

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

Proposed Amendments at annual meeting – 2024 – Grand Rapids, MI
Voted on and approved in May 2024

Proposed Amendments at annual meeting – 2025 – Cincinnati, OH
Voted on and approved in April 2025

Article I. Name

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

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 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 Health Communication Interest Group of the Central States Communication Association.

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, Meetings and Voting

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

b) 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.

c) Election of officers must be voted upon by ballot vote at the annual meeting or online prior to the annual meeting.

d) Voting shall be decided by a simple majority at the annual meeting or online 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.

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

Article VI. Officers and Method of Election

a) Officers

The officers of the Interest Group will be Chair, Vice-Chair, Secretary, Public Relations (P.R.) Chair, and social media coordinator(s). 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.

b) Election Timing

New officers will be elected where appropriate prior to or during the meeting (but not at the end of the meeting) and take office at the end of the annual business meeting.

c) Length of Term

1. Most officers will serve a one-year term.
2. Vice-Chair will serve one year as Vice-Chair, one year as Chair, and one year as Chair of the P.R. Committee.
3. Social Media Coordinator(s) will serve a two-year term, with the first year as the assistant coordinator and the second year as the associate coordinator.

Two Social Media Coordinators shall serve concurrently each year, typically structured to include one junior (assistant) and one senior (associate) coordinator.

d) Duties

1. Chair – preside over business meetings; create the call for papers; coordinate with CSCA office; obtain membership lists; oversee program planning; coordinate newsletters; and assume the Public Relations Chair role as immediate Past-Chair.
2. Vice-Chair – preside in absence of Chair; oversee bylaws revisions; assist the Chair; assume Chair role; serve as paper reader; and create a spotlight panel.
3. Secretary – record and distribute minutes; coordinate newsletters; maintain records; liaise with CSCA office; and prepare historical documents.

4. Paper Readers – review and evaluate submissions; provide feedback; and assist in determining awards.
5. Public Relations Chair – promote communication within the Interest Group; recruit members; support outreach; and engage in public relations activities.
6. Social Media Coordinator(s) – responsible for managing the interest group social media page in coordination with the Chair and Public Relations Chair.
Responsibilities include maintaining social media platforms and promoting member engagement and interest in interest group activities and programming.
This position is open to master’s students and above, and Social Media Coordinators may be appointed instead of elected.

e) Nominations and Voting

The Chair will solicit nominations for officers electronically prior to the annual meeting, and voting will be conducted electronically prior to the annual meeting. **This process includes formalized procedures for online solicitation of candidates and electronic voting prior to the annual meeting.**

Article VII. Submission of Papers and Panels

- a) All papers and panel submissions must be sent to the Interest Group Chair and must be received by the date given by the CSCA President-Elect.
- b) Individuals may not submit more than one lead author paper to promote variety of topics.
- c) Special standing panels may be created as invited panels.

Article VIII. Awards and Recognition

- a) Awards may be given to top paper and top panel.
- b) Recognition may also be given to external contributors.

Article IX. Finances

- a) The Executive Committee allocates finances to each interest group.
- b) Funds are managed by officers with required documentation for reimbursement.

Article X. Voting and Amendments to Bylaws

- a) Any amendments to the bylaws will be sent electronically to the membership and approved by a two-thirds majority vote.

(updated with additional notes and amendments documentation by Najma Akhther, Nazareth University, 2026)