

Central States Communication Association
Foundational Communication Course Interest Group
Bylaws (Updated 2024)

ARTICLE I: NAME

1: The name of the group shall be the Foundational Communication Course Interest Group of the Central States Communication Association.

2: Official use of the Interest Group's name shall be made only through the authority of the Executive Board of the Interest Group acting under the authority of the Executive Committee of the Association.

ARTICLE II: PURPOSE

1: The purpose of the Interest Group shall be to deal with issues of general concern to members, to provide for a sharing of information on course development, teaching strategies and programs in the foundational communication course; to promote effective instruction and quality research related to the course; to encourage co-curricular activities; to organize panels, sponsor, and co-sponsor programs for the annual Central States Communication Association's convention; to provide a meeting place for constituents of the foundational communication course; and to execute other activity appropriate to the promotion of effective communication education in the foundational communication course.

ARTICLE III: MEMBERSHIP

1: General membership in this Interest Group is open to any member of the Central States Communication Association who is interested in promoting the Interest Group's purposes.

ARTICLE IV: MEETINGS

1: Annual business meeting(s) shall be held at the time and place designated within the annual convention of the Central States Communication Association.

2: All meetings of the Interest Group shall be open to all members of the Interest Group.

3: A quorum shall consist of those members present at the meeting.

ARTICLE V: OFFICERS AND DUTIES

1: Officers will be Past-Chair, Chair, Chair-Elect, and Secretary. These officers shall constitute the Executive Board of the Interest Group.

2: The Chair shall succeed to the office of Past-Chair, the Chair-Elect shall succeed to the office of Chair, and the Secretary shall succeed to the office of Chair-Elect.

3: All officers will serve for the period of one year. In the event any other office is vacated, the Executive Board shall, at its discretion, elect a replacement or establish a nominating and election procedure for filling the vacancy.

4: Elections shall be conducted at the annual business meeting.

5: In addition to discharging the usual responsibilities associated with the office, the Chair shall preside at all business meetings and Executive Board meetings of the Interest Group.

6: The Past-Chair will serve as the parliamentarian at all business meetings and Executive Board meetings of the Interest Group.

7: The Chair shall serve as the program planner for the upcoming convention.

8: The Secretary shall record meeting minutes of the Interest Group, file them with the CSCA Executive Director in a timely manner, and maintain Interest Group archives.

ARTICLE VI: COMMITTEES

1: The Executive Board shall establish ad hoc committees as needed.

ARTICLE VII: VOTING

1: All voting shall be decided by a simple majority, with the exception of changes to the bylaws, which requires a $\frac{2}{3}$ majority.

2: The election of officers shall be conducted by written ballot. Ballots shall be tabulated by at least two members of the Interest Group.

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 by a show of hands.

ARTICLE VIII: AWARDS

1: The top competitive paper of the Interest Group shall be designated the Douglas M. Trank Award. The winner of this award shall be determined by the Chair, based on Reviewer evaluations. Recipients will receive a monetary award and a certificate.

2: The top competitive panel of the Interest Group shall be designated the Melissa Beall Award. The winner of this award shall be determined by the Chair, based on Reviewer evaluations. Recipients will receive a monetary award and a certificate.

3: The Interest Group will award a Top Inclusive Scholarship Paper Award to be chosen by the Chair, based on Reviewer evaluations. Recipients will receive a certificate and be advanced in consideration for the Association Inclusive Scholarship Award.

4: 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 Interest Group awards.

2: In the event that these allocated funds are less than \$100.00, the funds received shall be divided equally amongst the Interest Group awards.

3: In the event that these allocated funds exceed \$100.00, any remaining money following the funding of the Interest Group awards can be spent in support of the Interest Group at the discretion of the Executive Board.

4: All contributions to endowed award funds shall be used to fund those specific awards.

ARTICLE X: AMENDMENTS

1: Amendments to these bylaws may be initiated by a majority of the Executive board or the Interest Group, by a petition of 50% of the membership of the Interest Group transmitted to the Chair of the interest group, or by a majority of the members present and voting at an annual meeting.

2: Amendments shall be distributed to all members of the Interest Group at least thirty (30) days prior to the annual business meeting, at which time the proposed amendments shall be voted upon. A two-thirds majority of the members present and voting shall be required for adoption.

3: In all matters not covered by the bylaws of the Interest Group or the constitution and bylaws of the CSCA, the parliamentary authority for this section shall be Robert's Rules of Order, Newly Revised.