

Communication Centers Section

A Unit of the National Communication Association

The Communication Centers Section ("Section") of the National Communication Association (NCA) encourages and facilitates the exchange of scholarly and professional knowledge about issues related to communication centers, including communication theory and methodology, speech communication, and other disciplines related to the study of human communication. Members of the Section support the following goals:

- cooperation among center administrators and consultants in exchanging professional information about center operations
- scholarly research about the impact of communication centers
- academic exchange between communication scholars
- professional cooperation with other associations of scholars
- promotion of the Communication Centers initiative in higher education

The Section serves as a unit of NCA and supports its goals and constitution. The Section abides by its own bylaws as indicated herein.

Bylaws

Approved November 2006; Revised November 2008

ARTICLE I – Membership

Membership is secured by affiliating with the Section as part of NCA membership. Two types of membership and their qualifications are:

1.1 Regular Member: Any communication professional in various fields of communication or related fields who is a member of NCA is eligible to be a regular member.

1.2 Student Member: Any undergraduate or graduate school student in various fields of communication or related fields who is a member of NCA is eligible to be a student member.

ARTICLE II - Dues and Fees

2. 1. Membership in the Section requires no further dues beyond NCA membership.

2. 2. Conference fees are required for members who participate in conferences. Fees are stipulated by NCA or other hosting organizations.

ARTICLE III - Meetings

3.1. The Section shall hold a general meeting concurrent with the annual meeting of NCA.

3.2. The Section shall hold a planning meeting in conjunction with the annual meeting of the National Association of Communication Centers (NACC).

3.3. The Executive Committee of the Section shall hold a meeting concurrent with the annual meeting of NCA with other meetings to be held in person or online as necessary.

3.4. Any votes taken at meetings will be decided by majority rule of those present. Deciding votes will be cast by the chair. A quorum (1/3 of the membership or those attending the annual NCA business meeting) must cast votes on matters involving the Section Bylaws and Election of Officers.

ARTICLE IV - Nominations, Elections, Appointments

4.1 Nominations

- a. The Nominating Committee shall announce election procedures and call for nominations to all members at least one month prior to the election.
- b. Nominations for the elected offices may be made by any member of the Section either preceding the date of the election or on the day of the election.
- c. Nominees must verify membership in NCA and must agree to serve for one year.

4.2 Elections

- a. The election will be conducted at the Section's Business Meeting during the annual NCA conference.
- b. The candidate, in each category of officer and chairperson, receiving the largest number of votes shall be declared elected. The announcement of the results shall be made to the association by December 1 of the same year, at which point the new term of office begins.

4.3 Appointments

- a. If there is no nomination of candidate for an office or chairpersonship, the Executive Committee shall appoint the officer or chairperson for the coming year.
- b. Appointments of members to serve on committees or in appointed positions are made by the Executive Committee and affirmed by the membership at the Section Business Meeting.

ARTICLE V - Duties of Elected Officers

Four elected officers shall serve as the Section's Executive Committee: the chair, the vice chair, the vice-chair elect, and the recorder. The term of all four officers is one year beginning December 1 of the year in which they are elected. Except at the discretion of the Nominating Committee, the term of office is limited to one year; the recorder's term, however, may be extended to a maximum of two years with the approval of the incoming chair.

5.1. The Section chair shall:

- a. Preside at meetings of the Section.
- b. Report annually to the NCA Legislative Assembly in such form and manner as the Legislative Assembly shall prescribe.
- c. Discharge the usual responsibilities normally adhering to the office.
- d. Serve as a representative to the NCA Legislative Assembly and inform membership about legislative issues.

5.2 . The Section vice chair shall:

- a. Succeed to the Unit chair in the event of the death, disability, or resignation of the chair.
- b. Plan that portion of the program of the annual meeting for which the Section is responsible and in cooperation with the First Vice President of NCA.
- c. Discharge the usual responsibilities normally adhering to the office.
- d. Serve as a representative to the NCA Legislative Assembly.

5.3. The Section vice chair elect shall:

- a. Succeed to the Section vice-chair in the event of the death, disability, or resignation of the vice chair.
- b. Assist the Section's vice chair in planning that portion of the program of the annual meeting for which the Unit is responsible.
- c. Help to heighten visibility of the Section and plan any ceremonial functions of the Section, such as awards.
- d. Discharge the usual responsibilities normally adhering to the office.

5.4. The Section recorder shall:

- a. Perform the customary duties of that office, including the recording and disseminating of minutes.
- b. Maintain membership records.
- c. Forward position announcements to the membership.
- d. Support the chair's communication with the membership.

ARTICLE VI. Appointed Positions and Committees

Appointees are selected by the Executive Committee and identified to the membership at the annual meeting. Appointees commit to positions for a minimum of one year. The positions of Publications Specialist and Student Coordinator may be extended to maximum of two years at the discretion of the Nominating Committee,

6.1 Publications Specialist

- a. Announce publishing opportunities to members.
- b. Identify opportunities to publicize the activities or goals of the Section.
- c. Publicize professional accomplishments of section members, including publications and promotions.

6.2 Webmaster

- a. Maintain website in conjunction with NACC.
- b. Post current and archival information about activities and resources related to the study and practice of Communication Centers.
- c. Manage hosting issues; submit costs to Section Chair.
- d. Coordinate with link on NCA site.

6.3 Section Nominating Committee

The nominating committee of the Section is comprised of former Section chairs, those who most recently served as chair.

- a. Announce nomination process at least one month before the annual meeting.
- b. Accept nominations before the annual meeting and from the floor at that meeting.
- c. Identify candidates and provide description of duties.
- d. Present slate of officers to the membership via email before the annual meeting and at the annual meeting.

6.4 Representative to NCA Nominating Committee

The immediate past chair serves on the NCA Nominating Committee.

- a. Participate in NCA nominating process.
- b. Inform membership about issues related to nominations.
- c. Inform membership about possibilities for involvement in administrative levels of NCA.

6.5. "Excellence at the Center" Committee

The Excellence at the Center Committee is comprised of former NACC Conference Chairs, who have hosted "Excellence at the Center" conferences.

- a. A liaison is selected from the group of former hosts and serves as a connection between NACC and the Section.
- b. Supports interaction among center directors and student consultants.
- c. Provides information and support to current NACC Conference Chair.
- d. Identifies future hosts.

6.6. Student Coordinator

A student coordinator is appointed by the executive committee to support the work of undergraduate and graduate students who serve in Communication Centers or who seek careers in Communication Centers. In consultation with the Executive Committee, the student coordinator may establish a student committee to work on specific projects.

- a. Serves as liaison between student members and faculty members.
- b. Encourages NCA membership among students.
- c. Encourages presentations at NACC meetings.

ARTICLE VII. Revision of the Bylaws

7.1 The petition for the amendment or revision of the Bylaws can be made to the Chair either by a decision of the executive committee or by five or more members of the association. The petition must be accompanied by a statement of rationale for the proposed change and should be made available to the membership at least three weeks prior to the annual meeting.

7.2 The Chairperson shall conduct a direct ballot at the annual NCA conference. If necessary electronic balloting may be conducted at other times of the year with sufficient notice to the membership.

7.3 Bylaws of the section may be amended or revised by a majority vote of all ballots cast. A quorum must participate in the vote for the results to be considered valid.

7.4 The results of the ballots shall be announced on the Section's website or through email to the Section's members.