

Constitution

(Adopted, June 1971; Amended, August, 1988; Amended, December, 1988; Amended, November, 1989; Amended, November, 1990; Amended, April, 1996; Amended November, 1997; Amended November, 1998; Amended, April 2001; Amended, April 2005.)

ARTICLE I: NAME

The name of the organization shall be the Central States Communication Association (CSCA). The area of the Association shall include: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, and Wisconsin.

ARTICLE II: PURPOSE

1. The purpose of CSCA shall be to unite those persons in the Central States area with an academic or professional interest in all areas of communication at all educational levels for the promotion of their mutual interests and the advancement of their common field.
2. CSCA, a not-for-profit corporation, exists for educational, scientific, and literary purposes only. No part of CSCA's net revenues, if any, may be used for the private benefit of any individual or group.

ARTICLE III: MEMBERSHIP

Membership is open to any person or agency interested in the purpose of CSCA.

ARTICLE IV: OFFICERS

1. The officers of CSCA shall be: President, First Vice President, Second Vice President, Past President, Executive Director, and Journal Editor.
2. The Second Vice President shall serve for one year, then succeed to the office of First Vice President. The First Vice President shall serve for one year, then succeed to the office of President for one year. The President shall serve for one year, then succeed to the office of Past President for one year. The Second Vice President shall be nominated and elected as specified in the By-laws.
3. The Executive Director shall be appointed by the Executive Committee and serve for a period of five years, including one year of apprenticeship and one year mentoring the incoming Executive Director.
4. The Journal Editor shall be appointed by the Executive Committee and be responsible for producing three journal volumes. A new Journal Editor shall be announced at the annual convention prior to the assuming of duties.
6. The duties of the officers shall be as specified in the By-laws.

ARTICLE V: EXECUTIVE COMMITTEE

1. The Executive Committee shall be composed of the President, First Vice President, Second Vice President, Past President, Executive Director, Journal Editor, two Members at Large, Chair of the States Advisory Council, and Chair of the Finance Committee.
2. The Executive Committee shall be responsible for carrying out the work of CSCA and shall exercise the authority allocated to it by the Articles of the Constitution and the By-laws.
3. The Executive Committee shall, at the time of the annual CSCA convention, select CSCA members to serve on committees or other bodies of the National Communication Association (NCA).

ARTICLE VI: STATES ADVISORY COUNCIL

1. Each of the state communication associations in the Central States area shall be invited to designate two members, who shall be CSCA members, to represent their state association on the States Advisory Council.
2. The States Advisory Council shall elect a Chair to serve a three-year term.

ARTICLE VII: INTEREST GROUPS, CAUCUSES, AND SECTIONS

1. CSCA shall sponsor Interest Groups that represent the broad research and instructional interests of the membership. Procedures for the creation, review, and dissolution of Interest Groups shall be as specified in the By-laws. Interest Groups may sponsor programs at the annual convention, the number to be established by the First Vice President serving as convention program planner.
2. CSCA shall sponsor Caucuses to serve as discussion forums for professionally-relevant issues of timely concern to specific demographic groups of the membership. Procedures for the creation, review, and dissolution of Caucuses shall be as specified in the By-laws. Caucuses may sponsor programs at the annual convention, the number to be established by the First Vice President serving as convention program planner.
3. CSCA shall sponsor Sections to represent the members' institutional context and/or career stage. Procedures for the creation, review, and dissolution of Sections shall be as specified in the By-laws. Sections may sponsor programs at the annual convention, the number to be established by the First Vice President serving as convention program planner.

ARTICLE VIII: STANDING COMMITTEES

1. The Finance Committee shall propose a budget for the coming fiscal year to the Executive Committee at the time of the annual NCA conference meeting. The budget shall include an estimate of income as well as specification of categories for expenditures as to responsible agent or amount. The Finance Committee shall recommend changes in dues structure to the Executive

Committee and monitor the relationship of income and expenditures actually incurred with those proposed in the initial budget.

