

NATIONAL COMMUNICATION ASSOCIATION BY-LAWS FOR THE BASIC COURSE DIVISION

ARTICLE I. NAME, AUTHORITY, AND PURPOSE

Section 1. The name of this group shall be the Basic Course Division.

Section 2. The Basic Course Division exists by authority of the Legislative Council of the National Communication Association in action taken by the Council in sessions held in conjunction with the NCA Convention in November, 1993. The Division was initially designated a Commission; its status was changed to a Division when its membership reached the levels required by NCA.

Section 3. The Basic Course Division promotes the teaching, study, research, and administration of communication in basic course settings. Focusing on teaching fundamental communication skills and theory to undergraduates, the Division is concerned with a broad spectrum of issues relevant to the maintenance and development of quality basic courses to benefit students, scholars, and the discipline. The Division emphasizes both qualitative and quantitative approaches to scholarly work in basic course teaching and administration.

ARTICLE II. MEMBERSHIP

Section 1. General membership in the Basic Course Division is open to any member of the National Communication Association who is interested in promoting the Division's purposes.

Section 2. Division membership shall be composed of those persons who indicate on their NCA membership application or renewal their desire to be part of the Basic Course Division.

ARTICLE III. MEETINGS

A business meeting shall be held at the time and place of the annual convention of the Association. Additional meetings may be scheduled by the Executive Committee.

ARTICLE IV. OFFICERS AND COMMITTEES

Section 1. The officers of the Division shall be Immediate Past Chair, Chair, Vice-Chair, Vice-Chair-Elect, and Secretary.

Section 2. The Immediate Past Chair shall represent the division on the Legislative Assembly and shall assist the Chair as needed.

Section 3. The Chair shall preside at meetings of the Division and shall work with the

Vice-Chair-Elect in membership recruitment for the Division. The Chair also will serve as chair of the Nominating Committee and will be a nonvoting member of that committee. The Chair shall respond to NCA requests for Division reports and information. The Chair shall serve on the Legislative Assembly and will perform other duties as requested by NCA. The Chair shall serve a one-year term.

Section 4. The Vice-Chair shall, in cooperation and consultation with appropriate officers of the Division and NCA, plan the program of the Basic Course Division for the annual NCA convention. The Vice-Chair will be responsible for developing the call, managing the submission process, and compiling the ratings and rankings of papers and proposals submitted for competitive evaluation. The Vice-Chair shall assist the Chair in creating reports to NCA as requested. The Vice-Chair shall serve on the Legislative Assembly when the membership of the division grows to require a third representative. The Vice-Chair shall serve a one-year term and succeed to the office of Chair the next year.

Section 5. The Vice-Chair-Elect shall serve as a Program Evaluator and shall assist the Vice-Chair in program planning. The Vice-Chair-Elect shall serve a one-year term and succeed to the office of Vice-Chair the next year.

Section 6. The Secretary shall be responsible for internal communication among the members. The Secretary shall prepare minutes for the business meetings and, as needed, shall send announcements, memorandums, and newsletter information to members of the Division and shall channel appropriate information to Spectra. The secretary shall serve a two-year term.

Section 7. Program Evaluators shall be selected by the Division membership through volunteers. The Program Evaluators shall be responsible for rating and ranking competitive papers and proposals submitted in response to the yearly call for papers. The number of Program Evaluators will be determined by the Vice-Chair. The Program Evaluators shall be selected at the annual business meeting to serve a one-year term.

Section 8. The Executive Committee shall be composed of the Officers of the Division. In the event of an office becoming vacant before a term is completed, the Executive Committee shall appoint an individual to perform the duties of that office until the next annual meeting. The Executive Committee shall be empowered to act on behalf of the membership of the Division in emergency situations between annual meetings. Such actions are subject to review by the membership at the next annual business meeting.

Section 9. The Nominating Committee shall consist of three members elected by the Division membership at the annual NCA convention. The person with the highest vote tally will serve as convener. The Chair shall serve on this committee without vote. The duty of the committee shall be to nominate at least one individual to fill each vacancy among the officers and committee members of the Division. The Nominating Committee members will be announced at the annual business meeting.

