

**Central States Communication Association**  
***Women's Caucus Bylaws***

**Article I. Name**

1. The name of the Caucus shall be called the Women's Caucus.

**Article II. Purpose**

1. The purpose of the Women's Caucus is to provide an outlet for scholarship, teaching and service pertaining to the lives of women in academia, education, and society. We are particularly concerned with feminist approaches to communication research, and are engaged in activism related to improving women's lived experiences through communication.

**Article III. Membership**

1. Membership in the Women's Caucus shall be open to all those who are members in good standing in the Central States Communication Association and who are interested in advancing the purpose of the caucus.

**Article IV. Officers**

1. The officers of the Women's Caucus shall be a Chair, Vice-Chair, Secretary, and an appropriate number of Reviewers as determined by the Chair.
  - a. The Chair shall serve as the presiding officer of all caucus business meetings. The Chair shall also serve as program planner for the annual convention. The Chair shall also be responsible for carrying out any activities requested by the Association in support of the caucus.
  - b. The Vice-Chair shall assist the Chair in planning the Interest Group's program offerings for the annual convention or any other activities as requested by the Chair or the Association. The Vice-Chair shall perform the duties of the Chair in the event of that officer's absence or incapacity.
  - c. The Secretary shall be responsible for maintaining a written record of the business meetings of the caucus held at the annual meeting in the year following this officer's election. It shall also be the responsibility of the secretary to maintain a record of attendance. The Secretary shall be responsible for transmitting these records to the Chair within a reasonable period following the business meeting of the interest group. The Secretary shall also be responsible for providing the membership with copies of minutes for approval at the subsequent business meeting.
  - d. Reviewers shall be responsible for making judgments about submitted papers and panels and any other activities requested by the Chair. Reviewers will be appointed each year at the discretion of the Chair.

2. The Secretary shall be elected at the annual business meeting and shall assume this position at the business meeting subsequent to which they were elected.
3. Succession shall be automatic from Secretary to Vice-Chair to Chair during the business meeting held at the annual convention. The term for these offices shall be one year.
4. Only individuals who are members of the Central States Communication Association and the Women's Caucus (as designated at the time of convention registration and membership renewal) are eligible for office.

#### **Article V. Executive Committee**

1. The Executive Committee of the Women's Caucus shall be composed of the Chair, Vice-Chair, and Secretary.

#### **Article VI. Meetings**

1. 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.
2. The number of members of the Women's Caucus present at each meeting shall constitute a quorum.
3. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Women's Caucus in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the interest group/caucus/section may adopt.

#### **Article VII. Voting**

1. All voting shall be decided by a simple majority, with the exception of changes to the bylaws.
2. The election of officers shall be conducted by written ballot. Ballots shall be tabulated by at least two members of the Women's Caucus.
3. All voting matters other than the election of officers shall be conducted by voice support of for/yes, against/no, or abstain. The voting majority shall be determined by the Chair. Should any member present deem the voting majority to be unclear by voice support, a second vote shall be conducted using handraising designation.

### **Article VIII. Awards**

1. The top competitive paper of the Women's Caucus shall be designated the Women's Caucus Top Paper Award. The winner of this award shall be determined by the Chair, based on Reviewer evaluations. Recipients will receive a stipend and a certificate.
2. The top competitive panel of the Women's Caucus shall be designated the Women's Caucus Top Panel Award. The winner of this award shall be determined by the Chair, based on Reviewer evaluations. The top competitive panel of the Women's Caucus shall be designated the Women's Caucus Top Panel Award. The winner of this award shall be determined by the Chair, based on Reviewer evaluations. Members of the Top Panel will receive certificates and a monetary award.
3. All awards will be presented at the annual business meeting.

### **Article IX. Finances**

1. The Executive Committee of CSCA allocates funds to each interest group each year. These funds shall be used in support of the caucus awards.
2. In the event that these allocated funds are less than \$100.00, the funds received shall be divided equally amongst the Women's Caucus awards.
3. In the event that these allocated funds exceed \$100.00, any remaining money following the funding of the Women's Caucus awards can be spent in support of the Women's Caucus at the discretion of the Chair.

### **Article X. Amendment of Bylaws**

1. Following their establishment, any amendments to the Women's Caucus bylaws can be proposed by any member of the Executive Committee or by a petition of five members of the Women's Caucus.
2. The Women's Caucus membership must be notified of any proposed amendments at least thirty days prior to the annual meeting. This notification is the responsibility of the Chair. So that the chair is provided with reasonable opportunity to notify membership, amendment petitions must be submitted to the Chair at least forty days prior to the annual meeting.
3. Amendments require the approval of two-thirds of the membership present at the annual meeting.