

***Central States Communication Association  
Policies and Procedures Manual***

**Revision: October 2012**

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## *Table of Contents*

Overview	4
Mission Statement and Goals	4
Anti-discrimination Policy	4
Privacy Statement	4
Constitution	5
By-laws	9
Officers and Duties	16
President	16
First Vice President	16
Second Vice President	16
Past President	16
Executive Director	17
Journal Editor	17
Members at Large	17
States Advisory Council Chair	17
Finance Committee Chair	17
Standing Committees	18
Federation Prize (i.e., Research) Committee	18
Finance Committee	18
Outstanding New Teacher Award Committee	19
Cooper Award	20
Nominating Committee	21
Interest Groups, Caucuses, and Sections	22
Membership	28
Journal	29
Association Awards	29
Federation Prize	29
Hall of Fame	29
Outstanding New Teacher Award	30
Outstanding State Journal and Manuscript Award	30
Interest Group, Caucus, and Section Awards	31
Auer Award	31
Becker Award	31
Burrell Award	31
Friedrich Award	31
Past Officers Graduate Student Debut Program Award	31
Convention	32
Additional Policies (Award; Audio Visual; Job; Obituary; Volunteers)	32
Appendix A: Additional duties and timeline, President	36
Appendix B: Additional duties and timeline, First Vice President	38
Appendix C: Additional duties and timeline, Second Vice President	41
Appendix D: Additional duties and timeline, Past President	43
Appendix E: Additional duties and timeline, Executive Director	44
Appendix F: Duties, Local Arrangements Chair	51

## ***Overview***

Central States Communication Association (CSCA) is a professional, academic organization of primary and secondary school teachers, students, college and university professors, and communication professionals. CSCA was founded in 1931 to promote the communication discipline in educational, scholarly, and professional endeavors. The association, which consists of the 13 Midwestern states of North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Missouri, Illinois, Iowa, Wisconsin, Minnesota, Michigan, Indiana, and Ohio, is governed by an Executive Committee and is legislated by its constitution and by-laws. CSCA has 25 Interest Groups, Caucuses, and Sections that promote particular communication areas. The association hosts a yearly convention within the 13 states, maintains a website ([www.cscs-net.org](http://www.cscs-net.org)), publishes a newsletter three times yearly, and publishes the journal *Communication Studies* five (5) times a year.

## ***Mission Statement and Goals***

The mission of CSCA is to unite and educate people with both an affinity to the central region of the United States and a scholarly interest in all areas of communication for promotion of their mutual goals and advancement of their field. CSCA strives to provide:

1. Sustained mentoring from senior to junior scholars.
2. Ongoing facilitation of networking across the discipline of communication.
3. Annual honors and awards for outstanding service, teaching, and scholarship.
4. Nationally recognized outlets showcasing excellent scholarship for both consumers and producers (via the journal and the annual convention).
5. Regular opportunities to share innovative teaching practices that influence life-long learning.

## ***Anti-discrimination Policy***

Membership in CSCA is open to anyone interested in furthering the mission of CSCA. As such, CSCA encourages participation from all members, regardless of member sex, race, age, ethnicity, religion, marital status, sexual identity, health status, HIV status, physical ability, or mental ability. CSCA does not discriminate in hiring, electing, or appointing individuals based on any of the aforementioned characteristics.

## ***Privacy Statement***

CSCA is committed to protecting the privacy of its members. As such, CSCA does not sell or share its membership list with any agency, organization, or institution without the consent of the membership.

# **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; July 2008; April 2012)

## **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, and then succeed to the office of First Vice President. The First Vice President shall serve for one year, and 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 the journal. A new Journal Editor shall be announced at the annual

convention prior to the assuming of duties.

5. 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 Executive Director, in consultation with the Finance Committee Chair and with the Finance Committee's approval 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 Executive Director, in consultation with the Finance Committee chair shall recommend changes in dues structure to the Executive Committee. The Executive Director, Finance Committee Chair, and Finance Committee shall monitor the relationship of income and expenditures actually incurred with those proposed in the initial budget.

2. The Finance Committee will consist of: 1) Six members plus the Chair. All serve for three-year terms; 2) Upon assuming the presidency, the CSCA President becomes a member of the Finance Committee and serves for two additional years after completing the Presidency; 3) Upon assuming the Presidency, the CSCA President appoints a member of the association to the Finance Committee who serves a three-year term conterminous with that of the President who appointed him or her; and 4) The Chair of the Committee serves a three-year term; a new finance chair is selected a year before the current finance chair's term is over. The Chair is nominated by the President and elected by the CSCA Executive Committee.

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

4. 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.

5. The Cooper Award is named after former CSCA President Pamela J. Cooper and is presented to one M.A. level graduate teaching assistant and one Ph.D. level graduate teaching assistant. At the annual convention, the recipients receive a cash award and a certificate.

To be considered for the Cooper Award, nominees must submit a packet (not to exceed 12 pages, excluding cover page, index page, and/or divider pages) which must be the original work of the graduate teaching assistant. The packet must include (1) no more than two letters of nomination/support; (2) a 1-2 page statement of the nominee's teaching philosophy; (3) a description of the nominee's teaching experiences including courses taught and course responsibilities; (4) evidence of the nominee's teaching effectiveness, including summaries of teaching evaluations and/or peer/supervisor evaluations; and (5) teaching materials including syllabi, assignment sheets, handouts, and web pages.

Only two candidates can be nominated by one department. Students who were graduate teaching assistants during the past academic year as well as current M.A. and Ph.D. students are eligible. Only graduate teaching assistants at colleges and universities within the CSCA region are

eligible.

6. 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.

#### **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, an email 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 a vote of the members on the basis of those ballots that are received within thirty days after the ballots have been emailed 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 and 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 six types of membership: Student, Regular, Patron, Life, Emeritus, and Department.
2. All members (with the exception of Department) shall have voting privileges, be eligible to hold office, receive the CSCA newsletter, receive a yearly subscription to the journal, and may exercise such other privileges as may be provided by CSCA.
3. Student members must be enrolled in undergraduate or graduate studies. Student members shall receive on a yearly basis a subscription to the journal free of charge. For additional fees, Student members can elect to attend the annual convention and subscribe to the regional journals.
4. Regular members cannot be enrolled in undergraduate or graduate studies. Regular members shall receive on a yearly basis a subscription to the journal free of charge. For additional fees, Regular members can elect to attend the annual convention and subscribe to the regional journals.
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 convention fee at the student rate and be able to subscribe to the journal for an additional fee. To be eligible for the status of Emeritus member, an individual must be officially retired. To gain the status of Emeritus member, the individual must submit a written request to the Executive Director. The Executive Director will make the final decision to award Emeritus membership.
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. 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 suggested by the Executive Director in consultation with the Finance Committee Chair and the Finance committee and approved by the Executive Committee.
2. The Executive Committee shall establish a convention fee to be paid by each member or nonmember 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 emailing 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 email a ballot to CSCA members. Only ballots that are returned within the designated time shall be counted. The Executive Director shall appoint an individual or committee to 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 emailing 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 nominated by the President when the term of the Finance Committee Chair expires and approved 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 consist of six members plus the Chair. All will serve for three-year terms. Upon assuming the Presidency, the CSCA President becomes a member of the Finance Committee and serves for two additional years after completing the Presidency. Upon assuming the Presidency, the CSCA President appoints a member of the association to the Finance Committee who serves a three year term coterminous with that of the President who appointed him or her. The Finance Committee chair shall attend Executive Committee meetings to report on the financial status of CSCA.

2. The Federation Prize Committee, Outstanding Young Teacher Award Committee, Cooper 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 next 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, solicit the Hall of Fame nominations and distribute them to the executive committee for a vote, organize and facilitate the President's Undergraduate Honors Conference, serve as a member of the NCA Legislative Committee, official representative of CSCA, promote the best interests of CSCA, and move to the office of Past President.

Upon assuming the presidency, the CSCA President becomes a member of the Finance Committee and serves for two additional years after completing the Presidency. Upon assuming the Presidency, the CSCA President appoints a member of the association to the Finance Committee who serves a three-year term conterminous with that of the President who appointed him or her.

2. The First Vice President shall plan the annual convention program, appoint vice chairs of standing committees and announce them at the annual convention, and perform such other duties as shall be assigned by the President, and move to the office of President. The First Vice President shall be an ex-officio member of the States Advisory Council also.

3. The Second Vice President will assist the First Vice President with the program of the annual convention, submit programs for the preconference, and plan for the subsequent convention, and move to the office of First Vice President.