2. The Research Committee shall make recommendations to the Executive Committee concerning research needs and appropriate projects that merit support by CSCA. The Research Committee shall be responsible for choosing the recipient (s) of the Federation Prize.

3. The Outstanding Young Teacher Award Committee shall conduct a search of the membership to select teachers deemed outstanding by the committee, employing the Outstanding Young Teacher Award criteria. Teachers selected to receive this award shall be showcased in a special program at the next annual convention.

4. The Nominating Committee, following procedures as specified in the By-laws, shall prepare a slate of nominations for the offices of Second Vice President and Executive Committee Member at Large. This slate shall be presented to the membership at the convention business meeting. Every three years, the Nominating Committee, following procedures as specified in the By-laws, shall prepare a slate of nominations for the Chair of the Finance Committee. This slate shall be presented to the Executive Committee at one of their annual business meetings and the selection of the Chair of the Finance Committee will be made by the Executive Director.

ARTICLE IX: PUBLICATIONS

1. The Executive Committee shall have authority to publish one or more issues of the journal and a newsletter annually.

a. The Journal Editor, with the advice and consent of the Executive Committee, shall have the authority to select such associate editors and assistants as are deemed necessary.

b. The Newsletter Editor, with the advice and consent of the Executive Director, shall have the authority to select such assistants as are deemed necessary.

2. The Executive Committee shall have authority to establish and maintain a presence on the World Wide Web and/or other technological forms.

3. The Executive Committee shall be responsible for all decisions pertaining to financing the journal, newsletter, web site, and/or other technological forms.

ARTICLE X: AMENDMENTS

1. Amendments to the Constitution may be initiated by the Executive Committee or upon the petition of ten members to the Executive Committee.

2. Amendments to the Constitution shall be adopted by a two-thirds vote of CSCA members who vote on any proposed amendment.

3. Amendments to the Constitution requested by petition and declined by the Executive Committee may be appealed to CSCA members at the convention business meeting. If a majority of members support the appeal, a mail vote will be conducted.
4. Amendments may be adopted at the convention business meeting provided the proposed amendment has been submitted to the members or has been published in the newsletter twenty-one days in advance.
5. Amendments may be adopted by mail vote of the members on the basis of those ballots that are received within thirty days after the ballots have been mailed to the members by the Executive Director. The Executive Director shall count the ballots and announce the results publicly in the next issue of the newsletter. All ballots shall be filed for record until the close of the next CSCA convention.
6. Amendments to the Constitution shall take effect immediately following their adoption.

By-Laws

ARTICLE I: ACCOUNTING PROCEDURES

1. For financial purposes, the accounting year and the tax year of CSCA shall be July 1 to June 30.
2. The membership year shall be January 1 to December 31.

ARTICLE II: CSCA MEMBERSHIP

1. There shall be seven types of membership: student, regular, patron, life, emeritus, department, and library.
2. All members (with the exception of department and library) shall have voting privileges, be eligible to hold office, receive the newsletter, and may exercise such other privileges as may be provided by CSCA.
3. Students members must be enrolled in undergraduate or graduate studies. For additional fees, Student members can elect to subscribe to the journal and attend the annual convention.
4. Regular members cannot be enrolled in undergraduate or graduate studies. For additional fees, Student members can elect to subscribe to the journal and attend the annual convention.
5. Patron and Life members shall receive on a yearly basis a subscription to the journal free of charge, receive a yearly subscription to the regional journals free of charge, and have their annual convention fee waived.
6. Emeritus members shall receive for life the journal subscription and convention fee at the student rate. To be eligible for the status of Emeritus Member, an individual must (a) be a current CSCA member, (b) be officially retired, and (c) have been a CSCA member for a minimum of 20 years. To gain the status of Emeritus Member, the individual must submit a written request with supporting evidence to the Executive Committee. The final decision to award Emeritus Membership resides with the Executive Committee.
7. Department members shall receive a yearly subscription to the journal free of charge, have the annual convention fee for one department member waived, and be listed on the CSCA website. The selection of the department member who receives the annual convention fee waiver is left to the discretion of the department.
8. Library members shall receive the journal subscription for a yearly fee.
9. The Executive Director is empowered to negotiate for combination memberships with state associations in the Central States area, with other regional associations, and with national and international associations. Those recommendations must be submitted to the Executive Committee for approval.

