

Communication & Social Cognition Bylaws

ARTICLE I. Name, Authority, and Purpose

Section 1. The name of this group shall be the Communication & Social Cognition Division.

Section 2. The origins of the Communication & Social Cognition Division initially existed as the Commission on Intrapersonal Communication Processes by authority of the Legislative Council of the Speech Communication Association in action taken by the Council in sessions held in conjunction with the SCA Convention in November, 1986. A motion to change the name to the Communication & Social Cognition Commission was passed by the members at the November, 2000 annual meeting and approved by the NCA Legislative Council in November, 2001. The Communication & Social Cognition Division now exists by Authority of the Legislative Assembly in sessions held in conjunction with the NCA Convention in November, 2002.

Section 3. The purpose of the Division is to promote research and teaching relating to those processes on and practices of Communication and Social Cognition.

ARTICLE II. Membership

Section 1. Membership in this Division is open to any member of NCA who is interested in promoting the Division's purpose.

Section 2. The membership of this Division shall be composed of those persons who (a) so indicate on their NCA membership application or renewal, and (b) attend meetings of the Division at the annual NCA conventions. A current list of Division membership will be on file and available from the NCA National Office.

ARTICLE III. Meetings

Section 2. An annual business meeting shall be held at the time and place of the annual convention of NCA. Additional meetings may be scheduled by the Executive Committee.

ARTICLE IV. Officers

Section 1. The officers of the Division shall consist of the (a) Chairperson, (b) Vice-Chairperson, (c) Vice-Chairperson-Elect, (d) Research Committee Chair, (e) Secretary, and (f) Immediate Past Chairperson.

Section 2. The Chairperson shall preside at business meetings of the Division, coordinate the preparation and distribution honorifics for Division awards (Article VII), shall serve as a Division representative to the Legislative Assembly, and perform other duties as deemed

necessary by the Executive Committee. The Chairperson shall serve a one-year term and shall succeed to Executive Committee Chairperson(Article VI, Section 1).

Section 3. The Vice-Chairperson shall plan the Division program for the annual NCA Convention. Responsibilities shall include (a) coordinating Division activities with the NCA program planner, (b) cooperating with the Research Committee to insure inclusion of the maximum number of high quality competitive papers, and (c) solicitation and review of competitive and invited panel presentations. The Vice-Chairperson shall serve a one-year term and shall succeed to the office of Chairperson.

Section 4. The Vice-Chairperson-Elect shall serve as Chairperson of the Division Nominating Committee (Article V, Section 1). The Vice-Chairperson-Elect shall serve a one-year term and shall succeed to the office of Vice-Chairperson.

Section 5. The Research Committee Chair shall assist the Vice-Chairperson in planning the Division program for the annual NCA Convention by undertaking the competitive paper selection process (Article VI, Section 2).

Section 7. The Secretary shall serve as the Executive Information Officer for the Division. They shall (a) prepare minutes for the business meetings, (b) send announcements, memorandums, and newsletter information to members of the Division, (c) update and maintain the Division's website, and (d) channel appropriate and relevant information deemed necessary by the Executive Committee and/or the Division Chairperson. The secretary should remain in contact with the NCA National Office to maintain a current list of the division membership. The Secretary shall serve a two-year term and may not succeed her/himself in that officer role.

Section 8. The Immediate Past Chairperson shall serve as Chairperson of the Executive Committee (Article VI, Section 1) and serve as a Division representative to the Legislative Assembly.

ARTICLE V. Elections

Section 1. The Nominating Committee for the Division shall be composed of the Vice-Chairperson-Elect and the members of the Executive Committee. They shall nominate at least one person for each vacancy to be filled including (a) one Research Committee member elected annually, the Secretary elected biannually, and any other officer vacancies elected as needed.

Section 2. Additional nominations for each vacancy may be made by any member.

Section 3. A nominee for any Division office must be a Division member at the time of the election.

Section 4. All elections conducted at the annual meeting may be tallied by a show of hands unless a majority of those present at the meeting vote in favor of a secret ballot. A nominee must receive a majority vote of those Division members present and voting at the annual meeting. In

the event that more than two people are nominated, and no one initially receives a majority vote, a run-off election between the two individuals receiving the most votes shall be held immediately.

Section 5. In the event that secure, digital balloting is provided by the NCA National Headquarters the Division elections may be conducted via such a vehicle at the discretion of the Nominating Committee.

Section 6. All officers and committee members shall take office at the conclusion of the annual business meeting.