4. The Past President will organize the dinner of the Past Officers at the annual convention, chair and organize the Past Officers meeting at the annual convention, and serve as a member of the Finance Committee for a period of two years.

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 propose to the Finance Committee Chair an annual budget for consideration and evaluation, shall distribute a quarterly report of itemized income and expenditures to all members of the Executive Committee, shall annually audit division and caucus membership, and confirm membership of standing committee members and those nominated for office.

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 assuming 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 with the input of the Executive Director, create 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 posted online 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 and submitting the annual minutes to the Executive Director. 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. A summer site of the spring convention is held, consisting of 2-3 people, usually 1<sup>st</sup> VP and Executive Director (possibly President) at the site of the spring convention is held. A summer meeting is typically held via teleconference.

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, an email vote will be conducted. Amendments to the By-laws shall be adopted by a two-thirds vote of the voting members

### *Officers and Duties*

#### **President (1 year term)**

The duties of the President specified in Article VI, Section I of the By-laws include (1) preside at CSCA and Executive Committee meetings, (2) announce chairs and vice chairs of standing committees at the convention business meeting at which he/she takes office, (3) appoint ad hoc committees with the approval of the Executive Committee, (4) serve as chair of the Hall of Fame committee, (5) organize and facilitate the President's Undergraduate Honors Conference, (6) serve as the official representative of CSCA, (7) promote the best interests of CSCA, (8) fundraise for the Association, particularly to support activities planned at the convention (e.g., parties, pre-conferences), (9) appoint a Finance Committee chair if necessary, (10) appoint a member of the Finance Committee, (11) move to the office of Past President, and (12) sponsor a number of panels and short courses at the annual convention (specific number to be provided by the First Vice President)

Additional duties and a timeline of these duties can be found in Appendix A.

#### **First Vice President (1 year term)**

The duties of the First Vice President specified in Article VI, Section 2 of the By-laws include (1) plan the annual convention program (plan the president's reception), (2) appoint Vice Chairs of standing committees and announce them at the convention, (3) serve as an ex-officio member of the States Advisory Council, (4) move to the office of President, and (5) perform such other duties as shall be assigned by the President.

Additional duties and a timeline of these duties can be found in Appendix B.

#### **Second Vice President (1 year term)**

The duties of the Second Vice President specified in Article VI, Section 3 of the By-laws include (1) assist the First Vice President with the program of the annual convention, (2) initiate plans for the subsequent convention, (3) plan the preconference for the convention, and (4) move to the office of First Vice President.

Additional duties and a timeline of these duties can be found in Appendix C.

#### **Past President (1 year term)**

The duties of the Past President as specified in Article VI, Section 4 of the By-laws include (1) organize the dinner of the Past Officers at the annual convention, (2) chair and organize the Past

Officer meeting at the annual convention, (3) take minutes at the meeting of the Past Officers at the annual convention, and (4) serve as a member of the Finance Committee.

Additional duties and a timeline of these duties can be found in Appendix D.

### **Executive Director (5 year term)**

The duties of the Executive Director specified in Article VI, Section 5 of the By-laws include (1) keep minutes of all Executive Committee meetings, (2) receive and disburse funds, (3) prepare accounts for the annual internal audit, (4) have charge of CSCA's day-to-day business, (5) create and propose an initial annual budget for consultation with the Finance Committee chair, (6) appoint the Newsletter Editor, and, if desired, a Convention Exhibits Manager, (7) serve as a member of the Legislative Assembly of NCA, (8) serve as a member of the NCA nominating committee, and (9) serve on the Finance Committee.

Additional duties and a timeline of these duties can be found in Appendix E.

### **Journal Editor (3 year term)**

The duties of the Journal Editor specified in Article VI, Section 6 of the By-laws include (1) prepare the journal. (To prepare the journal, the Editor supervises a staff of editorial and research assistants, recruits new editorial board members, and renders editorial decisions about the publication status of each submitted manuscript. These decisions take the form of a detailed letter highlighting each reviewer's comments. Blind copies also are shared with all members of the review team independently. ) The Editor also oversees the management of the Journal link of the CSCA website, the reviewer database, and the galley preparation process.

Additional duties and a timeline of these duties can be found in the Policies and Procedures Manual of *Communication Studies*.

### **Members at Large (2 year term)**

The duties of the two Members at Large positions include (1) attend all Executive Committee meetings, (2) serve as a voice for Association members, and (3) assist the Executive Committee in carrying out the work of CSCA.

### **States Advisory Council Chair (3 year term)**

The duties of the States Advisory Council Chair as specified in Article VI, Section 9 of the Bylaws include (1) in consultation with the States Advisory Council, suggest to the First Vice President any program ideas and personnel for the annual convention, (2) advise the Executive Committee about methods to improve CSCA, (3) develops and implements ways of increasing interstate cooperation, (4) select an elementary and secondary school teacher to serve on the NCA Legislative Assembly, and (5) assist the Executive Committee in carrying out the work of CSCA.

### **Finance Committee Chair (3 year term)**

The duties of the Finance Committee Chair as specified in Article VI, Section 10 include (1) work with the Executive Director and members of the Executive Committee to oversee the financial health of the Association and (2) in consultation with the Executive Director create the annual budget to be presented at the November business meeting, 3) oversee the yearly Finance Committee meeting at the annual conference.

### ***Standing Committees***

CSCA has five standing committees. These committees are the Federation Prize Committee, the Finance Committee, the Outstanding New Teacher Award Committee, the Cooper Award, and the Nominating Committee. With the exception of the Finance Committee, the Vice-Chair of each Committee is appointed by the First Vice President with the expectation that each Vice-Chair will succeed to the Chair position the following year. With the exception of the Finance Committee (see the Constitution), all committee members then are selected by each Chair. There is no limit to the number of individuals who serve on each committee.

### **Federation Prize Committee**

The Federation Prize Committee is charged with selecting the recipient of the Federation Prize. The Federation Prize recognizes superior intellectual development and communication scholarship by awarding a cash prize of (up to) \$3000 to a selected research proposal authored by a CSCA member.

The procedure for the selection of the Federation Prize award is as follows:

1. The chair of the committee selects committee members in April/May following the Convention. Minimum qualification for participation on the committee includes:
  - a. membership in CSCA
  - b. a rank of at least assistant professor (suggested committee include mixed rank)
  - c. publication in at least a regional journal
  - d. tenure track or permanent position at their organization.
2. The Chair submits the names of the committee to the Executive Director.
3. The vice-chair of the committee is appointed by the CSCA First Vice-President.
4. The call for nominations for the award is posted on the CSCA website by the ED.
  - a. The call for nominations will be posted on the website and will be included in the September/October newsletter.
  - b. All individuals nominated for the award must be members of CSCA at the time of the nomination.
  - c. The monetary award made to researcher(s) is intended to cover the costs associated with completing the research project in the proposal submitted to the Federation Prize committee. These funds are not intended to cover indirect costs that a recipient's home institution may impose on research funds or grants that are acquired by an institutional employee

- d. The deadline for nominations is February 1.
5. The chair then circulates nominations to all members of the committee.  
A ranking/rating sheet should be included with the materials.
6. The committee then ranks the submissions and returns the rating/ranking sheet to the chair.
7. The chair then tabulates the results and submits the results to the ED by March 1.
8. The Executive Director is responsible for the plaque and the check that accompanies The award.
9. The chair of the committee must:
  - a. Inform all the nominees if they have been selected or not.
  - b. Ask the winner to attend the Business Luncheon at the convention in order to receive the award
  - c. Submit the budget request (i.e., anticipated expenditures, resource costs, etc) for the winner to the Executive Director to allow for allocation of funds.
9. At the convention, the chair will:
  - a. Recognize all committee members
  - b. Present the award to the recipient (s)

### **Finance Committee**

The Finance Committee is charged with maintaining the financial health of the Association. The committee is responsible for monitoring the operating expenses, the investments, and the income generated by the Association. The Finance Committee is headed by a Chair, who is nominated by the President and chosen by the Executive Committee and serves a three year term that extends over the terms of two Executive Directors. The committee consists of six members plus the Chair. All serve for three year terms. Upon assuming the Presidency the CSCA President becomes a member of the Finance Committee and serves for two additional years after completing the Presidency. Upon assuming the Presidency, the CSCA President appoints a member of the association to the Finance Committee who serves a three year term coterminous with that of the President who appointed him or her.

