

REVISED BY VOTE OCTOBER 15, 2016

NEW YORK STATE COMMUNICATION ASSOCIATION CONSTITUTION AND BY-LAWS



CONSTITUTION

ARTICLE I.

NAME AND PURPOSE

Section 1. Name

This organization shall be known as THE NEW YORK STATE COMMUNICATION ASSOCIATION (formerly, until the weekend of 9/25-27, 1997, the New York State Speech Communication Association).

Section 2. Purposes

The purposes of this organization shall be: to encourage human communication scholarship and education in New York State, to serve the interests of the members of the Association, to foster student interest in the academic and applied fields of communication, to nourish a community of students, scholars, and practitioners, to promote cross disciplinary connections, and to promote close relations with other educational organizations in the field of communication.

ARTICLE II.

MEMBERSHIP

Membership in the Association shall be open to any person or organized group of persons interested in promoting its purposes.

ARTICLE III.

JOURNAL

The Association shall adopt as its official journal The Atlantic Journal of Communication, as a joint venture with said Journal. Consequently, the Association shall suspend, with the possibility of continuation in the future, publication of The Speech Communication Annual.

ARTICLE IV.

OFFICERS AND THEIR DUTIES

Section 1. Officers

The officers shall be: Immediate Past President, President, Vice President, Vice President-Elect, Executive Secretary, Recording Secretary, Treasurer, Director of Sales and Fundraising, Director of Web and Social Media, Archivist, Editor-in-Chief, Community Manager, Editor of Proceedings, Chair of the Nominating Committee, Student Representative, and Members-at-Large (3).

Section 2. Immediate Past President

The Immediate Past President shall serve as a member of the Executive Council.

Section 3. President

The President shall preside at meetings and other functions of the Association and of the Executive Council; administer the affairs of the Association and report annually on the Association's status and the actions taken by the Executive Council; appoint a Resolutions Committee; fill vacancies on committees and appoint ad hoc committees when necessary; call special meetings of the Executive Council when necessary; serve as official liaison with the State Department of Education; maintain contact with other professional organizations within the state (e.g., English, NYSSHLA, etc.); serve as representative to the NCA and ECA State Advisory Councils, or appoint a designee; and perform such other duties as may be delegated to the office by the Council or by the Association.

Section 4. Vice President

The Vice President shall be responsible for the theme, site selection, program planning, and contractual arrangements for the annual convention, subject to the approval of the Executive Council. The Vice President may appoint a Convention Committee to advise and assist in the formulation of policy for the convention, in soliciting and choosing programs and panels, and in implementing local arrangements. In the absence or disability of the President, the Vice President shall also assume the duties of the President.

Section 5. Vice President-Elect

The Vice President-Elect shall assist the Vice President in his/her duties. In particular, the Vice President-Elect shall assist with conference preparation as directed by the Vice President and will coordinate all of the awards committees and the nominating committee by getting updates from the chairs in June, August, and written reports in September; as well as coordinating and presenting the Top Paper Awards for undergraduate and graduate student research at the annual convention.

Section 6. Executive Secretary

The Executive Secretary shall accurately record the membership and the subscribers to The Atlantic Journal of Communication; provide an electronic membership directory available to Association members; and be responsible for all mailing lists and mailing, either electronically or by postal service as circumstances require, of the annual notices of dues to all members and subscribers to The Atlantic Journal of Communication. The Executive Secretary shall also be responsible for the collection of dues and their transmission to the treasurer, and for registration at the annual convention.

Section 7. Recording Secretary

The Recording Secretary (or designee) shall record and keep accurate minutes of all Executive Council and Association meetings and transmit copies of all minutes to the Executive Council, the Archivist, and the Director of Web and Social Media. The Recording Secretary shall also keep an updated list of the Association officers.

Section 8. Treasurer

The Treasurer shall be responsible for the receipt of annual dues and of all other income of the Association; be custodian of the funds of the Association; make such disbursements as have been authorized in the budget and by the Executive Council; retain all forms and documentation regarding the tax status of the Association; file any necessary tax forms; and prepare financial records and report on the finances of the Association at the meetings of the Executive Council. The financial books of the Association may be audited by vote of the Executive Council, either by the Council itself, or by hiring a professional auditor.

Section 9. Director of Sales and Fundraising

The Director of Sales and Fundraising shall; coordinate the solicitation of sponsorships to raise revenue in connection with the convention; maintain contact with the chairs, Deans, and directors of community college, 4-year undergraduate, and graduate communication programs throughout the state; and develop relationships with other organizations where cross-promotion is in the best interest of the Association.

Section 10. Director of Web and Social Media

The Director of Web and Social Media shall be responsible for designing, maintaining, and regularly updating the Association's website, shall advise and consult with the Executive Council on all matters regarding the Association's web presence, and shall coordinate with the Community Manager to spearhead all discussion and initiatives with respect to the Association's use of web and social media.