ARTICLE III: DUES AND FEES

1. Annual fees for various types of membership shall be established by the Executive Committee.
2. The Executive Committee shall establish a convention fee to be paid by each member or non-member who attends the annual convention.
3. The Executive Committee shall establish journal subscription fees.

ARTICLE IV: NOMINATIONS AND ELECTIONS

1. The Nominating Committee shall nominate at least two candidates for the office of Second Vice President and at least two candidates for the office of Member at Large.
2. Nominees for the office of Second Vice President and Member at Large shall be announced at the convention business meeting and members shall have an opportunity to make nominations from the floor.
3. Should any candidate for office become unavailable for the election prior to the mailing of the ballot, the Executive Director shall contact the Chair of the Nominating Committee to determine if any qualified candidates' names shall be submitted. If the Nominating Committee has another suitable candidate for the office and can verify his/her willingness to be considered, that candidate's name shall be entered in the election and a letter noting the substitution of names shall accompany the ballots. If the Nominating Committee has no other qualified candidate for the office vacancy, the sole remaining candidate shall be declared the winner of the election.
4. In September following the annual convention, the Executive Director shall mail a ballot to CSCA members. Only ballots that are returned within thirty days from the date of the mailing to the membership shall be counted. The Executive Director shall appoint a committee of three tellers to open and count the ballots, and within five additional days shall notify the President who shall notify the candidates. The Executive Director shall hold all ballots for record until the close of the next CSCA convention.
5. The Second Vice President shall be elected by a majority vote of the voting members. Should a candidate for Second Vice President fail to receive a majority, the Executive Director shall conduct a run-off election between the two candidates receiving the greatest number of votes. Only ballots returned within thirty days from the date of the mailing to the membership shall be counted. In the case of a tie between the two candidates, run-off elections shall be conducted until one candidate receives a majority. Ballots shall be sent to persons who are CSCA members at the time of each run-off election.
6. The Member at Large shall be elected by plurality of the voting members. In the case of a tie between two or more candidates, run-off elections between these candidates shall be conducted until one candidate receives a plurality. Ballots shall be sent to persons who are CSCA members at the time of each run-off election.

7. The results of elections shall be published in the next issue of the newsletter.

8. The officers of the organization shall consist of the Executive Committee members, which are President, First Vice President, Second Vice President, Past President, Executive Director, Journal Editor, two Members at Large, Chair of the States Advisory Council, and Chair of Finance Committee. Newly elected members of the Executive Committee shall attend all meetings, but shall take office at the last meeting of the convention. The Executive Director, Convention Exhibits Manager, and Newsletter Editor shall take office upon appointment. Should an emergency arise that forces temporary suspension of CSCA activities, the officers shall continue until their successors are elected or appointed.

9. In case of the resignation or the inability of the President to carry out the functions of the office, the First Vice President shall assume the duties of the President. Should the office of the First Vice President become vacant, it shall be filled by the Second Vice President. Should the office of the Second Vice President become vacant, it shall be filled by the candidate for that office who received the second highest number of votes in the preceding election.

ARTICLE V: STANDING COMMITTEE MEMBERSHIPS

1. The Finance Committee shall be chaired by a person appointed by the Executive Committee and shall serve a three-year term that extends over the terms of two executive directors. The members of the Finance Committee shall include the Past President, the Second Vice President, the current Executive Director, and additional members appointed at the discretion of the President. The chair shall attend Executive Committee meetings to report on the financial status of CSCA.

2. The Research Committee, Outstanding Young Teacher Award Committee, and Nominating Committee shall each have a chair and a vice chair. The chair shall appoint the members of the committee, with the exception of the vice chair. The vice chair shall be appointed by the First Vice President and shall succeed to the position of chair the following year.