### **Outstanding New Teacher Award Committee**

The Outstanding New Teacher Award Committee is charged with selecting the recipients of the Outstanding New Teacher Award. The Outstanding New Teacher Award recognizes individuals early in their professional career who are showing distinction as teachers and are in their first five years of full-time teaching.

The procedure for the selection of the Outstanding New Teacher award is as follows:

1. The chair of the committee selects committee members in April/May following the convention.
  - a. Members of the committee need to be members of CSCA.
  - b. The Chair submits the names of the committee to the Executive Director.
2. The vice-chair of the committee is appointed by the CSCA First Vice-President.

3. The call for nominations for the award is posted on the CSCA website by the ED.
  - a. The call for nominations will be posted on the website in October and will be included in the September/October newsletter.
  - b. All individuals nominated must be members of CSCA at the time of the nomination.
  - c. The deadline for nominations is February 1.
4. The chair then circulates nomination materials to all members of the committee. A ranking/rating sheet should be included with the materials circulated.
5. The committee then ranks the submissions and returns the rating/ranking sheet to the chair.
6. The Chair then tabulates the results and submits the results to the ED by March 1.
7. The Executive Director is responsible for the plaque that accompanies the award.
8. The Chair of the committee must:
  - a. Inform all the nominees if they have been selected or not.
  - b. Ask the winner to attend the Business Luncheon at the convention in order to receive the award.
9. At the convention, the chair will:
  - a. Recognize all committee members.
  - b. Present the award to the recipient (s).

### **Cooper Award Committee**

The Cooper Award is named after former CSCA President Pamela J. Cooper and is presented to one M.A. level graduate teaching assistant and one Ph.D. level graduate teaching assistant. At the annual convention, the recipients receive a cash award and a certificate.

To be considered for the Cooper Award, nominees must submit a packet (not to exceed 12 pages, excluding cover page, index page, and/or divider pages) which must be the original work of the graduate teaching assistant. The packet must include (1) no more than two letters of nomination/support; (2) a 1-2 page statement of the nominee's teaching philosophy; (3) a description of the nominee's teaching experiences including courses taught and course responsibilities; (4) evidence of the nominee's teaching effectiveness, including summaries of teaching evaluations and/or peer/supervisor evaluations; and (5) teaching materials including syllabi, assignment sheets, handouts, and web pages.

Only two candidates can be nominated by one department. Students who were graduate teaching assistants during the past academic year as well as current M.A. and Ph.D. students are eligible. Only graduate teaching assistants at colleges and universities within the CSCA region are eligible.

The procedure for the selection of the Cooper Award is as follows:

1. The chair of the committee selects committee members in April/May following the convention.
  - a. Members of the committee need to be members of CSCA.
  - b. The Chair submits the names of the committee to the Executive Director.

2. The vice-chair of the committee is appointed by the CSCA First Vice-President.
3. The call for nominations for the award is posted on the CSCA website by the ED.
  - a. The call for nominations will be posted on the website in October and will be included in the September/October newsletter.
  - b. All individuals nominated must be members of CSCA at the time of the nomination.
  - c. The deadline for nominations is February 1.
4. The chair then circulates nomination materials to all members of the committee. A ranking/rating sheet should be included with the materials circulated.
5. The committee then ranks the submissions and returns the rating/ranking sheet to the chair.
6. The Chair then tabulates the results and submits the results to the ED by March 1.
7. The Executive Director is responsible for the plaque and check that accompanies the award.
8. The Chair of the committee must:
  - a. Inform all the nominees if they have been selected or not.
  - b. Ask the winner to attend the Business Luncheon at the convention in order to receive the award.
9. At the convention, the chair will:
  - a. Recognize all committee members.
  - b. Present the award to the recipient (s).

### **Nominating Committee**

The Nominating Committee is charged with selecting a slate of candidates for the yearly election. The committee shall nominate two candidates for the office of Second Vice President and two candidates for the office of Member at Large.

The procedure for selecting a slate of candidates is as follows:

1. The chair of the committee selects committee members in April/May following the Convention
  - a. Members of the committee need to be members of CSCA
  - b. The Chair submits the names of the committee to the Executive Director.
2. The vice-chair of the committee is appointed by the CSCA First Vice-President.
3. The call for nominations for the award is posted on the CSCA website by the ED.
  - a. The call for nominations will be posted on the website in October and will be included in the September/October newsletter.
  - b. The deadline for nominations is January 15.
4. All individuals nominated must submit a:
  - a. Vita.
  - b. Letter of application, indicating a willingness to serve.
 All individuals nominated must be members of CSCA at the time of his/her nomination.
5. The chair then circulates nomination material to all members of the committee. A ranking/rating sheet should be included with the circulated material.
6. The committee then ranks the submissions and returns the rating/ranking sheet

to the chair.

7. The chair then tabulates the results and submits the results to the ED by March 1.
8. The chair of the committee will share the names of the top two candidates for Second Vice-President and for Member-at-large at the Business Luncheon. The chair will also ask the candidates to attend the Business Luncheon in order to be introduced to the CSCA membership

### ***Interest Groups, Caucuses, and Sections***

CSCA conducts its business and sponsors convention programs and panels through the Interest Groups, Caucuses, and Sections representing the different discipline emphases of the membership. Members may specify affiliation with as many Interest Groups, Caucuses, and Sections as they choose as part of their membership.

Beginning in April 2006, the recipients of the Top Papers or Top Panels from each Interest Group, Caucus, and Section will be awarded a certificate signed by the President and the First Vice President. The certificates will be awarded during the respective Interest Group, Caucus, or Section business meeting.

Each Interest Group, Caucus, and Section receives a yearly stipend of \$100.00. This stipend is available to the Interest Group, Caucus, or Section any time during the fiscal year. The stipend does not roll over to the next fiscal year if unspent.

Association funds provided to Interest Groups, Caucuses, and Sections are typically used for monetary awards for unit members, or to purchase a plaque or other type of award. Association funds cannot be used for food or drink purchases, nor can these funds be donated or otherwise awarded to any person, organization or cause not affiliated with the Central States Communication Association.

If an Interest Group, Caucus, or Section is able to raise money on its own, that money can be placed in an Endowment Fund managed by the Executive Director. The minimum amount required to start an endowment fund is \$5000.00, \$100.00 of that may be the stipend for the year. Then, in addition to the budgeted \$100.00 each subsequent year, the Interest Group, Caucus, or Section can use the income generated by the interest on their endowment at their discretion.

### **Adjunct/Temporary Faculty Caucus**

The Adjunct/Temporary Faculty Caucus is a forum for communication professionals who teach communication courses as either a part-time or adjunct faculty member at the K-12, community college, small college, or university level.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Argumentation and Forensics Interest Group**

The Argumentation and Forensics Interest Group promotes investigation of the practical, pedagogical, and theoretical dimensions of Forensic discourse. The Interest Group encourages research that uses an argumentative perspective to understand social problems, promote civic engagement, and encourage educational excellence in speech and debate training.

Officers: Chair, Vice-Chair, Second Vice-Chair, this year's Program Planner, next year's Program Planner

### **Basic Course Interest Group**

The Basic Course Interest Group exists to support research and facilitate discussion of issues related to the pedagogy and administration of basic communication courses. The Interest Group draws members from high schools, community colleges, small colleges, and universities. The Interest Group provides a forum for discussion of the special challenges and opportunities that face teachers and administrators of service courses and foundation courses for communication majors.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Communication Education Interest Group**

The Communication Education Interest Group is dedicated to the advancement of practical, pedagogical, methodological, and theoretical interests of its members. The Interest Group equally values the educational viewpoints and perspectives of its constituents, which include K-12, community college, and four-year college and university educators. The Interest Group encourages the exchange of lively debate among its members and welcomes the opportunity to engage in dialogue with other CSCA members and related interest groups.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Communication Theory Interest Group**

The Communication Theory Interest Group is concerned with the examination and discussion of concepts through which its members interpret and extend their understanding of communication within and across domains, including the development, comparison, extension, criticism, teaching, learning, and application of those concepts.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Community College Interest Group**

The purpose of the Community College Interest Group is to deal with issues of general concern to members including the sharing of information on course development, teaching strategies and

programs in the Community Colleges; promoting professional research-related instruction, encouraging co-curricular activities; and organizing panels and programs for the annual CSCA convention.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Communication Ethics and Freedom of Expression**

The Communication Ethics and Freedom of Expression is designed to stimulate and support research and discussion of issues that impact freedom and responsibilities of speech. The First Amendment guarantee of freedom of expression provides a legal framework for the communication field. Without such basic legal protection, our discipline would be greatly diminished.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Graduate Student Caucus**

The Graduate Student Caucus is focused on graduate student development with the Central States region and is open to all members who affiliate with the Caucus. The Caucus supports research conducted by graduate students as well as research and programming focusing on issues related to the unique situations of being a graduate student and graduate teaching or research assistant.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Health Communication Interest Group**

The Health Communication Interest Group focuses on the role of communication in the delivery and promotion of health. Among research interests are concern for communication effectiveness of providers and consumers, development of health campaigns, promotion of ethics, and the role of technology.

