

**Central States Communication Association**  
***Adjunct/Temporary Faculty Caucus Bylaws***

Article I. Name

1. The name of the interest group shall be called Adjunct/Temporary Faculty Caucus.

Article II. Purpose

2. The purpose of the caucus is to discuss and support the issues that are specific to Adjunct and Temporary Faculty in the academic world.

Article III. Membership

3. Membership in the Adjunct/Temporary Faculty Caucus shall be open to all members in good standing in the Central States Communication Association and who are interested in advancing the purpose of the group.

Article IV. Officers

4. The officers of the caucus shall be a Chair, Vice-Chair and Secretary. Each officer shall be elected by the membership at the annual business meeting for a one-year term. Succession shall be automatic from Secretary to Vice-Chair to Chair.
5. The Chair shall serve as the presiding officer of all Adjunct/Temporary Faculty 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 group.
6. The Vice-Chair shall assist the Chair in any activities as requested by the Chair or the Association. The Vice-Chair shall perform duties of the Chair in the event of that officer's absence or incapacity.
7. The Secretary shall be responsible for maintaining a written record of the business meetings held in the year following this officer's election. The Secretary shall be responsible for transmitting these records to the Chair within a reasonable time period following the business meeting. The Secretary will also be responsible for providing the membership with copies of minutes for approval at the subsequent business meeting.
8. Reviewers will be appointed by the Chair and will be responsible for making judgments about submitted papers and panels.

#### Article V. Executive Committee

9. The Executive Committee of the caucus shall be composed of the Chair, Vice-Chair and Secretary.

#### Article VI. Meetings

10. 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 officers.

#### Article VII. Voting

11. All voting shall be decided by a simple majority, with the exception of changes to the bylaws. All voting matters 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 hand-raising designation.

#### Article VIII. Finances

12. The Executive Committee of CSCA allocates funds (\$100) to each interest group each year. These funds shall be used in support of the interest group.

#### Article IX. Awards

13. Currently, no awards are given for this group.

#### Article IX. Amendment of Bylaws

14. Following their establishment, any amendments to the Adjunct/Temporary Faculty Caucus bylaws can be proposed by any member of the Executive Committee or by a petition of five members of the group.
15. 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. Amendments require the approval of two-thirds of the membership present at the annual meeting.