Section 7. No individual shall be elected to or serve in any Division office if she/he is a continuing officer of or is an officer-elect of any other NCA division or commission, or interest group. No individual shall hold two Division offices concurrently.

Section 7. Should a Division office become vacant before an officer's term is completed, the Executive Committee shall appoint an individual to perform the duties of that office until the next annual business meeting.

ARTICLE VI: Committees

Section 1. The Executive Committee shall be composed of the three past chairs of the division. Each past chair will serve on the Executive Committee for three years. The Executive Committee shall be empowered to act on behalf of the membership of the Division in emergency situations between annual meetings (e.g., Article V, Section 7). Such actions are subject to review by the membership at the next annual meeting.

Members of the Executive Committee shall serve as the (a) Nominating Committee and (b) the Publication Awards Committee for the Division. The Executive Committee shall also be responsible for maintaining the Division By-Laws. The Executive Committee Chairperson shall serve as a Division representative to the Legislative Assembly.

Section 2. The Research Committee shall consist of three members. A new member of the Research Committee shall be elected by the Division each year, shall serve a three-year term, and shall succeed to the position of Research Committee Chair in their third year of service.

The Research Committee shall be in charge of the process that identifies the distinguished convention paper(s). The Research Committee Chairperson shall submit to the Vice-Chairperson competitive paper panel proposals, developed from the rankings of all papers submitted to the Division, for consideration for inclusion in the Division program at the annual NCA Convention. The Research Committee Chairperson shall submit a Report at the annual meeting of the Division summarizing the results of the competitive papers selection process. Information should include, but is not limited to, the number of papers submitted, the number of papers accepted, the average evaluation of all papers, the average evaluation of all accepted papers, and the number of

competitive paper programs proposed and programmed from the accepted papers.

In the event that a paper authored (or coauthored) by a member of the Research Committee is submitted for consideration to the competitive paper selection process that individual shall not participate in the paper selection process and the Research Committee Chairperson shall appoint an individual – preferably a Division Officer or Executive Committee member – to serve in the vacant role.

The Research Committee may elect to recognize up to six distinguished papers – three Top Papers and three Top Student Papers – competitively submitted to the division.

Section 3. The Publication Awards Committee shall be composed of the Executive Committee. The duty of the committee shall determine who, if anyone, shall receive the (a) Distinguished Book Award, and (b) Distinguished Article Award. The committee may elect to recognize one book and one article; however, the committee is not mandated to present an award in any area in any given year. Such awards as are determined by the committee shall be presented at the annual meeting. In the event that a book or article authored by a member of the committee is nominated for an award, that individual shall not participate in the selection of an award winner in the category in which she/he is nominated; the chair of the Publication Awards Committee shall appoint an individual to serve in the vacant role.

Section 4. Other committees may be appointed by the Chairperson, at the discretion of the Executive Committee, or upon majority vote of the membership at an annual meeting.

ARTICLE VII. Honorifics

Section 1. All Division award recipients shall be formally recognized at the annual business meeting.

Section 2. Plaques and/or certificates shall be prepared by the Division Chairperson and given to all Division award recipients indicating the Division name, reason for or name of the award, award recipient(s), the title of their work (if appropriate), and the date (month and year) the award was presented.

Section 3. Honorifics for the Top Three Student paper awards shall include a cash honorarium drawn from the annual budget provided to the Division by the National Communication Association by the Division Chairperson. The top-ranked student paper author(s) shall receive \$150; the second-highest-ranked student paper author(s) shall receive \$50; and, if feasible, the third-highest-ranked student paper author(s) shall receive \$50.

ARTICLE VIII. Parliamentary Authority

All meetings of the Division, its committees, or other subsidiary bodies deemed necessary by the division shall be governed by the parliamentary rules and regulations contained in the current

edition of Robert's Rules of Order.

ARTICLE IX. Amendments

Section 1. Amendments to these Bylaws may be initiated by a majority of the Executive Committee or by a majority of the membership at an annual meeting.

Section 2. A proposed amendment must be distributed to the division at large for consideration prior to the annual meeting at which it will be considered for final approval.

Section 3. The adoption of a proposed amendment requires a two-thirds majority vote of those present and voting at the annual meeting of the Division.

Section 4. These bylaws initially became effective upon approval by a majority vote of the division membership at the 1986 annual business meeting, and were later modified upon receiving approval by a majority vote of the division membership at the 2002, 2003, and 2004 annual business meetings.