Officers: Chair, Vice-Chair, Secretary, Webmaster, Historian, this year's Program Planner, next year's Program Planner

### **Instructional Resources Interest Group**

The Instructional Resources Interest Group is comprised of members interested in all forms of instructional technology, resource materials, and research which enhance classroom instruction.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Intercultural Communication Interest Group**

The Intercultural Communication Interest Group (ICIG) was established in 1994 to meet the

demand of increasing academic interests in communication issues related to globalization, diversity, and group relations in a multicultural society. The purpose of ICIG is to develop a research base in theory, criticism, and pedagogy that contributes to the understanding of communication in intercultural contexts.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Interpersonal and Small Group Communication Interest Group**

The Interpersonal and Small Group Communication Interest Group was formed in 1996 to create an outlet for researchers, scholars, and practitioners in the fields of Interpersonal and Small Group communication. Members engage in professional discussion and collaboration of interpersonal and small group communication relating to theoretical, empirical, community engagement, methodological, and pedagogical issues. 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 within the Central States Region.

Officers: Chair, Vice-Chair, Secretary, Historian, this year's Program Planner, next year's Program Planner

### **Kenneth Burke Society Interest Group**

The Kenneth Burke Society is devoted to exploring the influence and pervasiveness of rhetorical theorist Kenneth Burke. Members examine the theoretical, critical, and pedagogical aspects of Burke's works.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Media Studies Interest Group**

The Media Studies Interest Group (MSIG) is united by a common interest in all aspects of media studies including mass communication, media education, media literacy, media production, telecommunications policy, media technology, media criticism, media and culture, media convergence, or other related areas. We are also committed to research and teaching on such topics as the functions of mass communication, audiences and their uses of media, and mass media impacts on both societies and institutions. MSIG also has a particular interest in studying the development of media technology forms, such as computer-mediated-communication, that alter traditional notions of mass communication.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Organizational and Professional Communication Interest Group**

The purpose of the Organizational and Professional Communication Interest Group is to collaboratively promote the efforts of researchers, teacher/scholars, and practitioners as they

relate to the study and practice of human communication in organizational and professional contexts. The goal is to develop a strong network among its members to enhance pedagogical and research agendas, particularly as they might aid theoretical development and practical application, within the academic and outside research communities, particularly in each of the 13 states of the Central States region.

Officers: Chair, Vice-Chair, this year's Program Planner, next year's Program Planner

### **Performance Studies and Theatre Interest Group**

The purpose of the Performance Studies and Theatre Interest Group is to promote study, research, teaching, application, and public awareness of the artistic, humanistic, and cultural principles of performance.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Political Communication Interest Group**

The mission of the Political Communication Interest Group is to support the teaching and research of political communication. The scope of the Interest Group is broad, as the study of politics and communication may encompass the communicative activity of citizens, individual political figures, governmental institutions, the media, political campaigns, advocacy groups, and social movements. This Interest Group recognizes and encourages research that addresses political communication topics in all contexts and levels of analysis, employing a variety of methodologies.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Pop Culture Interest Group**

The purpose of the Popular Culture Interest Group is to serve as an outlet for the discussion of popular culture research, scholarship, and creativity.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Public Relations Interest Group**

The Public Relations Interest Group highlights scholarship and pedagogy dealing with issues, strategies, and teaching materials related to public relations. The Interest Group encourages members to engage students and each other in the study, analysis, evaluation, and participation in public relations activities. The Interest Group encourages networking and relationship building among students, faculty, and professionals in public relations.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Rhetorical Theory and Criticism Interest Group**

The Rhetorical Theory and Criticism Interest Group is dedicated to preserving and promoting scholarship and teaching in rhetorical theory and rhetorical criticism.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **Sexual Orientation and Gender Identity Caucus**

The Sexual Orientation and Gender Identity Caucus is designed to support gay, lesbian, transgender, questioning, intersexed, or otherwise queer individuals in all aspects of their academic life. The scope of this Caucus is broad, as the study of sexual orientation and gender identity includes all domains: personal, professional, private, and public. The Caucus is designed to stimulate and promote the research, teaching, and professional concerns regarding sexual orientation and gender identity in all areas of the communication discipline. The Caucus recognizes research at various levels of analysis, employing a variety of methodologies.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### **States Advisory Council**

The States Advisory Council serves as a primary channel for communication between and among the 13 states in the Central States region in matters pertaining to professional activities in the states. Each state may nominate two representatives who attend meetings at the CSCA and the NCA annual conventions.

Officers: Chair, Vice-Chair, Secretary, this year's program planner, next year's program planner

### **Undergraduate Programs Interest Group**

The Undergraduate Programs Interest Group is an inclusive organization that includes, but is not limited to, faculty both at small colleges and in the undergraduate divisions of larger institutions, faculty interested in curricular and co-curricular development programs, and faculty in programs with both an academic and a community outreach component. Our Interest Group encourages cooperation among the values and professional styles associated with classroom issues, co-curricular programming, and scholarly research efforts.

Officers: Chair, Vice-Chair, Communications Officer, this year's Program Planner, next year's Program Planner

### **Women's Caucus**

The Women's Caucus is designed to support women in all aspects of their academic life. The scope of this Caucus is broad, as the study of women's lives includes all domains: personal, professional, private, and public. The Caucus is designed to stimulate and promote the research,

teaching, and professional concerns of women in all areas of the communication discipline. The Caucus recognizes research at various levels of analysis, employing a variety of methodologies.

Officers: Chair, Vice-Chair, Secretary, this year's Program Planner, next year's Program Planner

### *Membership*

All members (with the exception of Department) shall have voting privileges, be eligible to hold office, receive the CSCA newsletter, receive a yearly subscription to the journal, and may exercise such other privileges as may be provided by CSCA. Membership in CSCA may commence at any time, although the membership term coincides with the calendar year: January 1 to December 31.

There are six types of memberships available. The current rate for each membership can be obtained from the Executive Director.

**Student:** Student members must be enrolled in undergraduate or graduate studies. Student members shall receive on a yearly basis a subscription to the journal free of charge. For additional fees, Student members can elect to attend the annual convention and subscribe to the regional journals.

**Regular:** Regular members cannot be enrolled in undergraduate or graduate studies. Regular members shall receive on a yearly basis a subscription to the journal free of charge. For additional fees, Regular members can elect to attend the annual convention and subscribe to the regional journals.

**Patron:** Patron members make an additional financial commitment to CSCA. As such, Patron members shall receive a yearly subscription to the journal free of charge, receive a yearly subscriptions to the regional journals free of charge, and have their annual convention fee waived.

**Life:** Life members make a substantial financial commitment to CSCA. As such, Life members shall receive a yearly 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.

**Emeritus:** Emeritus members shall receive for life the convention fee at the student rate and be able to subscribe to the journal for an additional fee. To be eligible for the status of Emeritus member, an individual must be officially retired. To gain the status of Emeritus member, the individual must submit a written request to the Executive Director. The Executive Director will make the final decision to award Emeritus membership.

**Department:** 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.

## *Journal*

*Communication Studies* (formerly *Central States Speech Journal*) is committed to publishing high-quality original scholarship focused centrally on human communication processes. Articles published in *Communication Studies* represent the diversity of scholarship that composes the study of human communication, regardless of philosophical, theoretical, or methodological underpinnings. Published essays and reports of studies make important and noteworthy contributions to the advancement of human communication scholarship.

*Communication Studies* is headed by an Editor, who serves a three year term and is appointed by the Executive Committee. The Editor is responsible for assembling an editorial board, assembling an editorial team, and serving as the liaison between *Communication Studies* and Taylor & Francis, the journal publisher. *Communication Studies* is published five times yearly.

## *Association Awards*

### **Federation Prize**

The Federation Prize promotes intellectual development and communication scholarship by awarding a cash prize of (up to) \$3000 to a selected proposal authored by a CSCA member. If there are multiple submitters on a proposal, all authors must be CSCA members. Proposals are evaluated by a selection committee of scholars representing diverse interests in communication and methods of inquiry. The recipient is expected to provide a final report at the CSCA convention the year following the award presentation.

