

**Central States Communication Association**  
***States Advisory Council Bylaws***

**Article I. Name**

The name of this interest group/caucus/section shall be called the CSCA States Advisory Council hereinafter referred to as the States Advisory Council.

**Article II. Purpose**

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.

**Article III. Membership**

Membership in the States Advisory Council shall consist of a maximum of two representatives from each of the state associations in CSCA, appointed by the state associations. Representatives to the States Advisory Council must be members in good standing in the Central States Communication Association and who are interested in advancing the purpose of the States Advisory Council.

**Article IV. Officers**

1. The officers of the States Advisory Council shall be a Chair, Vice-Chair, and Secretary. The Chair, Vice-Chair, and Secretary shall be elected by the members of the States Advisory Council to serve a three-year term. Elections are held at the end of the spring board meeting of the States Advisory Council. Individuals may nominate themselves and nominations can be taken at the meeting before the election. The States Advisory Council 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.
2. The Chair of the States Advisory Council shall be the program planner for the annual convention and is responsible for any other activities as designated by the States Advisory Council Bylaws. The Vice-Chair shall be responsible for assisting the program planner and any other activities as designated by the States Advisory Bylaws. The Secretary shall be responsible for taking the minutes of the States Advisory Council business meetings and any other activities designated by the States Advisory Council Bylaws and submitting the minutes to the Executive Director.

3. Only individuals who are members of the Central States Communication Association and the States Advisory Council (as designated at the time of convention registration and membership renewal) are eligible for office.
4. Reviewers will be appointed anew each year at the discretion of the Chair.
5. The Secretary shall be elected at the annual business meeting and shall assume this position at the business meeting subsequent to which they were elected.
6. The Chair shall serve as the presiding officer of all States Advisory Council business meetings. The Chair shall also serve as program planner for the annual convention. The Chair shall also be responsible for carrying out any activities requested by the Association in support of the States Advisory Council. In addition to serving as Chair of the States Advisory Council, the Chair is also a voting member of CSCA's Executive Board and participates in all CSCA Executive Board meetings as called.
7. The Vice-Chair shall assist the Chair in planning the States Advisory Council program offerings for the annual CSCA 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.
8. The Secretary shall be responsible for maintaining a written record of the business meetings of the States Advisory Council held at the annual CSCA conference in the year following this officer's election as well as the CSCA States Advisory Council meeting held at the annual NCA conference. It shall also be the responsibility of the secretary to maintain a record of attendance. The Secretary shall be responsible for transmitting these records to the Chair within a reasonable period following the business meeting of the interest group. The Secretary shall also be responsible for providing the membership with copies of minutes for approval at the subsequent business meeting.
9. Reviewers shall be responsible for making judgments about submitted papers and panels and any other activities requested by the Chair.

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

The Executive Committee of the States Advisory Council shall be composed of the Chair, Vice-Chair, and Secretary.

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

1. A meeting will be held at the time and place designated by the Vice-President of CSCA at the annual CSCA convention and at the NCA convention. Additional business meetings may be scheduled if necessary by the States Advisory Council officers.

2. The number of members of the States Advisory Council present at each meeting shall constitute a quorum.
3. Traditionally, the States Advisory Council meets each fall at the annual convention of the National Communication Association to decide on States Advisory Council programming for the following Central States Communication annual convention in the following spring. At this fall meeting each State member from the 13 Midwestern states of the Central States Communication Association (Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, and Wisconsin) is allowed to present up to three possible programs to be considered for programming at the following CSCA annual convention. Ranking and voting takes place at this meeting with each of the 13 Midwestern states within CSCA allowed up to two votes. The top program rankings are then announced at the end of this meeting. All votes for programming must be cast in person at the meeting in which the vote for programming is conducted.
4. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the States Advisory Council 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 States Advisory Council may adopt.

#### **Article VII. Voting**

1. All voting shall be decided by a simple majority, with the exception of changes to the bylaws.
2. Each of the 13 Midwestern states within CSCA can designate up to two delegates who can vote on States Advisory Council matters.
3. The election of officers shall be conducted by written ballot. Ballots shall be tabulated by at least two members of the States Advisory Council.
4. 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.

#### **Article VIII. Awards**

1. The top competitive state journal published by one of the 13 Midwestern states (Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, and Wisconsin) of the Central States Communication Association shall be designated with the CSCA States Advisory Outstanding Journal Award. The winner of this award shall be determined by the Chair, based on Reviewer

evaluations. Reviewers consist of at least three judges from at least three of the 13 Midwestern states that are part of the Central States Communication Association. These judges are also representatives to the States Advisory Council. Recipients receive a certificate.

2. The top competitive manuscript published in a state journal by one of the 13 Midwestern states (Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, and Wisconsin) of the Central States Communication Association shall be designated with the CSCA States Advisory Outstanding Manuscript Award. The winner of this award shall be determined by the Chair, based on Reviewer evaluations. Reviewers consist of at least three judges from at least three of the 13 Midwestern states that are part of the Central States Communication Association. These judges are also representatives to the States Advisory Council. Recipients receive a certificate.
3. All awards are announced and presented at the annual business meeting of the Central States Communication Association. The awards are also announced at the business meeting of the CSCA States Advisory Council at the CSCA annual conference.

#### **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 States Advisory Council awards.
2. In the event that these allocated funds are less than \$100.00, the funds received shall be divided equally among the States Advisory Council awards.
3. In the event that these allocated funds exceed \$100.00, any remaining money following the funding of the States Advisory Council awards can be spent in support of the interest of the States Advisory Council at the discretion of the executive committee.

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

1. Following their establishment, any amendments to the States Advisory Council bylaws can be proposed by any member of the States Advisory Council or by a petition of five members of the States Advisory Council.
2. States Advisory Council membership must be notified of any proposed amendments at least thirty days prior to a States Advisory Council 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 forty days prior to a States Advisory Council meeting.

3. Amendments require the approval of two-thirds of the membership present at the CSCA States Advisory Council meetings held annually during both the CSCA and NCA conferences.

*Adopted at the CSCA States Advisory Council business meeting, Saturday, April 5, 2014, during the Annual Meeting of the Central States Communication Association, Minneapolis, Minnesota.*