

**Bylaws**  
**Undergraduate Programs Interest Group**  
**Central States Communication Association**

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**Article I. Name**

The name of the group shall be the Undergraduate Programs Interest Group, hereafter UPIG.

**Article II. Authority**

The Executive Committee of the Central States Communication Association (CSCA) granted the creation of this interest group in ????.

**Article III. Purpose**

The purpose of the UPIG is to promote collaboration and highlight the efforts of teachers and scholars interested in academic institutions serving students at the undergraduate level. The goal of the UPIG is to develop a strong network among its members to engage on topics related to curriculum/programming, pedagogy, scholarly relationships, and academic organizations within an undergraduate-focused disciplinary program related to Communication.

**Article IV. Membership**

- A. Membership shall be open to any member of CSCA who wishes to join in the promotion of its purpose.
- B. A current list of UPIG members shall be on file with the CSCA office and accessible to all UPIG officers.
- C. All members are allowed to vote at the business meeting.

**Article V. Meetings and Voting**

- A. The annual UPIG meeting shall be held at the time and place designated by the CSCA program planner (typically, the CSCA Vice-President) at the annual convention. If deemed necessary, additional business meetings at the CSCA convention may be scheduled by UPIG officers.
- B. The number of members of the UPIG at each meeting shall constitute a quorum.
- C. All voting shall be decided by a simple majority, unless so designated by the membership in a particular year.
- D. Election of officers will be voted upon by written ballot at the annual UPIG business meeting.
- E. Unless otherwise designated, all other votes (i.e., UPIG business not related to officer elections) may be voted upon by vocal acclimation or hand-raising designation (in favor/yes, against/no, abstain) at the annual meeting *or* by confidential/anonymous electronic voting procedures in the interim between annual meetings. The voting majority shall be determined by the Chair and confirmed by the Secretary.

**Article VI. Executive Committee Officers and Method of Election**

- A. The officers of the UPIG, who comprise the UPIG Executive Committee, shall be the Chair, Vice-Chair, and Secretary.
- B. At least 4 paper readers will also serve (by election or appointment) for each conference year. The Vice-Chair will also serve as a paper reader, making a total of at least 5 paper readers. The Chair has the discretion to appoint paper readers as needed. Paper readers will be responsible for reading and ranking/rating papers and panel proposals within the UPIG 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 during the business meeting with new business (or where applicable).
- D. Terms:
  - a. Chair is a one-year term.
  - b. Vice-Chair is a one-year term (and becomes Chair the following year).
  - c. To ensure continuity across years, Secretary is a two-year term.
  - d. Positions may be consecutively elected to the same office more than once, where applicable.
- E. Vacancies:
  - a. If the Chair post is unfulfilled, the Vice-Chair will assume the Chair role.
  - b. If the Vice-Chair post is unfulfilled, the Chair has the discretion to find someone to assume the role.
  - c. If the Secretary role is unfulfilled, the Chair is responsible for finding someone to assume the role.
- F. Duties
  - a. **Chair**
    - i. Presides over business meetings.
    - ii. Creates and distributes call for papers.
    - iii. Plans the full program for the UPIG for the annual CSCA convention.
    - iv. Appoints paper readers as needed.
    - v. Creates and distributes a call for officer nominations and prepares an election ballot for the UPIG meeting.
    - vi. Maintains record of and reports to membership on UPIG finances.
    - vii. Maintains record of and reports to membership on UPIG data, including but not limited to membership roll, conference submission/acceptance statistics, recognitions, and awards.
  - b. **Vice-Chair**
    - i. Presides at the UPIG meetings in absence of the Chair.
    - ii. Responsible for overseeing any proposed revisions of bylaws.
    - iii. Assists the Chair.
    - iv. Acts as paper reader.
    - v. Attends CSCA Program Planner meeting (in preparation for Chair duties) on behalf of the UPIG in the appropriate year.
    - vi. Arranges an annual special panel in response to UPIG ideas or suggestions articulated at the annual business meeting.
  - c. **Secretary:**
    - i. Records minutes of each interest group meeting.

- ii. Distributes meeting minutes to members and officers as requested and at the annual UPIG business meeting.
- iii. Presides at any meeting in the event both the Chair and the Vice-Chair are absent.
- iv. Sends out list of UPIG panels/programs to UPIG membership at least two weeks before the annual conference.
- d. **Paper Readers:**
  - i. Serves as an objective reader for UPIG submissions assigned by the Chair for review.
  - ii. Provides feedback for paper and panel submissions to the UPIG Chair within the designated time frame.
- G. Election of offices will occur through nominations (solicited by the Chair) sent to the UPIG prior to the annual meeting and placed on a ballot. Other nominations may be added from the floor at the meeting.

#### **Article VII. Submission of Papers and Panels**

- A. All papers and panel submissions must be sent to the UPIG Chair via electronic means and must be received by the date announced by the CSCA Vice-President/Program Planner.
- B. Special standing panels (e.g., work situations, special topics, special recognitions) may be created for each convention. Such a panel would be invited and would not be competitively reviewed. The UPIG Chair may appoint someone to create the panel for the next conference. Any interested parties who wish to participate/organize such panels should approach the Chair at the business meeting with their ideas.

#### **Article VIII. Awards and Recognitions**

- A. A top competitive paper award may be assigned each year, at the discretion of the Chair and based on Paper Readers' evaluations. The winner/s of this award will be announced at the annual UPIG business meeting, and receive a certificate of achievement, copies of which will be provided for each author on the paper. At the Chair's discretion, the top competitive paper may also receive a cash award of no more than \$50.00 taken from the annual financial allotment made by CSCA to UPIG.
- B. A top competitive panel award may be assigned each year and awarded to any of the panels that were competitively reviewed by the paper readers. The organizer of that panel will receive a certificate of achievement, and the recognition will be announced at the annual UPIG business meeting.
- C. The Chair may, at his or her discretion, choose to forego awarding the top paper/panel achievement in years where no deserving recipient/s are discerned.

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

- A. The Executive Committee of CSCA allocates annual funds to each interest group. Fifty dollars will go to the recipients of the top paper (if deemed worthy). In the event that the annual allocation is not \$50.00 or more, all funds received will be used at the discretion of the Chair, with input from the Vice-Chair.
- B. The remainder of the moneys shall be spent on miscellaneous items – excluding food, beverages, and any other items expressly prohibited by the CSCA Executive Bylaws.

These items may include gifts for paper readers or any other reasonable expenses incurred by officers during the year, unless expressly prohibited in the CSCA Executive Bylaws. Receipts for all expenses must be submitted for reimbursement, and expenditures should not exceed the annual monetary allotment made by CSCA to the UPIG.

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

- A. These original UPIG bylaws were discussed and voted upon at the 2014 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 UPIG bylaws will be accomplished by a majority vote of those in attendance at the annual meeting provided said amendment is introduced at least 45 days in advance to the officers and distributed via e-mail to all currently registered UPIG members at least 30 days in advance of the meeting. This notification is the responsibility of the Chair.
- C. Amendments require the approval of two-thirds of members attending the annual meeting.

#### **Article XI. Communication**

- A. Unless otherwise indicated, all communication with UPIG membership that occurs outside of the annual CSCA business meeting will take place electronically.
- B. UPIG members are responsible for maintaining current contact information (i.e., email), and any updates should be addressed to the UPIG Secretary, who will maintain a list based on and supplemented by the prior year's meeting records.

Initially drafted by Jessica Eckstein on 2/21/14 with minor modifications by Robert Gobetz on 3/2/14.