

Central States Communication Association
Basic Course Interest Group Bylaws

ARTICLE I: NAME

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

Interest Group 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

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 Basic Courses; to promote professional research related to Basic Course instruction; to encourage co-curricular activities; to organize panels and sponsor and co-sponsor programs for the annual Central States Communication Association's convention; to provide a meeting place for Basic Course instructors of speech communication and for others concerned with and interested in Basic Course speech activities; and to execute other activity appropriate to the promotion of effective Basic Course communication education.

ARTICLE III: MEMBERSHIP

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

ARTICLE IV: MEETINGS

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

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

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

Interest Group 4: In all matters not covered by the by-laws of the interest group or the constitution and by-laws of the CSCA, the parliamentary authority for this section shall be *Robert's Rules of Order, Newly Revised*.

ARTICLE V: OFFICERS AND DUTIES

Interest Group 1: Officers will be Past-Chair, Chair, Chair-Elect, and Secretary .

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.

Interest Group 3: All offices will be 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.

Interest Group 4: Elections shall be conducted at the annual meeting.

Interest Group 5: In addition to discharging the usual responsibilities associated with the office, the Chair shall preside at all business meetings and Executive Committee meetings of the Interest Group. The term of office shall be one year. The Past-Chair will serve as the parliamentarian at all business meetings and Executive Committee meetings of the Interest Group. The term of office shall be one year.

Interest Group 6: The Chair is program planner for the upcoming convention. The term of office shall be one year.

Interest Group 7: The Secretary shall perform the customary duties of that office. The term of office shall be one year.

ARTICLE VI: EXECUTIVE BOARD

Interest Group 1: The Executive Board shall be composed of the elected officers of the interest group.

Interest Group 2: The Executive Board shall administer the policies of the interest group and between annual meetings shall serve as the chief administrative authority of the interest group.

ARTICLE VII: AMENDMENTS

Interest Group 1: Amendments to these by-laws 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.

Interest Group 2: Amendments initiated as specified in Interest Group 1 shall be distributed to all members of the section at least thirty (30) days prior to the annual 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.

ARTICLE VII: VOTING

Interest Group 1: All voting shall be decided by a simple majority, with the exception of changes to the bylaws.

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

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 using handraising designation.

ARTICLE IX: AWARDS

Interest Group 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 \$50.00 and a certificate.

Interest Group 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 \$50.00 and a certificate.

Interest Group 3: All awards will be presented at the annual business meeting.

ARTICLE X: FINANCES

Interest Group 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.

Interest Group 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.

Interest Group 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 Chair.

Updated 01/13/14