

**Bylaws**  
**Interpersonal and Small Group Communication Interest Group**  
**Central States Communication Association**

*Document history:* Original draft, 1998. Updated 2011 for voting in 2012 (updates constructed by Leah Bryant, Donna Pawlowski, and Andrea Lambert as special ad hoc committee). As a result of discussion at 2012 business meeting, refinement of bylaws proposed by Jimmie Manning.

**Article I. Name**

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

**Article II. Authority**

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

**Article III. Purpose**

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

**Article IV. Membership**

- A. Membership shall be open to any member of CSCA who wishes to join in the promotion of its purpose through application and renewal of this interest group.
- B. Anyone seeking membership at the interest group annual meeting who has not indicated such on his/her CSCA membership may contact the ~~interest group Secretary to have his/her name submitted to the CSCA secretary for membership~~ **CSCA administrative office to become a member.**
- C. A current list of the interest group members shall be on file with ~~the CSCA Secretary, as well as with the Interest Group Secretary~~ **the CSCA office and accessible to all interest group officers.**
- D. ~~The membership of the Interpersonal and Small Group Interest Group includes the current list of members on file with the CSCA Secretary and the Interest Group Secretary in addition to those in attendance at the business meeting; and all~~ **All members** are allowed to vote at the business meeting.

**Article V. Meetings and Voting**

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

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

## Article VI. Officers and Method of Election

- A. The officers of the Interest Group will be Chair, Vice-Chair, and Secretary.
- B. ~~Vice-Chair will assume the Chair position in his/her second year of office.~~ At least five paper readers will also be elected at each annual interest group meeting. ~~†The Vice Chair will also serve as a paper reader, making a total of at least 6 paper readers. The Chair and has the discretion to appoint paper readers as needed. ‡making a total of at least 6 paper readers.~~ ~~A~~ At least half of the paper readers will be faculty members, responsible for reading and ranking/rating papers and panel proposals within the Interpersonal and Small Group Communication Interest Group for the following year's annual convention.
- C. New officers will be elected and take office at the end of each business meeting **except for the Chair who takes office** ~~(Vice-Chair will take office as Chair~~ during the business meeting with "new" business ~~(‡or where applicable).~~
- D. **Terms**
  - 1. Chair is a one-year term.
  - 2. ~~‡~~Vice-Chair is a one-year term ~~who~~ **(and becomes the Chair the following year for a second one-year term).**
  - 3. ~~‡~~Secretary is a two-year term.
  - 4. Positions may be consecutively elected to the same office more than once, where applicable.
- E. **Vacancies**
  - 1. If the Chair post is unfulfilled, the Vice-Chair will assume the Chair role.
  - 2. If the Vice-Chair post is unfulfilled, the Chair has the discretion to find someone to assume the role.
  - 3. If the Secretary role is unfulfilled, the Chair is responsible for finding someone to assume the role.
- F. **Duties**
  - 1. **Chair**
    - a. **Presides** over business meetings.
    - b. **Send out Creates and distributes** call for papers ~~(to be sent with the CSCA May newsletter).~~
    - c. ~~‡responsible for program planning~~ **Plans the full program** for the interest group's **for the** annual convention.
    - d. ~~‡has discretion to~~ **Appoints** paper readers as needed. ~~‡create the call for papers;~~
    - e. ~~e~~**Creates and distributes a call for officer nominations and prepares an election ballot for the interest group meeting.** ~~list~~
  - 2. **Vice-Chair**
    - a. ~~p~~**Presides** at interest group meetings in absence of the Chair.
    - b. ~~‡~~**Responsible for overseeing any proposed** revisions of bylaws. ~~‡assistant to~~

- c. Assists the Chair.
- d. ~~;~~ Acts as a paper reader. the first year and then becomes Chair the second year in office; assumes role of Chair after election of officers and old business at annual business meeting
- e. Attends the annual planning meeting in preparation for Chair duties.
- f. Arranges an annual special panel in response to interest group ideas or suggestions as articulated at the annual business meeting.

### 3. Secretary

- a. ~~—r~~Records minutes of each interest group meeting.
- b. Distributes meeting minutes to members and officers as requested and at the annual interest group business meeting.
- c. ~~;~~ ~~p~~ Presides at any meeting in the event both the Chair and Vice-Chair are absent.
- d. ~~;~~ ~~send out call for nominations;~~ Sends out list of all panels/programs at least two weeks before in mid-March for that year's annual conference convention. ~~;~~ responsible for distribution of any messages to interest group members from officers during the year

### 4. Paper Readers

- a. at least half of the paper readers will be faculty members, responsible for reading and ranking/rating papers and panel proposals within the Interpersonal and Small Group Communication Interest Group for the following year's annual convention; responsibilities include being Serves as an objective reader for interest group submissions assigned by the Chair for review.
- b. Provides feedback for paper and panel submissions ~~and returning papers/panels with ideas to the interest group Chair within the designated time frame. set forth by the Chair~~

G. Election of offices will be through nominations sent to the interest group chair IP/SG Interest Group Chair prior to the annual interest group meeting and placed on a ballot. O Other nominations may be added from the floor at the meeting.