To be considered for the Federation Prize, applicants must submit a proposal. The proposal must include (1) a 1 page title sheet with the applicant's name, address, telephone number, e-mail address, fax number, title of project, and a 200 word abstract; (2) a 3 page description of the project, including objectives, methods, proposed timetable, qualifications of applicant, and a rationale describing why the project is worthy of CSCA funding; (3) a 1 page budget, indicating the amount of money requested (up to \$3000) and how the money will be spent (Note: Applicant salaries may not be listed as an expense); (4) a brief (i.e., 1-2 pages) curriculum vita of each applicant; and (5) names and contact information of three references familiar with the applicant's work.

### **Hall of Fame**

The Hall of Fame award is presented annually to individuals who have reached the rank of Emeritus Professor or are in the later stages of their careers who have contributed to the field of communication through their teaching, scholarship, or significant mentoring at any level of education. Hall of Fame recipients also should have contributed to CSCA through participation at conventions and service to the Central States Association.

To nominate an individual for the Hall of Fame, a packet containing the (1) the nominee's name, (2) a letter of nomination citing the nominee's accomplishments in light of the selection criteria,

and (3) a copy of the nominee's vita must be submitted.

The President of CSCA is the chair of the selection of the Hall of Fame recipients. The procedures are as follows:

1. The Executive Director will create a call for nominations for the Hall of Fame award.
  - a. The call will be placed on the website.
  - b. The call will also be in the September/October newsletter.
2. The deadline for the nominations for the Hall of Fame award will be February 1.
3. The President will circulate the nomination materials with the Executive Committee.
4. The Executive Committee members will rank/rate the nominees on the basis of the material submitted. The Executive Committee members will return their rankings to the President.
5. The President will tabulate the results.
  - a. The maximum number of award recipients for one year is four.
  - b. The President will submit the results to the Executive Director by March 1.
6. The President will inform all nominees of the results.
  - a. The President will ask the award recipients to attend the Business Luncheon at the CSCA convention
  - b. The President will present the awards to the recipients.
7. The Executive Director is responsible for the plaques that are given to each of the recipients.

### **Outstanding New Teacher Award**

The Outstanding New Teacher Award recognizes individuals early in their professional career who are showing distinction as teachers. Nominees may be teaching at any level from grade school through graduate school. Nominees must (a) be in their first five years of full-time teaching, (b) be members of CSCA, and (c) attend the conference the year in which the award is presented. Nominees who have more than five years teaching experience at two or more levels, but no more than five years at their most recent teaching level, may also be considered. Prior recipients are not eligible.

To be considered for the Outstanding New Teacher Award, nominees must submit a packet not to exceed 30 pages excluding cover page, index page, and/or divider pages (packets which exceed the 30 page limit will be returned without review). The packet must include (1) a letter of nomination citing the nominee's accomplishments; (2) the nominee's current curriculum vita; (3) three letters of nomination from students, colleagues, supervisors, and/or administrators; (4) course/instructor evaluations from no more than three recent academic terms, including comments and numerical ratings with an explanation of rating scale norms; (5) a description of the nominee's teaching load, including student advising; and (6) at least two samples of instructional materials/resources.

### **Outstanding State Journal and Manuscript Award**

The States Advisory Council recognizes one outstanding state journal and one outstanding

manuscript published in one of the state journals. At the annual convention, the recipients of the Outstanding State Journal and Outstanding Manuscript receive a certificate.

Each state in the region may submit the latest edition of their journal and one manuscript from that journal. Usually, the person who submits the journal and the manuscript is the editor of the state journal. A jury of three CSCA members reviews the journals and the manuscripts and selects one outstanding journal and one outstanding manuscript.

### ***Interest Group, Caucus, and Section Awards***

At the annual convention, the recipients of the Top Papers or Top Panels from each Interest Group, Caucus, and Section will be awarded a certificate signed by the President and the First Vice President. The certificates will be awarded during the respective Interest Group, Caucus, or Section business meeting.

#### **Auer Award**

The J. Jeffery Auer Award is named after distinguished scholar J. Jeffery Auer and is presented to the author(s) of the Top Graduate Student Paper submitted to the Political Communication Interest Group. At the annual convention, the recipient receives a \$100 cash award and a certificate.

#### **Becker Award**

The Samuel L. Becker Award is named after Samuel L. Becker and is presented to the author(s) of the Top Graduate Student Paper submitted to the Media Studies Interest Group. At the annual convention, the recipient receives a \$150 cash award and a certificate.

#### **Burrell Award**

The Nancy Burrell Award is named after Nancy Burrell and is presented to the author(s) of the Top Student paper submitted to the Interpersonal and Small Group Interest Group. At the annual convention, the recipient receives a \$250 cash award and a certificate.

#### **Friedrich Award**

The Gustav Friedrich Award is named after former CSCA President Gustav Friedrich and is presented to the author(s) of the Top Student Competitive Paper submitted to the Communication Education Interest Group. At the annual convention, the recipient receives a \$ 50.00 cash award and a certificate.

#### **Past Officers Debut Award**

The Past Officers Graduate Student Debut Program Award is designed to showcase some of the most promising work of the discipline's graduate students and is sponsored by CSCA Past Officers. The competition is open to graduate students in all areas of the Communication

discipline. At the annual Business Luncheon, certificates and \$ 150.00 cash awards will be presented to those students' whose papers were chosen as Top Debut Papers.

To be eligible for participation in the Debut Award, (1) the author must be a graduate student, (2) the paper must have single authorship, and (3) the paper must be the author's first paper to be presented at CSCA. A panel of Past Officers will evaluate papers.

### ***Convention***

The convention serves to extend the scholarship of the discipline through papers, panels, and professional presentations as well as to build community among colleagues on both a personal and professional level.

Members of the Association gather at the annual convention which is held in one of the 13 states of the region. The host site of the convention travels throughout the 13 state region. The convention site is approved by the Executive Committee.

The First Vice President plans the annual convention program. This planning includes choosing a convention theme ; working with the program planners from the Interest Groups, Caucuses, and Sections; coordinating local arrangements with the Local Arrangements Committee; and with the Executive Director identifies and helps plan the special events.

Programs and panels are submitted to the Interest Groups, Caucuses, and Sections, which are then approved for inclusion in the convention program by the program planners. Programs and panels then are sent to the First Vice President who makes the final decision about whether to include the programs and panels in the convention.

See the Program Planners' Guide on the website for more specific details.

### ***ADDITIONAL POLICIES***

#### **Awards Criteria for the Creation of Association-Wide Awards (adopted April, 2012)**

Section 1. The granting of any Association-wide award for scholarship, teaching, or service in the name of the Central States Communication Association (CSCA) may be proposed to the Executive Committee by any member in good standing with the Association.

Section 2. To create an Association-wide award, an Association member must submit a proposal to the Executive Committee. The proposal must contain:

A. A rationale for the award. Typically, awards are presented to recognize outstanding scholarship, teaching, or service, or to encourage such activities. The rationale must also state how the award either relates to or differs from other Association-wide awards in existence.

B. A description of the evaluation procedures used to determine the recipient of the award, including, but not limited to, the method of nominating individuals for the award and the criteria for evaluating those nominated individuals for the award.

C. A description of how the “Call for Award Nominees” will be publicized so as to equalize all potential nominees’ chances for receiving such an award.

D. An identification of the monetary stipend, if any, which will be given to the award winner along with the identification of the monetary sources that will be used to fund an endowment account created specifically for the award. The endowment account must contain a minimum of \$5000.00 before the award will be granted.

E. Also required in the proposal for the creation of an award will be a plan as to how the initial \$5,000 will be raised.

Section 3. The proposal for the award must be approved by the Executive Committee prior to any solicitation for funds or nominees affiliated with or through the Association.

Section 4. No award may include a monetary stipend drawn from the general funds of the Association. Any award carrying a monetary stipend can only be funded by an endowment created specifically to fund the award. Approval and presentation of the award by the Association shall terminate with the termination of that endowment.

Section 5. The recipients of any award from the Association shall be selected by a committee of no less than three nor more than five members of the Association. The committee shall 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.

Section 6. The criteria for the selection of award recipients shall be included in the initial award proposal to the Executive Committee and are subject to amendment by the Executive Council. If any changes made by the Executive Committee are not acceptable to the Association member proposing the award, the proposal may be withdrawn by that individual.

