

**By-Laws for the Instructional Resources Interest Group of the Central States
Communication Association**

Article I: Name

A. The name of the organization shall be the Instructional Resources Group (hereafter referred to as the IR Group).

Article II. Authority

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

B. This organization shall function as a member activity group of the Central States Communication Association (hereafter referred to as CSCA) and shall serve the same geographic area encompassed by CSCA.

Article III: Purpose

A. The purpose of this organization is to foster the efforts of researchers in topics related to instructional resources, including all forms of technology, assessment, and instructional ideas. To help achieve this goal, this organization seeks to develop a strong network to aid in the collaboration of its members in promoting the organization's research area.

Article IV. Membership

A. Membership in this organization shall be open to any current member of CSCA.

Article V: Meetings and Voting

A. There shall be at least one business meeting of this organization each year.

B. Annual business meetings will be held at the time and place designated by the Executive Committee of CSCA at the annual convention (hereafter known as the annual meeting). Additional meetings may be scheduled if deemed necessary by this interest group's chairperson or the Executive Committee of CSCA.

C. In a year where there is a joint conference with another region, a separate CSCA IR Group meeting will still take place at the annual joint-convention.

D. A quorum shall consist of those members present at the business meeting.

E. All voting shall follow the standards set by the most recent edition of Robert's Rules of Order.

Article VI: Officers and Duties

Kathryn B. Golsan 1/27/14 11:10 PM

Comment [1]: I left this blank because I actually do not know the year Instructional Resources was officially established. Sorry!

- A. Officers shall be Chair, Chair-Elect, and Secretary
- B. The Chair-Elect shall succeed the Chair and the Secretary shall succeed the Chair-Elect
- C. All offices will be for the period of one year. In the event that an office is vacated the officer next in line for succession will assume the duties of the vacant office and the chairperson may allocate any unfulfilled duties to members of the IR Group.
- D. Elections shall be conducted at the annual meeting.
- E. Chair- duties include presiding over the organization's business meetings; sending out call for papers/panels (to be sent with the CSCA newsletter); disseminating any amendments to current IR members; creating the agenda for the annual meeting and disseminating it; and creating the nomination list.
- F. Chair-Elect- duties include presiding over any of the organization's business meetings in the absence of the Chair; responsible for program planning for the organization's annual convention; attending the program planners meeting at the CSCA annual conference; creating the call for papers; assistant to the Chair; recording the acceptance/rejection rates of that year's submissions; creating the minutes; assuming the role of Chair after election of officers and old business at annual business meeting.
- G. Secretary- duties include recording the minutes of each of the organization's meetings; presiding at any of the organization's business meetings in the absence of both the Chair and Chair-Elect; recording those who will chair/respond/review for the next year; and sending out the minutes approximately one month before the submission date for the next CSCA conference.

Article VII. Awards and Recognition

- A. Awards may be given to top paper and top panel as ranked by the reviewers.

Article VIII: Finances

- A. Receipts for all expenses must be submitted to the Executive Director of Reimbursement.
- B. A report of current finances will be given at the annual meeting.

Article VIII: Amendments to Bylaws

- A. Any amendment to the IR Group Bylaws will be accomplished by a two-thirds majority vote at the annual meeting. Amendments must be submitted to the Chair at least 45 days in advance to the annual meeting. The amendment must be disseminated by e-mail by the Chair at least 30 days in advance to the annual meeting.