If, for any reason, an officer is unable to fulfill the obligation of her/his term, the Executive Committee will appoint someone to assume the responsibilities for the completion of the term.

## Article VII. Submission of Papers and Panels

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

## Article VIII. Awards and Recognition

- A. ~~Top~~ The top competitive paper will receive a cash award of \$50.00 that is taken from the annual financial allotment made by CSCA to the interest group. A certificate of achievement will be provided for each author on the top paper panel, including the authors of the top paper. ~~, with all other top panel papers receiving a certificate.~~
- B. The Burrell Top Student Paper Award will receive a cash award of \$200.00. ~~and a A certificate will also be presented to each author.;~~ to be presented at the annual interest group business meeting.
- C. The planner may, at her or his discretion, designate a top reviewed panel proposal award. This panel will be acknowledged in the program and each panelist will receive a certificate.
- D. The interest group also allows for special awards. These awards can include, but are not limited to, lifetime achievement awards; awards for particularly meritorious or groundbreaking research; outstanding teaching or mentoring; or special service to the interest group. It is understood that special awards should represent truly remarkable contributions to interpersonal or small group communication studies. To initiate such an award, at least ten interest group members must agree to lend their name to a petition to the officers of the interest group at least 90 days before the first day of the annual CSCA conference. The petition should include the names of the proposed recipient or recipients of the award, a title for the special award, a clearly articulated rationale as to why the award should be made, copies of curriculum vitae for any nominees, and any other supporting evidence for offering the award. The officers and elected paper readers will review the rationale presented in the petition and vote on any special awards at least 45 days before the annual interest group business meeting. Two-thirds of those voting must approve the proposal in order for the award to be made. A certificate will be presented to any recipients of special awards.
- E. All awards will be ~~;~~ to be presented at the annual interest group business meeting.

#### **Article IX. Finances**

- A. The Executive Committee of CSCA allocates funds at least \$100.00 to each interest group each year. Fifty dollars will go to the top paper author (or will be divided among authors for papers with multiple authors). ~~and certificates for the top panel.~~ In the event that the annual allocation is not \$50.00 or more, all funds received will go to the top paper award.
- B. The remainder of the money shall be spent on miscellaneous items. These items may include gifts for paper readers or any other reasonable expenses ~~from the~~ incurred by officers during the year. Receipts for all expenses must be submitted for reimbursement, and expenditures should not exceed the annual monetary allotment made by CSCA to the interest group.

#### **Article X. Joint Conferences**

- A. During years of joint conferences, the program planner (~~current Vice Chair~~) of the interest group will communicate ~~discuss~~ with the relevant planner of the joint Interpersonal and Small Group region for the following year's conference ~~co-sponsoring organization~~ in order to identify/discuss the following:

1. Who the program planner will be, who the papers and panels will be sent to, and which planner ~~–choose only one of the planners to receive all materials will handle primary review duties.~~
  2. How many paper reviewers will serve from each organization.  
limit paper readers to 4 from each region in order to have readers split evenly among the two regions (the Vice-Chair being one of those readers)
  3. ~~identify~~ Any “special” panels that may be created as a result of the joint conference. ~~both regions~~
  4. ~~discuss~~ How the top papers and panels will be decided. (top 4 papers involving both regions; top 4 from each...)
- B. The chair will address any other needs at his or her discretion for handling situations or negotiations that may emerge in the event of a joint conference. When possible, the spirit of these decisions should fall in line with interest group bylaws.

#### **Article XI. Voting and Amendments to Bylaws**

- A. These original bylaws will be ~~were~~ discussed and voted upon at the 1998 annual meeting. ~~If any “articles” they need revision or further discussion, adoption and changes need to be provided to the officers in writing 30 days prior to next business meeting in order to make any necessary changes for the business meeting. Thus, initial adoptions and changes will be approved through majority vote at the business meeting.~~ Years of any bylaw changes, including who initiated such changes, will be kept at the beginning of this document.
- B. Any amendments to the Interpersonal and Small Group Communication Interest Group Bylaws will be accomplished by a majority vote of those in attendance at the annual meeting provided said amendment is introduced 45 days in advance to the officers and distributed by e-mail ~~from the Secretary~~ to all members at least 30 days in advance of the meeting.