chair (panel will not go through review process).

3) Secretary - record minutes of each interest group meeting and distribute minutes to membership via email (and on web in coordination with CSCA office) by June 30th ; preside at any meeting in the event both the Chair and Vice-Chair are absent; work with Chair in creating the newsletter; contact CSCA office (Executive Director and Office Staff) to obtain membership list, and then send list, newsletter (to include minutes) by February 15th to membership for upcoming annual meeting via email and have materials posted to website; distribute any correspondence sent from the Chair; prepare any historical documents and ask that they be posted to the website via CSCA office.

a) Historical documents: documents may include a list of all panels and presenters of the Interest Group from the annual convention, list of members for that particular year, list of all offices and officers, minutes of meetings; photographs and any other written materials of interest.

4) Paper Readers - responsible for reading and ranking/rating papers and panel proposals within the HCIG for the following year's annual convention; responsible for being an objective reader and returning papers/panels with ideas to the interest group Chair within the time frame set forth by the Chair.

a) Selection of Readers - paper readers to be selected at discretion of the Chair and based upon the number of submissions; members can volunteer at the annual business meeting or via electronic requests for volunteers; Chair can solicit names from that meeting list and from membership listserv; a few readers may be at Ph.D. graduate student level (though no paper will be reviewed by more than one graduate student); all other readers must be Ph.D. complete; one reader is the Vice-Chair.

5) Public Relations Chair (Immediate Past-Chair) - responsible for working with P.R. committee (made up of past Chairs of the Interest Group) to promote internal and external communication within the Interest Group; recruitment of new members via NCA listservs and other means; recruit donors for endowment fund; engage in other P.R. duties as necessary.

6) Elections

- a) The Chair will solicit nominations electronically prior to the annual meeting.
- b) The Chair shall request votes via electronic means, that ensure anonymity of voters, at least 10 working days prior to the annual meeting. Nominees receiving a simple majority of votes received will be elected.
- c) New officers will be announced at the annual meeting.

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Article VII. Submission of papers and panels

- a) All papers and panel submissions must be submitted through the online submission portal by the established deadline set by the CSCA President-Elect.
- b) Papers/Panel submissions - in keeping with the spirit of NCA submission guidelines, individuals may not submit more than one lead author paper (i.e., limiting multiple submissions of one dissertation/project at any one annual convention) so as to promote variety of topics for submissions.
- c) Special standing panels (scholars at work; special topics/ methodology; special recognition of scholar's life/career) may be created for each convention - this would be an invited panel, and not a competitively reviewed panel. The interest group Chair may appoint someone to create the panel for the conference in which he/she is planning. Any interested parties to organize such panels should approach the Chair at the business meeting with any ideas.

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Article VIII. Awards and Recognition

a) Awards

i) Top Paper

- (1) This award shall be made based on reviewer scores.
- (2) If more than one paper receives the highest score, the Chair shall determine the Top Paper designation.
- (3) The Chair may designate more than one paper as a "top paper" with the authors receiving a certificate. However, only the first author of the highest scoring paper shall receive the monetary award from CSCA.
- (4) The first author of the Top Paper will receive a check from the Executive Committee of CSCA in the amount of \$50, or another amount at the discretion of the HCIG officers (see Article IX, Item 2). Distribution of these funds to co-authors shall be determined by the authors of the paper.

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ii) Top Student Paper

- (1) This award shall be made based on reviewer scores.
- (2) If more than one paper receives the highest score, the Chair shall determine the Top Paper designation.
- (3) If no student paper submissions were accepted, this recognition will not be awarded.
- (4) If only one student paper is accepted, the Chair may use their discretion to determine whether to award it as Top Student Paper.
- (5) The first author of the Top Student Paper will receive a check from the Executive Committee of CSCA in the amount of \$50, or another amount at the discretion of the HCIG officers (see Article IX, Item 2). Distribution of these funds to co-authors shall be determined by the authors of the paper.

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iii) Top Panel

- (1) This award shall be made based on reviewer scores.
- (2) If more than one panel receives the highest score, the Chair shall determine the Top Panel designation.
- (3) If only one panel is accepted, the Chair may use their discretion to determine

- whether to award it as Top Panel.
 (4) No cash awards will be given for the Top Panel recognition.
 iv) Information about these awards shall appear in the annual call for submissions.

- b) Recognition may also be given to external organizations/constituencies who have contributed to the HCIG's mission.

Article IX. Finances

- 1) The Executive Committee of CSCA allocates finances to each interest group.
- 2) Officers shall prioritize cash awards for Top Paper and Top Student Paper in determining allocation of funds.
- 1) At their discretion, officers may allocate funds to other needs.
 - 2) Cash awards for Top Paper and Top Student paper shall be in equal amounts.
 - 3) Under the current allocation model, CSCA Executive Committee allocates \$100 to each Interest Group. Therefore, typically,
 - i) \$50 shall be awarded to the first author of the Top Paper.
 - ii) \$50 shall be awarded to the first author of the Top Student Paper.

- 3) Receipts for all expenses, other than cash awards, must be submitted to the Executive Director of CSCA for reimbursement.

Article X. Voting and Amendments to Bylaws

- 1) Voting
 - i) Voting shall occur electronically.
 - ii) Voting shall be anonymous.
 - iii) A simple majority of votes received will determine winners of elections and adoption of amendments.
- 2) Amendments
 - i) At the annual business meeting, or via electronic means at least 10 days before the annual business meeting, any member of the HCIG may propose to amend to the bylaws.
 - ii) Proposed amendments will be discussed, and exact language for the proposed amendment shall be finalized, at the annual meeting.
 - iii) Interest Group members present at the annual meeting shall vote to determine whether the amendment should move forward to an electronic vote by the entire membership. The incoming Chair shall request an electronic vote on amendments prior to the next annual meeting, per the stipulations in Article X, Item 1.

Respectfully Submitted: Donna R. Pawlowski
 (with noting-taking changes during 2012 meeting from Christine North)
 (final approval following electronic voting in May 2013)
[Changes submitted during 2022 meeting](#)

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 <#>At least 40% of the membership must participate in voting for the voting outcome to be adopted.

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