

1998 Bylaws, Updated 2011-12

Interpersonal and Small Group Communication Interest Group – CSCA

Article I. Name

The name of the organization shall be the Interpersonal and Small Group Communication Interest Group.

Article II. Authority

The Executive Committee of the Central States Communication Association granted the creation of this interest group in 1996.

Article III. Purpose

The purpose of this interest group is to collaboratively promote the efforts of researchers, scholars and practitioners in the fields of Interpersonal and Small Group communication. The goal is to develop a strong network among its members to enhance theoretical development and research agendas within the academic and outside research communities, particularly in each of the 13 states in the Central States Region.

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 of 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 interest group Secretary to have his/her name submitted to the CSCA secretary for membership.
- C. A current list of the interest group members shall be on file with the CSCA Secretary, as well as with the Interest Group Secretary.
- D. The membership if the Interpersonal and Small Group Interest Group includes the current list of members on file with the CSCA Secretary and the Interest Group Secretary in addition to those in attendance at the business meeting; and all are allowed to vote at the business meeting.

Article V. Meetings and Voting.

- A. An annual meeting will be held at the time and place designated by the Vice-President of CSCA at the annual convention. Additional business meetings may be scheduled if necessary by the Interest Group officers or the Executive Committee.
- B. In years where there is a joint conference with another region, a separate CSCA Interpersonal and Small Group Interest Group meeting will still take place at the annual joint-convention.

- C. All voting shall be decided by a simple majority, unless so designated by the membership.
- D. Election of officers will be voted upon by ballot vote.
- E. Unless otherwise designated, all other votes (besides election of officers) will be by handraising designation of in favor/yes, against/no, or abstain.

Article VI. Officers and Method of Election

- A. The officers of the Interest Group will be Chair, Vice-Chair, and Secretary. Vice-Chair will assume the Chair position in his/her second year of office. At least five paper readers will also be elected at each annual interest group meeting; the Vice Chair will also serve as a paper reader and has the discretion to appoint paper readers as needed, making a total of at least 6 paper readers.
- B. New officers will be elected and take office at the end of each business meeting (Vice-Chair will take office during the business meeting with “new” business, or where applicable).
- C. Chair is a one-year term; Vice-Chair is a one-year term who becomes the Chair for a second one-year term; Secretary is a two-year term. Positions may be consecutively elected to the same office more than once, where applicable. If the Chair post is unfulfilled, the Vice-Chair will assume the Chair role. If the Vice-Chair post is unfulfilled, the Chair has the discretion to find someone to assume the role. If the Secretary role is unfulfilled, the Chair is responsible for finding someone to assume the role.
- D. Duties
 - 1. Chair – preside over business meetings; send out call for papers (to be sent with the CSCA May newsletter); responsible for program planning for the interest group’s annual convention; attend the program planners meeting of the CSCA annual conference; has discretion to appoint paper readers as needed, create the call for papers; create the nomination list
 - 2. Vice-Chair - preside at interest group meetings in absence of the Chair; responsible for revisions of bylaws; assistant to the Chair; acts as a paper reader the first year and then becomes Chair the second year in office; assumes role of Chair after election of officers and old business at annual business meeting
 - 3. Secretary – record minutes of each interest group meeting; preside at any meeting in the event both the Chair and Vice-Chair are absent; send out call for nominations; send out list of all panels/programs in mid-March for that year’s

annual convention; responsible for distribution of any messages to interest group members from officers during the year

4. Paper readers – at least half of the paper readers will be faculty members, responsible for reading and ranking/rating papers and panel proposals within the Interpersonal and Small Group Communication Interest Group for the following year's annual convention; responsibilities include being an objective reader and returning papers/panels with ideas to the interest group Chair within the time frame set forth by the Chair
 5. Historian – responsible for keeping a historical count of the interest group's activities, which may include pictures taken during conferences, list of all panels and presenters of the Interest Group from the annual convention, list of members for that particular year, list of all offices and officers, ...
(for discussion at meeting – who should be responsible?)
 6. WEB Person – responsible for updating WEB page including list of officers; information on the purpose and mission of the interest group; information for interested members to CSCA and/or Interpersonal and Small Group Communication Interest Group...
(for discussion at meeting – who should be responsible?)
- E. Election of offices will be through nominations sent to the IP/SG Interest Group Chair prior to the annual interest group meeting and placed on a ballot; other nominations may be added from the floor at the meeting.
- F. If, for any reason, an officer is unable to fulfill the obligation of her/his term, the Executive Committee will appoint someone to assume the responsibilities for the completion of the term.

Article VII. Submission of papers and panels.

- A. All papers and panel submissions must be sent to the Interest group Vice-Chair and must be received by the date given by the CSCA Vice Chair (usually by Sept 15).
- B. Special standing panels (scholars at work; special topics/methodology; special recognition of scholar's life/career) will be created for each convention – this would be an invited panel, and not a competitively reviewed panel. The interest group Chair will appoint someone to create the panel for the next conference. Any interested parties to organize such panels should approach the Chair at the business meeting with any ideas.

Article VIII. Awards and Recognition

- A. Top competitive paper will receive a cash award of \$50.00 and certificate, with all other top panel papers receiving a certificate; to be presented at the annual interest group business meeting.
- B. The Burrell Top Student Paper Award will receive a cash award of \$200.00 and a certificate; to be presented at the annual interest group business meeting.

Article IX. Finances

- A. The Executive Committee of CSCA allocates at least \$100.00 to each interest group. Fifty dollars will go to the top paper and certificates for the top panel.
- B. The remainder of the money shall be spent on misc. items from the officers during the year. Receipts for all expenses must be submitted for reimbursement.

Article X. Joint Conferences

- A. During years of joint conferences, the program planner (current Vice-Chair) of the interest group will discuss with the planner of the joint Interpersonal and Small Group region for the following year's conference in order to identify/discuss the following:
 - *who the program planner will be – who the papers/panels will be sent to – choose only one of the planners to receive all materials
 - *limit paper readers to 4 from each region in order to have readers split evenly among the two regions (the Vice-Chair being one of those readers)
 - *identify any "special" panels that may be created as a result of both regions
 - *discuss how the top panels will be decided (top 4 papers involving both regions; top 4 from each...)

Article XI. Voting and Amendments to Bylaws

- A. These original bylaws will be discussed and voted upon at the 1998 annual meeting – if any "articles" need revision or further discussion, adoption and changes need to be provided to the officers in writing 30 days prior to next business meeting in order to make any necessary changes for the business meeting. Thus, initial adoptions and changes will be approved through majority vote at the business meeting.
- B. Any amendments to the Interpersonal and Small Group Communication Interest Group Bylaws will be accomplished by a majority vote of those in attendance at the annual meeting provided said amendment is introduced 45 days in advance to the officers and disseminated by e-mail from the Secretary to all members at least 30 days in advance of the meeting.