Section 7. An award may carry the name of an Association member providing that the member is in good standing or the name of a member who is deceased but was a member of the Association in good standing for a significant period of time prior to his or her death. The naming of an award for an Association member shall be considered appropriate only if the award clearly is associated with the professional distinction of that member. Named awards shall not be renamed without majority approval by the Executive Committee following the aforementioned rules for naming awards.

Section 8. If a proposal for an award is approved by a majority of the membership of the Executive Committee in attendance at a regularly scheduled meeting of the Executive Council, and if any changes made by the Executive Council are approved by the Association member initially proposing the award, the award will be instituted at the next annual convention.

Section 9. A listing of all Association awards and the criteria for selecting each award's recipient shall appear annually on the Association website.

Section 10. Endowed awards that either do not produce adequate yield to fund an award or are otherwise considered underwater shall still be granted without a monetary stipend until a time when the stipend can be resumed. Every effort should be made by Association members to increase the fund to levels that will reliably generate an annual stipend of substance. The Association is under no obligation to fund past award recipients who did not receive a stipend due to a lack of endowment monies.

Section 11. Suspension of awards is at the discretion of the Executive Committee and should only be considered should affiliation of the named award bring discredit or dishonor to the Association. In this instance, the Association should consider renaming the award following the procedures outlined in Section 7.

### **Audiovisual Equipment Policy**

CSCA will attempt to provide multimedia projectors and speakers based on financial considerations to all presenters who request them at the time of the program submission.

CSCA is unable to approve requests for equipment such as personal computers, laser printers, satellite links, teleconference equipment, DVD/VHS players, or Internet access. CSCA members or individuals attending the convention either may elect to rent such equipment from the convention hotel at their own personal expense or may bring their own equipment, unless prohibited by the convention hotel. (Please check beforehand with the Executive Director about the convention hotel policy). If individuals provide their own equipment, the hotel may elect not to help if service is needed. If the hotel does help and assesses a fee, the individual requesting help is responsible for all charges.

Any technology requests made by CSCA participants at the convention that was not requested and approved at the time of the program submission can not be charged to CSCA.

### **Job Posting Policy**

All colleges and universities who have a departmental membership are allowed to post job openings on the website free of charge. Other colleges and universities wishing to post job opening must pay a fee of \$ 75.00. Job postings submitted must include instructions for an

ending date of when they will be removed from the website. An initial e-bulletin will be sent announcing the position.

### **Obituary Policy**

All deceased members of the Central States Communication Association will be accorded an acknowledgement of their death upon submission of the information by a colleague. Any information about the death of a member should be communicated to the Executive Director for consideration for publication in the CSCA newsletter. A few sentences describing the person's history (date and place of birth, professional address and title) and professional accomplishments are appropriate. CSCA is not responsible for the content of the obituary.

### **Volunteers at Conferences Policy**

The policy established for the number of volunteers that would be allowed to participate in the conference is as follows. The cap for volunteers is 10 (this is the total number of volunteers for both undergraduate or graduate). In order to receive free conference registration, each volunteer must serve a minimum of 8 hours; however, volunteers are not allowed to attend any ticketed event (i.e., business luncheon) unless they purchase a ticket for that specific event.

## *Appendix A: Additional Duties and Timeline, President*

### **1<sup>st</sup> April as President (when you newly become President)**

- 1) Receive the gavel during general business meeting and present outgoing president with plaque
- 2) Preside over second EC meeting and decide if there's a need for a summer meeting.
- 3) Confirm with First Vice President (next year's planner) as to your responsibilities for next year's convention (e.g., number of panels, special sessions).
- 4) Get suggestions from the past-President regarding suggestions and comments regarding planning of President's Undergraduate Honors Conference.

### **May**

- 1) Prepare call for President's Undergraduate Honors Conference
- 2) Appoint new Finance Committee member
- 3) Prepare column for June Newsletter

### **June**

- 1) If there is a summer meeting, send agenda, set time/place, and make arrangements

### **July-August**

- 1) Preside over summer meeting

### **September**

- 1) Write newsletter column
- 2) Begin raising money as needed
- 3) Evaluate submissions for assigned panels OR solicited/prepared panels

### **October**

- 1) Follow-up with letters to the winners and non-winners of election within five days of receiving results from the ED
- 2) Send agenda to the EC members for the EC meeting at NCA
- 3) Create the Hall of Fame Award call to be posted to website (e-bulletin as well)

### **November-December**

- 1) Preside over the meetings at NCA
- 2) Submit panels you've accepted or created to the planner (i.e., First Vice President)
- 3) Notify your submitters as planner allows
- 4) Solicit readers for President's Undergraduate Honors submissions

### **January**

- 1) Write newsletter column
- 2) Organize undergraduate submissions into panels/poster sessions
- 3) Submit program text to 1<sup>st</sup> VP for insertion into program (ASAP!!)

- 4) Notify those whose papers have or have not been accepted into the President's Undergraduate Honors Program (identify for students what type of presentation they have been accepted for – poster, paper, top paper, etc.)
- 5) Reminder for Hall of Fame Award nominations to membership

### **February-March**

- 1) Send agendas to EC members for first EC meeting and General Business Meeting
- 2) Confirm the awards that will be on the agenda
- 3) Prepare certificates for Undergraduate Honors Conference
- 4) Plan the President's Undergraduate Honors Conference Awards Luncheon agenda
- 5) Coordinate with Executive Director outgoing members of the Executive committee for recognition and confirmation of plaques
- 6) Coordinate with Executive Director Committee chairs for recognition and confirmation of plaques
- 7) Provide Executive Director names for Hall of Fame recipients plaques

### **2<sup>nd</sup> April as President (when you are acting president over the conference)**

- 1) Preside over first EC meeting
- 2) Preside over General Business meeting (be sure to bring gavel to pass to the next President)
- 3) Introduce the NCA representatives at the General Business meeting
- 4) Present recognition plaques for outgoing officers and committee chairs
- 5) Preside over Undergraduate Honors Luncheon Award Ceremony
- 6) Assume role of Past-president at the 2<sup>nd</sup> Executive Committee meeting

## ***Appendix B: Additional Duties and Timeline, First Vice President***

### **1<sup>st</sup> April as 1<sup>st</sup> VP (term begins at Business luncheon)**

- 1) Hold program planner's meeting at the convention
- 2) Distribute Program Planner's Guide
- 3) Remember to ask planner's how they want their \$100 spent (no food available)
- 4) Collect Planners' information and send it to Executive Director for posting to website
- 5) Prepare calls for programs you sponsor, unless you want to do invited programs
- 6) Remind Interest Group chairs of deadlines for calls to go online
- 7) Begin assembling a Local Arrangements Committee
- 8) Make a report at the Business Luncheon promoting the next year's convention you will be planning
- 9) Announce the Chairs (already appointed) and Vice-Chairs you've appointed to the Federation, ONTA, Cooper, and Nominating Committees
- 10) Visit the business meetings of the Interest Groups, Caucuses, and Sections with the Second Vice President and/or Executive Director
- 11) Remind planners business meetings are one of their slots
- 12) Remember to hold slots for special sessions (NCA, Forensics, etc.)

### **May**

- 1) Get interest group calls and then get posted online (email them to Kathie Cesa)
- 2) Prepare a call for Short Courses and get it posted online. (good to send e bulletin announcing).
- 3) Write column for newsletter—usually due about May 15
- 4) Finalize Local Arrangements Committee

### **June-August**

- 1) Site visit with Executive Director – tour hotel; locate venues for events; experience city so can promote conference
- 2) At site visit and if necessary, meet with Local Arrangements Committee Chair (see Appendix F) and tour hotel
- 3) Prepare preliminary room use specs with ED
- 4) Send call to CRTNET

### **September**

- 1) Remind Program Planners about deadlines
- 2) Remind Program Planners to submit debut papers to you
- 3) Collect Debut Papers and send to person responsible for Debut Paper Award (currently Judy Trent or Arlie Danielson)
- 4) Write column for newsletter

### **October**

- 1) Groups receive submissions
- 2) Send agenda items for NCA meetings to President
- 3) If applicable, select keynote speaker

## **November**

- 1) Attend EC meeting at NCA; Attend States Advisory Meeting at NCA
- 2) Materials due from Program Planners
- 3) Review materials for correct information and format; return all materials that don't comply with submission guideline requirements
- 4) Inform program planners of papers/panels accepted or rejected
- 5) Remind program planners to contact ALL submitters with paper/panel decisions

