

**Central States Communication Association**  
***Community College Interest Group Bylaws***

**Article I. Name**

1. The name of the group shall be the Community College Interest Group of the Central States Communication Association.
2. Official use of the Interest Group's name shall be made only through the authority of the Executive Board of the Interest Group acting under the authority of the executive committee of the Association.

**Article II. Purpose**

1. 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 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 Central States Communication Association's 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.

**Article III. Membership**

1. Membership in the interest group shall be open to all those who are members in good standing in the Central States Communication Association who are interested in promoting the interest group's purposes.

**Article IV. Officers**

1. Officers will be Past-Chair, Chair, Vice-Chair, and Secretary.
2. The Chair shall succeed to the office of Past-Chair, and the Vice-Chair shall succeed to the office of Chair.
3. All offices will be for the period of one year.
4. The Past-Chair will serve as the parliamentarian at all business meetings and Executive Committee meetings of the Interest Group.
5. In addition to discharging the usual responsibilities associated with the office, the Chair shall preside at all business meetings and Executive Committee meetings of the

Interest Group. The chair will also serve as interest group program planner for the upcoming convention.

6. The Secretary shall perform the customary duties of that office.

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

1. The Executive Board shall be composed of the elected officers of the interest group.
2. The Executive Board shall administer the policies of the interest group and between annual meetings shall serve as the chief administrative authority of the interest group.

#### **Article VI. Meetings**

1. Annual business meeting(s) shall be held at the time and place designated within the annual convention of the Central States Communication Association.
2. All meetings of the section shall be open to all members of the interest group.
3. A quorum shall consist of those members present at the meeting.

#### **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 unless there is only one candidate, in which case the vote shall be conducted by voice support of for/yes, against/no, or abstain. 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. Elections shall be conducted at the annual meeting.

### **Article VIII. Awards**

1. The top competitive panel of the interest group shall be designated as the Community College Interest Group Top Panel. The winner(s) of this award shall be determined by the Chair, recognizing the highest ranked panel based on Reviewer evaluations. Recipients will share an award of up to \$100.00 and will receive certificates.
2. All awards will be presented at the annual business meeting.

### **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.
2. In the event that these allocated funds are less than \$100.00, the funds received shall be divided equally amongst the interest group award winners.
3. In the event that these allocated funds exceed \$100.00, any remaining money following the funding of the interest group awards can be spent in support of the interest group at the discretion of the Chair.

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

1. Amendments to these by-laws may be initiated by a majority of the Executive board or the interest group, by a petition of 50% of the membership of the interest group transmitted to the Chair of the interest group, or by a majority of the members present and voting at an annual meeting.
2. Amendments initiated as specified above shall be distributed to all members of the section at least thirty (30) days prior to the annual meeting, at which time the proposed amendments shall be voted upon. A two-thirds majority of the members present and voting shall be required for adoption.

*Updated, April 4, 2014*