3. Chairs and vice chairs of standing committees shall be presented by the incoming President to the membership at the convention business meeting.

ARTICLE VI: DUTIES OF OFFICERS, JOURNAL EDITOR, NEWSLETTER EDITOR, CONVENTION EXHIBITS MANAGER, FINANCE COMMITTEE CHAIR, AND STATES ADVISORY COUNCIL CHAIR

1. It shall be the duty of the President to preside at CSCA meetings and of the Executive Committee, announce chairs and vice chairs of standing committees at the convention business meeting at which he/she takes office, appoint ad hoc committees with the approval of the Executive Committee, serve as the official representative of CSCA, and promote the best interests of CSCA.

2. The First Vice President shall plan the annual convention program, appoint vice chairs of standing committees, and perform such other duties as shall be assigned by the President.

3. The Second Vice President shall be an ex-officio member of the States Advisory Council, serve on the Finance Committee, assist the First Vice President with the program of the annual convention, and plan for the subsequent convention.
4. The Past President shall serve on the Finance Committee.
5. The Executive Director shall keep minutes of all Executive Committee meetings, receive and disburse funds, prepare accounts for annual internal audit, have charge of CSCA's business, appoint the Newsletter Editor, and, if desired, a Convention Exhibits Manager, and serve as a member of the Legislative Council of NCA. CSCA accounts shall be audited by an external auditor at the end of every executive director's term. The Executive Director shall distribute a quarterly report of itemized income and expenditures to all members of the Executive Committee. The Executive Director will spend one year in apprenticeship and the last year of the term mentoring the incoming Executive Director. The Executive Director will attend Executive Committee meetings all five years of the term and have voting privileges the last four years of the term.
6. The Journal Editor shall prepare the journal. New journal editors shall be named at the annual convention prior to the assuming of duties, which occurs at the beginning of the next calendar year.
7. The Newsletter Editor shall be responsible for the publication of the newsletter.
8. The Conventions Exhibits Manager shall be responsible for activities related to exhibitors' displays at the annual convention.
9. The Chair of the States Advisory Council, in consultation with the States Advisory Council shall suggest to the First Vice President program ideas and personnel for the annual convention, advise the Executive Committee of methods to improve CSCA, develop and implement ways of increasing interstate cooperation, select an elementary or secondary school teacher to serve on the NCA Legislative Council for a term not to exceed three years, and assist the Executive Committee in carrying out the work of CSCA.
10. The Chair of the Finance Committee shall be responsible for overseeing the financial health of the Association and creating the annual budget to be presented at the annual meeting at the NCA convention.

ARTICLE VII: DEFINITION, CREATION, REVIEW, AND DISSOLUTION OF INTEREST GROUPS, CAUCUSES, AND SECTIONS

1. Interest Groups

a. Definition. Interest Groups are the primary agencies that embody CSCA's scholarly aims. They are organized around conceptual centers that represent the communication discipline's main specialties.

b. **Creation.** The Executive Committee will normally deem an Interest Group to have been established upon (1) receipt of a petition signed by at least 50 CSCA members and specifying the name and mission of the Interest Group and (2) the Executive Committee's determination that the declared mission of the proposed Group is appropriate to CSCA's general mission.

c. **Review.** The Executive Committee will annually review Interest Group membership levels and activities. Should membership fall below 50 members for two consecutive years, or should the Executive Committee believe that the Interest Group's activities are inappropriate, the Interest Group's leadership will be notified and given two years to correct the problem.

d. **Dissolution.** The Executive Committee will dissolve any Interest Group if, at the end of the two-year period specified in 1c, the problems are not resolved. Dissolution of an Interest Group will not prevent members from re-creating it, under the provision of 1b.