## **December**

- 1) Schedule the convention (panels, meeting rooms, extra events, etc.)
- 2) Send program to planners for corrections
- 3) After program corrections from planners are made, then post Preliminary program draft online and send e-bulletin out asking individuals to check for errors
- 4) Submit list of interest group's top papers, panels, top debut papers, top student papers, etc., to Executive Director for certificates to be made
- 5) Submit list of interest group's request for checks for awards
- 6) Write column for newsletter

## **January-February**

- 1) Once all changes are made, place final draft of program online
- 2) In conjunction with Local Arrangements Chair, prepare list of local restaurants near hotel plus other local info for registration table
- 3) Select a cover design for program
- 4) Submit sections of the front matter you are responsible for to the ED for program
- 5) Proof the program
- 6) Deal with last-minute changes, program deletions, etc. and prepare correction sheet
- 7) Suggest changes for Program Planners' Guide to Second Vice President
- 8) Insert President's Undergraduate Honors conference panels into program
- 9) **VERY IMPORTANT:** By the 3<sup>rd</sup> week in February send program as a Word or PDF document to Executive Director
- 10) Talk with ED about the Program Planners reception

## **February**

- 1) Write column for February newsletter

## **March**

- 1) Finalize loose ends
- 2) Draft agenda for the second Executive Committee (EC) meeting in April

## **April – (as actual 1<sup>st</sup> VP first half of conference)**

- 1) Run the convention!
- 2) Send thank you notes
- 3) Begin thinking about issues you wish to raise during your presidency;

- 4) Present outgoing president with plaque and receive the gavel during general business meeting
- 5) Become President
- 6) Run second Executive Committee meeting at conference
- 7) Go to the *Duties of the President Timeline* (Appendix A) and implement

## *Appendix C: Additional Duties and Timeline, Second Vice President*

### **1<sup>st</sup> April as 2<sup>nd</sup> VP (term begins at second Executive Committee Meeting)**

- 1) Attend 2<sup>nd</sup> Executive Committee (EC) meeting at the annual convention
- 2) Begin to plan pre-conference
- 3) Begin to think of a conference theme

### **May**

- 1) Prepare call for preconference
- 2) Plan a preconference with your own theme  
(you can do both of these or either of these; some members like to plan for a preconference and will submit proposals but you can still create a highly attractive preconference event that usually runs 1-3 on Wed before conference starts)

### **June-July**

- 1) Write newsletter column talking about call for preconference and your ideas as well if you have some by then
- 2) Participate in summer meeting

### **September**

- 1) Write newsletter column

### **October**

- 1) Submit preconference proposal(s) to First Vice President

### **November**

- 1) Attend EC Committee meetings at NCA

### **December**

- 1) Assist First Vice President with convention program details as needed
- 2) Provide Executive Director with a written upcoming convention theme and description for insertion into the program
- 3) Write newsletter column (if asked)

### **February - March**

- 1) Prepare Program Planners' Guide (consult with current First Vice President for changes)
- 2) Determine how many programs each group can have. Check with Executive Director for the number of breakout rooms available
- 3) Past allocations were based on an average of 13-14 rooms per session.
- 4) Post Program Planners' Guide online at least one week before the convention
- 5) Begin to develop promotional materials

**2<sup>nd</sup> April as 2<sup>nd</sup> VP (become 1<sup>st</sup> VP after business lunch and begins to prep your conference)**

- 1) Become 1<sup>st</sup> VP
- 2) Go to the 1<sup>st</sup> VP duties and begin to implement at this conference (Appendix B)

*Appendix D: Additional Duties and Timeline, Past President*

**1<sup>st</sup> April (become Past President at business luncheon)**

**June-July**

- 1) Participate in EC Summer meeting
- 2) Inquire about restaurant possibilities for Past Officers dinner
- 3) Write newsletter column
- 4) Brainstorm possible Past-President panels

**November**

- 1) Attend Finance Committee meetings as necessary
- 2) Attend EC meeting at NCA

**October**

- 1) Submit Past-President panels to 1<sup>st</sup> VP

**February-March**

- 1) Plan Past Officers dinner
- 2) Send invitation to Past Officers for Past Officers dinner & Past Officers luncheon (get RSVP's for both) (get emailing list from Kathie Cesa)
- 3) Set agenda for Past Officers lunch meeting at the convention

**2<sup>nd</sup> April (term ends at the Business luncheon but must still attend P/O luncheon)**

- 1) Host Past Officers dinner
- 2) Preside over Past Officers luncheon meeting even though you are no longer the immediate past-president (president is presiding over President's Undergraduate Honor's Conference)
- 3) Attend the 2<sup>nd</sup> executive committee meeting to report what occurred at the Past Officers luncheon (you will report first and then can leave ☺)

### ***Appendix E: Additional Duties and Timeline, Executive Director***

The Executive Director is responsible for the day-to-day operations of the Association. Specifically, the Executive Director is responsible for:

1. Maintaining an up-to-date membership list. This membership list is used for all emailing's (e.g., newsletter, elections); to identify members of all Interest Groups, Caucuses, and Sections; and to classify members into one of the six membership categories;
2. Maintaining an up-to-date journal subscription list. This subscription list identifies the individuals and department members which subscribe to *Communication Studies*. This list also identifies the subscriptions purchased through journal exchange with the three regional associations;
3. Recording and disseminating all minutes of EC meetings. In addition, the Executive Director prepares a biannual report to be disseminated at the EC Committee meeting at NCA and the yearly convention and prepares an oral report to be presented at the business meeting at the yearly convention;
4. Handling the Association's finances. For day-to-day operations, the Executive Director maintains a checking account from which the bills are paid. The Executive Director hires and maintains a relationship with an accountant, files a yearly tax return, maintains tax records for the past seven years, renews D & O insurance, renews the state business license, and prepares a budget, which is part of the annual report;
5. Coordinating the Association's website. With the help of TCS Software, the Executive Director updates the website on an as-needed basis and writes and submits text as needed;
6. Handling the business aspects of the convention. The Executive Director is responsible for signing the contract with the hotel, working with the First Vice President on the logistics and finances of the convention, compiling and printing the convention program, soliciting advertisers for the convention program, soliciting exhibitors for the convention, managing the registration at the convention, obtaining insurance for the convention, and providing the awards for the yearly award winners;
7. Coordinating the emailing of the Association's newsletter(s). Working in conjunction with the Newsletter Editor, the Executive Director disseminates the newsletter in September, February, and June;
8. Representing the Association at NCA. The Executive Director is automatically a member of the Legislative Assembly and attends several meetings at NCA; serves as a member of the NCA nominating committee.
9. Working with the Chair of the Association's Finance Committee.

10. Doing a yearly revision and updating of the Constitution and By-laws and needed revisions of the Policies and Procedures Manual.

11. Doing a yearly audit of the divisions and interest groups membership and contacting division chairs if an issue with the number of members falls below the number required by the constitution and bylaws.

12. Keep the Edward Jones account officer information current and up-to-date.

### **Monthly Duties**

1. Pay Kathie Cesa (of KOC Member Services) for prior month. Write check from checking account. Kathie will email her bill and will send a hard copy of the bill and any expenses. Invoice will be sent by Kathie at the end of each month.

2. Pay TCS Software (host of CSCA website) for prior month. Usually the bill will be \$800.00 for the Prevail software and hosting the website; it may be more depending on how much work TCS does with the website.

