

Central States Communication Association
Organizational and Professional Communication Interest Group Bylaws

Article I. Name

1. The name of the interest group shall be called the Organizational and Professional Communication Interest Group of the Central States Communication Association (CSCA).

Article II. Authority

1. The Executive Committee of CSCA granted the creation of this Interest Group.

Article III. Purpose

1. The purpose of this interest group is to collaboratively promote the efforts of researchers, teacher/scholars, and practitioners as they relate to the study and practice of human communication in organizational and professional contexts. The goal is to develop a strong network among its members to enhance pedagogical and research agendas, particularly as they might aid theoretical development and practical application, within the academic and outside research communities, particularly in each of the 13 states in the Central States Region.

Article IV. Membership

1. Membership shall be open to any member of CSCA who wishes to join in the promotion of its purpose through application and renewal of this interest group.
2. Anyone seeking membership at the Interest Group's annual meeting who has not indicated such on his/her CSCA membership may contact the Interest Group Vice-Chair to have his/her name submitted to the CSCA Executive Director for membership.
3. A current list of the Interest Group members shall be on file with the CSCA Executive Director.

Article V. Meetings and Voting

1. An annual meeting will be held at the time and place designated by the Executive Committee of CSCA at the annual convention. Additional business meetings may be scheduled if necessary by the Interest Group officers or the Executive Committee.
2. In years where there is a joint conference with another region, a separate CSCA Organizational and Professional Interest Group meeting will still take place at the annual joint-convention.
3. The voting membership shall consist of those CSCA members who are currently affiliated with the Organizational and Professional Communication Interest Group at the time at which the vote is taken.
4. All voting shall be decided by a simple majority, unless so designated by the membership.

5. Election of officers will be voted upon by ballot vote.
6. Unless otherwise designated, all other votes (besides election of officers) will be by hand-raising designation of: in favor/yes, against/no, or abstain.

Article VI. Officers and Method of Election

1. The officers of the interest group shall be Chair, Vice-Chair, and other officers added as necessary. Vice-Chair will assume the Chair position in his/her second year of office. Paper readers will also be selected at each annual Interest Group meetings.
2. The Vice-Chair will be elected during the annual business meeting of the Interest Group, and will take office at the end of each business meeting (i.e., Vice-Chair will take office during the business meeting with “new” business, or where applicable).
4. The Webmaster will be appointed by the Chair and take office at the end of the business meeting.
5. Chair is a one-year term; Vice-Chair is a one-year term who becomes the Chair for a second one-year term. Webmaster is a one-year term, appointed by the Chair, which may be renewed. Positions may be consecutively elected to the same office more than once, where applicable.
6. Duties
 - 6a. Chair – presides over business meetings; creates and distributes a call for papers (to be sent with the CSCA May newsletter); responsible for program planning for the Interest Group’s annual convention to include creation of spotlight/special panels (which may change during years of joint conferences); attends the program planners’ meeting held during the CSCA annual conference; creates and awards certificates for top papers within the Interest Group; and other responsibilities as required.
 - 6b. Vice-Chair – records minutes of each Interest Group meeting; creates two Interest Group newsletters to be distributed in late summer and mid-March; presides at Interest Group meetings in absence of the Chair; responsible for revisions of bylaws; assists the Chair; acts as a paper reader; and is responsible for distribution of any messages to the Interest Group members from officers during the year.
 - 6c. Webmaster – coordinates and posts information to the CSCA Webmaster; updates Interest Group information; promotes Interest Group member usage; and other responsibilities as required.
7. Election of officers will be through nominations from the floor made at the annual business meeting of the Interest Group.

Comment [11]: Consider removing “Webmaster” as a position. Consider adding the election of a “Secretary” to be consistent with other interest groups. Duties could include newsletters and a web presence.

Article VII. Committees

1. The Executive Committee of the Interest Group shall be composed of the Chair and Vice-Chair.
2. The Committee of Paper Readers is selected annually and is responsible for reading and ranking/rating papers and panel proposals within the Organizational and Professional Interest Group for the following year’s annual convention. Specific responsibilities

include being an objective reader and returning papers/panels with ideas to the Interest Group Chair within the time frame set forth by the Chair.

3. Temporary (Ad Hoc) committees (e.g., special projects, member initiatives, undergraduate programs, fundraising issues) may be appointed by the Chair. No Ad Hoc Committee shall exist for more than two years. At the end of two years, a majority vote may convert an Ad Hoc Committee to a Committee.

Article VIII. Submission of Papers and Panels

1. All papers and panel submissions must be sent to the Interest Group Chair and must be received by the date given by the CSCA Executive Committee.
2. Special spotlight panels (e.g., scholars at work; special topics/methodology; special recognition of a scholar's life/career) will be created for each convention; this would be an invited panel, and not a competitively reviewed panel. The Interest Group Chair will serve as the spotlight/special panel chair editor for the next year's conference. Individuals should approach the Chair at the business meeting with any ideas for special panels.

Comment [I2]: Consider adding a limit on the number of paper and/or panel submissions from the same single author.

Article IX. Awards and Recognition

1. The top competitive paper and top student paper will be presented certificates honoring their accomplishment at the appropriate panels.

Comment [I3]: Consider plaques as well.

Article X. Finances

1. The Executive Committee of CSCA allocates funds to each Interest Group each year.
2. These funds are available to the Chair and Vice-Chair to offset expenses incurred in the administration of the Interest Group during the year (e.g., photocopying, mailings) and for conference expenses such as certificates or plaques. Receipts for all expenses must be submitted for reimbursement.

Article XI. Joint Conferences

1. During years of joint conferences, the program planner of the Interest Group will discuss with the planner of the joint Organizational and Professional region for the following year's conference in order to identify/discuss the following:
 - 1a. Who the program planner will be, to whom the papers/panels will be sent. Only one of the planners ought to receive all materials.
 - 2a. Limit paper readers from each region in order to have readers split evenly among the two regions (the Vice-Chair being one of those readers).
 - 3a. Any "special" panels that may be created as a result of both regions and who will be in charge of creating those panels.
 - 4a. Discuss how the top panels will be decided (e.g., top 4 papers involving both regions; top 4 from each).

Article XII. Voting and Amendments to Bylaws

1. These original bylaws were discussed and voted upon at the 2000 annual meeting. If any “articles” need revision or further discussion, adoption and changes need to be provided to the officers in writing 30 days prior to the annual business meeting in order to make any necessary changes for the business meeting. Thus, initial adoptions and changes will be approved through majority vote at the business meeting.
2. Any amendments to the Organizational and Professional Communication Interest Group Bylaws will be accomplished by a 2/3 vote of those in attendance at the annual meeting, provided said amendment is introduced 45 days in advance to the officers and disseminated by e-mail from the Vice-Chair to all members at least 30 days in advance of the meeting.

Initially Approved: 15 April 2000

Organizational and Professional Communication Interest Group

Bylaws Drafted: John F. Stone

Revised: 7 April 2001