2. Caucuses

a. **Definition.** Caucuses represent the interests of members in specific demographic or socially-defined groups and are focused on that group's identity.

b. **Creation.** The Executive Committee will normally deem a Caucus to have been established upon (1) receipt of a petition signed by at least 25 CSCA members and specifying the name and mission of the Caucus and (2) the Executive Committee's determination that the declared mission of the proposed Caucus is appropriate to the CSCA's general mission.

c. **Review.** The Executive Committee will annually review Caucus membership levels and activities. Should membership fall below 25 members for two consecutive years, or should the Executive Committee believe that the Caucus's activities are inappropriate, the Caucus's leadership will be notified and given two years to correct the problem.

d. **Dissolution.** The Executive Committee will dissolve a Caucus if, at the end of the two-year period specified in 2c., the problems are not resolved. Dissolution of a Caucus will not prevent members from re-creating it, under the provisions of 2b.

3. Sections

a. **Definition.** Sections represent the categories of the members' professional situations, such as Community College or Emeritus.

b. **Creation.** The Executive Committee will normally deem a Section to have been established upon (1) receipt of a petition signed by at least 25 CSCA members and specifying the name and mission of the Section and (2) the Executive Committee's determination that the declared mission of the proposed Section is appropriate to CSCA's general mission.

c. **Review.** The Executive Committee will annually review Section membership levels and activities. Should membership fall below 25 members for two consecutive years, or should

the Executive Committee believe that the Section's activities are inappropriate, the Section's leadership will be notified and given two years to correct the problem.

d. Dissolution. The Executive Committee will dissolve a Section if, at the end of the two-year period specified in 3c, the problems are not resolved. Dissolution of a Section will not prevent members from re-creating it, under the provisions of 3c.

ARTICLE VIII: INTEREST GROUPS, CAUCUSES, AND SECTIONS BY-LAWS AND OFFICERS

1. Interest Groups, Caucuses, and Sections shall create a set of By-laws that govern their group. These By-laws shall be consistent with the CSCA Constitution and By-laws, approved by the Executive Committee, and archived by the Executive Director.

2. The officers of Interest Groups, Caucuses, and Sections shall be a Chair, Vice-Chair, Secretary, and an appropriate number of Paper Readers as determined by each group. The Vice-Chair, Secretary, and Paper Readers shall be elected by the members of each group to serve a one-year term. Each group shall decide the process by which these officers are to be elected. Interest Groups, Caucuses, and Sections 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.

3. The Chair of an Interest Group, Caucus, or Section shall be the program planner for the annual convention and responsible for any other activities as designated by the Group's, Caucus's, or Section's By-laws. The Vice-Chair shall be responsible for assisting the program planner and any other activities as designated by the Group's, Caucus's, or Section's By-laws, and succeeds to the office of Chair. The Secretary shall be responsible for taking the minutes of the Group's, Caucus's, or Section's business meetings and any other activities designated by the Group's, Caucus's, or Section's By-laws. Paper Readers shall be responsible for making judgments about submitted papers and panels and any other activities designated by the Group's, Caucus's, or Section's By-laws.

ARTICLE IX: MEETINGS

1. The President shall call two or more meetings of the Executive Committee annually. At least one meeting shall be at the CSCA annual convention and at least one meeting shall be at the NCA annual convention.

2. The Chair of the States Advisory Section shall call two or more meetings of the States Advisory Section annually. At least one meeting shall be at the CSCA annual convention and at least one meeting shall be at the NCA annual convention.

3. Except in periods of emergency, CSCA shall hold an annual convention at a time and place to be selected by the Executive Committee.

4. The annual convention business meeting shall be conducted using Roberts' Rules of Order. The President shall appoint a Parliamentarian for that meeting.

ARTICLE X: AMENDMENTS TO BY-LAWS

1. Amendments of the By-laws may be initiated by any member of the Executive Committee or by petition of ten CSCA members to the Executive Committee.

2. Amendments to the By-laws shall be adopted by a two-thirds vote of the Executive Committee.

3. Amendments to the By-laws requested by petition and declined by the Executive Committee may be appealed to CSCA members at the convention business meeting. If a majority of members support the appeal, a mail vote will be conducted. Amendments to the By-laws shall be adopted by a two-thirds vote of the voting members