3. Forward a copy of the checking account statement to the Finance Chair.

4. Update any necessary web content. The amount of content will vary from month to month.

5. Balance the checkbook. Update the check register and print a copy of the account information.

6. Keep appropriate funds in the checking accounts.

7. Obtain membership list from KOC. Update any necessary information.

### **Month by Month Duties**

#### **January**

1. Renew officers insurance; Apply for conference insurance. Renew D & O insurance. Purchase a \$1 million policy with \$0 deductible based on last year's assets (e.g., \$174,000 in 2005) that covers the journal, plagiarism issues, and the editor

2. Design pre-registration form. Once form has been approved, send to Kathie so she can post an electronic version and a PDF version on the website. You may want to get approval/insight from First Vice President, President, and Kathie before finalizing the copy. (prior to January 15)

3. Post pre-registration form on the website. (January 15)

4. Finalize newsletter content. The February newsletter highlights the convention. (January 20)
5. Email newsletter to all CSCA members. (End of month)
6. Finish front matter of convention program. (January 24)
7. Compile advertisements for convention program. (January 24)

## **February**

1. Tell NCA that CSCA needs a meeting room at the November NCA convention.
2. Order convention supplies. The supplier is Marco suppliers ([www.marcomeetings.com](http://www.marcomeetings.com)). Check with Kathie for supplies needed before ordering, particularly in regard to ribbon stock. Typically, you will need to order (1) name badge inserts (A-6LI white), (2) name badge holders (HSE-6C), (3) ticket stock for any tickets (A-10TS light green), and (4) delegate envelopes (B-32 white or light green). These items can be shipped directly to Kathie. (work with Kathie on what would work best for each conference, depending on who is driving or flying). (February 4).
3. E- email exhibitors with information about convention registration and exhibit information. (February 9)
4. Compile list of exhibitors (and needs) for convention hotel manager. Send list to manager (February 28)

## **March**

1. Re-check insurance for convention and for President's reception.
2. Re-finalize all supplies needed for convention. (March 1)
3. Get names of award winners from ONTA, Federation Prize, Auer, Becker, Cooper, Friedrich, Burrell, Hall of Fame and State Journal/Manuscript from appropriate Committee/Interest Group chair. (March 15)
4. Order plaques for ONTA, Hall of Fame, and Federation Prize Award winners as well as any recognition plaques for service to CSCA at this point. (March 15)
5. Finalize program copy. (by March 15)
6. Send program to printer. Order a minimum of 900 copies (dependent on registration). (March 15 at the latest but dependent on who does printing, but as close to March 1 as possible)
7. With First Vice President, finalize all convention programs requiring food and beverage.

8. Send ELF's (exhibit liability forms) to convention hotel manager. (March 10)
9. Contact award winners to remind them about attendance at awards presentation. (March 15)
10. Get names of nominees for CSCA offices from Chair of Nominating Committee. (March 15)
11. Remind Second Vice President to appoint Vice Chairs for Federation, ONTA, and Nominating committees. (March 20)
12. Provide poster information to Local Arrangements Chair. (March 15)
13. Remind 1<sup>st</sup> VP to recommend finance committee member for approval to the executive committee.
14. Coordinate with First Vice President, Local Arrangements Chair, and Kathie about student workers. (close to convention). A maximum of 10 student volunteers are needed (no more).
15. Begin work on the Executive Director report, which is distributed at the CSCA Executive Committee meetings at CSCA in April. Although the content may vary, include all Executive Committee meeting minutes from the past NCA convention, a report from the journal editor, a cash flow sheet, and other items of interest. (ongoing)

## **April**

### **Prior to the convention:**

1. Finish Executive Committee meeting packet. (1 week prior to convention)

### **Immediately after the convention:**

1. Identify members of all committees and disseminate lists to executive committee. Committees include (1) Finance, (2) Research (Federation), (3) ONTA, (4) Cooper, and (5) Nominating.
2. Change beneficiary of checking account to Past President.
3. Compile a list of award winners and forward to newsletter editor.
4. Update Award Winners list on the website.
5. Update Executive Committee information on the website.
6. Send invoices to any vendor who owes CSCA money for the convention (e.g., exhibitors, sponsors).
7. Type and distribute Executive Committee meeting minutes. Once final copy has been approved, send to Kathie so she can post them on the website.

**Other duties:**

1. Start working on newsletter content. The June newsletter highlights the past convention and provides calls for next convention. (April 15)

**May**

1. Contact newsletter editor to inquire about progress for June newsletter. (May 1)  
2. Complete all unfinished business from convention, if not already completed. (ongoing)  
3. Contact EC members to identify summer meeting dates; contact the hotel to coordinate the summer meeting. Phone meetings have been used and work well with 1<sup>st</sup> VP and Executive director traveling to convention site.

**June**

1. E-email chairs of ONTA, Federation, Cooper, and Nominating Committees telling them they need to write a blurb for the September newsletter; CC editor. (June 15)
2. E- email nominees for Second Vice President and Member at Large telling them they need to submit their candidate statement and a picture for the September newsletter; CC editor. (June 15)
3. Finalize newsletter content. The June newsletter highlights the past convention and provides calls for next convention. (June 1)
4. Email newsletter e-bulletin announcement. (June 1)
5. Post newsletter online. (June 15)
6. Contact accountant to have taxes completed and filed. (June 30)
7. Continue to complete all unfinished business from convention, if not already completed. (ongoing)
8. Update all program advertising forms and convention exhibitor forms. Post forms online. (June 1)
9. Contact Helms Briscoe about future convention sites. Negotiate multi-year contracts at least 3 years out.
10. Prepare ED report for summer meeting.
11. Along with the president, do a bi-annual review of the member services director.

**July**

1. Oversee completion and filing of taxes. (July 1)

## **August**

1. Contact newsletter editor to inquire about progress for September newsletter. (August 1)
2. Prepare for the election.
3. Send email and memo to all Interest Group chairs. Memo contains reminders about procedures and information needed by ED for upcoming year. (August 23)
4. Contact NCA office and reserve space for table in NCA Exhibit Hall (if having a table). (August 15)
5. Create the ballot.
6. Finalize newsletter content. (August 31)

## **September**

1. September newsletter out.
2. Send out special e-bulletin announcing a special edition newsletter featuring candidate statements.

## **October**

1. Send letter to department chairs asking them to purchase an advertisement in the convention program, sponsor the refreshment breaks, or purchase a department membership. Include the rate sheet form and the department membership form.
2. Begin work on the Executive Director report which is distributed at the CSCA Executive Committee meeting at NCA in November. Although the content may vary, include all Executive Committee meeting minutes from the past CSCA convention, the convention hotel room pickup figures from the prior convention, a report from the journal editor, a cash flow sheet, and a proposed budget for the following year. The budget should be co-written with the Chair of the Finance Committee. (ongoing)
3. Email election ballot.
4. Notify President with election results.
5. Send e-bulletin announcing results of election.

## **November**

1. Write a Voting report, and place report in files. Keep ballots for one year. (within 5 days of ballot due date)
2. Finish Executive Committee meeting packet. (1 week prior to NCA)
3. Work on next year's budget with Chair of the Finance Committee. A copy of the budget will need to be presented at the Executive Committee meeting at NCA and should be placed in the meeting packet. (prior to NCA)
4. Begin front matter of convention program. (ongoing)
5. Type and distribute Executive Committee meeting minutes. Once final copy has been Approved, send to Kathie Cesa so she can put them on the website.

## **December**

1. Contact advertisers and exhibitors about ads and convention space. (December 1)
2. Continue work on front matter (ongoing)

### *Appendix F: Duties, Local Arrangements Chair*

The First Vice President should appoint a Local Arrangements Chair for the convention he or she plans. As compensation for service provided, the Local Arrangements Chair's convention registration fee is waived. The Chair is responsible for putting together a small committee to accomplish the responsibilities for local planning. Typical responsibilities include:

1. Provide restaurant suggestions for the Past Officers Dinner (a Thursday evening event).
2. In consultation with the 1<sup>st</sup> VP and the Executive Director, and if necessary, provide individuals to help Executive Director run the Convention Registration table from 5:00-8:00 p.m. on Wednesday, from 8:00 a.m.-5:00 p.m. on Thursday and Friday, and from 8:00 a.m.-2:00 p.m. on Saturday.
3. In consultation with the Executive Director, provide individuals to help collect tickets from 11:45 a.m.-12:30 p.m. on Friday during the convention luncheon and business meeting and at other events if necessary.
4. Supply the convention registration table with (1) 300-400 city guides/maps, and (2) 300-400 one-two page handouts that offer a walking map detailing nearby restaurants (with price guide), drug stores, grocery/convenience stores, and liquor stores.
5. In consultation with the 1<sup>st</sup> VP, prepare and display signs: (1) "Pre-Registration" and "On-site Registration" for the Convention Registration table, (2) Welcome Reception, (3) luncheon/Business Meeting, and (4) any signs needed to indicate sponsorships and/or other areas or events.
6. In consultation with the 1<sup>st</sup> VP and if necessary, collect Door Prizes for a drawing (the planner can hold it anytime).
7. Offer help with unique decorations or displays as needed by the First Vice President.
8. In consultation with the 1<sup>st</sup> VP, provide suggestions for local speakers to be possible keynoters.
9. In consultation with the 1<sup>st</sup> VP and the Executive Director, provide suggestions and help in running any off-site events the planner might envision.
10. Contact local business to be sponsors of coffee breaks, etc.
11. In consultation with the 1<sup>st</sup> VP, provide suggestions and contact local people to participate in panels connecting academics with professionals.
12. Other duties as the First Vice President requests.