Section 10. Special committees with tenure ordinarily limited to one year and with specific duties appropriate to the needs of the Division shall be appointed by the Chair, with the advice and consent of the Executive Committee, or shall be elected by a majority vote of individuals in attendance at the annual business meeting and will serve a one-year term.

Section 11. All officers, program evaluators, and committee members shall take office/begin duties at the conclusion of the annual convention.

ARTICLE V. ELECTIONS

Section 1. The Nominating Committee shall nominate at least one person for each vacancy to be filled and will inform the Chair of the division of the nominations prior to the annual convention. The nominations for officers and committee members will be presented to the general membership by the Nominating Committee at the annual business meeting.

Section 2. Additional nominations for each vacancy may be made by any member at the annual business meeting.

Section 3. A nominee must receive a majority vote of the Division members present and voting at the annual meeting. In the event that more than two people are nominated and no one initially receives a majority vote, a run-off election between the two individuals receiving the most votes shall be held immediately. A tie vote will be decided by the Chair of the Division immediately.

Section 4. All elections will be conducted by paper ballot unless there is only one candidate for a position and there is a motion to accept by acclamation.

ARTICLE VI. PROGRAM PROPOSALS, PAPERS AND AWARDS

Section 1. Individuals may submit panel proposals, and competitive papers or comprehensive abstracts following the published call for submissions. Competitive papers and abstracts shall be evaluated through a blind review process. The Vice-Chair will assign submissions to Program Evaluators who will read them and assign a rating and ranking to each one. The Vice-Chair shall compile the summary of ratings and rankings to determine the top ranked papers/proposals. The Vice-Chair shall inform individuals of the acceptance or rejection of their submissions in a timely manner.

Section 2. Competitive papers or comprehensive abstracts and panel proposals, shall be rated separately. The following criteria shall guide the evaluation: (1) originality, (2) interest to Division members, and (3) overall quality. All submissions shall adhere to the standards set out in the submission call posted by the Vice-Chair.

Section 3. The Vice-Chair shall work with the First Vice-President of the Association to schedule programs. The Vice-Chair shall decide on the number of competitive paper

programs and the number of panel and poster session proposals, in accordance with the directives of NCA.

Section 4. The Vice-Chair shall, based on the ratings and rankings of the evaluators, select three distinguished papers from those competitively submitted for awards: Top Paper, "Dr. Lawrence W. Hugenberg Top Student Paper Award in the Basic Course" and Top Panel. The Vice-Chair has the prerogative to deem no paper worthy of one or more awards that year. Awards will be given to the author(s) by the Vice-Chair at the annual business meeting.

Section 5. The Program of Excellence Award may be awarded annually to one program. The program may focus on any introductory communication course including public speaking, hybrid, or interpersonal; other focuses for the basic course will be considered. The purpose of this award is to recognize the distinctive excellence of basic course programs and to identify programs that can serve as best practice models for other programs across the country. Nominated programs not selected for the Program of Excellence Award may be considered for Program of Distinction honors each year. A call for nominations, along with a description of criteria and deadlines, will be distributed following the annual convention. The award review committee will consist of the officers of the Division and will be chaired by the Immediate Past Chair.

ARTICLE VII. PARLIAMENTARY AUTHORITY

All meetings of the Division, its committees, or other subsidiary bodies, shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to these By-Laws may be initiated by a majority of the Executive Committee, by a majority of the Division membership at a business meeting, or by a petition addressed to the Chair and signed by twenty-five members of the Division.

Section 2. A proposed amendment must be published in a newsletter, email, or posted online with notice sent to members at addresses in the current Division membership list maintained by NCA prior to the annual business meeting at which it will be considered for final approval.

Section 3. The adoption of a proposed amendment requires a two-thirds majority vote of those present and voting at the annual business meeting of the Division.

Section 4. Amendments shall become effective immediately upon approval at the business meeting at which they were presented.