Section 11. Archivist

The Archivist shall serve as the historian and archivist for the Association. He/she shall be responsible for maintaining all of the printed and digital records of the Association, and for providing such information to the Executive Council as requested. The Archivist will be appointed by the Executive Council every three years at the annual conference.

Section 12. Editor of the Speech Communication Annual

The office of Editor of The Speech Communication Annual shall be presently suspended, with the possibility of continuation in the future.

Section 13. Editor-in-Chief

The Editor-in-Chief shall serve as the liaison between the Association and the editor of the Atlantic Journal of Communication, and update the Executive Council and the Association on the relevant affairs of the journal. The Editor-in-Chief will be appointed by the Executive Council every three years at the annual conference.

Section 14. Editor of Reports

The office of Editor of Reports Shall be presently suspended in light of evolving technologies and communication practices, rendering a bi-annual newsletter publication outdated.

Section 15. Editor of Proceedings

The Editor of Proceedings shall assume total responsibility for the publication and distribution of the proceedings of the annual convention, including selection of an editorial and managerial staff and procedure for the refereeing of submissions.

Section 16. Chair of the Nominating Committee

This role will be fulfilled by the previous Immediate Past President. The Chair of the Nominating Committee shall be charged with steering the duties of the Nominating Committee (as outlined in Article VI., Section 1.). The Chair of the Nominating Committee shall also assist in providing nominees for those offices appointed by Executive Council (as outlined in Article V., Section 3.) and present these at the Spring Executive Council meeting.

Section 17. Student Representative

The Student Representative shall serve as the voice of NYSCA's student membership in all NYSCA affairs, by participating in the deliberations of the Executive Council at its meetings, by voting on all matters regarding policy and procedure, and by serving or filling vacancies on committees when necessary.

Section 18. Members-at-Large

Three Members-at-Large of the Executive Council shall participate in the deliberations of the Council at its meetings, shall vote on all matters regarding policy and procedure, and shall be asked to serve or to fill vacancies on committees when necessary.

Section 19. Community Manager

The Community Manager shall be responsible for monitoring and maintaining the Association's social media presence. They will coordinate with the Director of Web and Social Media to develop and plan content for the Association's social media accounts; communicate with executive council members to ensure content reflects the most up-to-date business and activity of the organization and its members; cultivate, engage, and grow the organization's audience, which includes both members and non-members who are affiliated with the communication discipline and professions; promote and encourage the submission of papers and presentations for the annual conference; and drive community engagement in compelling conversations about issues relevant to the organization, its members, communication professionals, and institutions of education. The Community Manager shall conduct best practices for social media and uphold the integrity of the Association's online presence.

ARTICLE V.

EXECUTIVE COUNCIL

Section 1. Membership

The Executive Council shall be comprised of the officers of the Association (see Article IV, Section 1.). All members of the Executive Council must be regular (including joint members with NJCA), student (graduate or undergraduate), or life members in good standing in the Association.

Section 2. Meetings

Regular meetings of the Executive Council shall be held semi-annually: during the annual convention, and during the Spring, at the site of the convention of the Eastern Communication Association (or other location as announced at the annual convention). The Spring meeting may be attended virtually if travel to the ECA site is not possible.

A special meeting of the Executive Council must be called by the President if a written request from five members of the Council is received at least one month in advance of the requested special meeting.

Section 3. Duties

The Executive Council shall be the legal representative of the Association; administer the affairs of the Association; receive reports from and act upon recommendations of all officers and committees;

approve the time and place of the annual convention; approve the initiation of projects of the Association; consider liaison activities of the Association; and appoint the Archivist.

Section 4. Removal from Office

The Executive Council shall, by majority vote, a quorum being present, remove from office any member of the Council who fails to perform his/her duties as outlined in Article IV. Such vote may be called at Council meetings, or by special meeting (as outlined in Article V., Section 2.) called expressly for this purpose. If the terminated officer is not present at the Council meeting at which the vote takes place, said officer will be informed of this decision to terminate within five business days. The Executive Council shall secure an interim officer to serve out the remainder of the term.

ARTICLE VI.

COMMITTEES

Section 1. Nominating Committee

Two members of the Nominating Committee shall be nominated and elected by the membership at the general business meeting of each annual convention, with the previous Immediate Past President to serve as Chair of the three person committee. The Nominating Committee shall then nominate candidates, and report on their nominations at the Spring meeting of the Executive Council, according to the following schedule: annually, at least one candidate for Vice President-Elect, Recording Secretary, Student Representative, and one of the three Members-at-Large; and every third year at least one candidate for Treasurer, Executive Secretary, Director of, Editor of Proceedings, Community Manager, and Director of Web and Social Media.

The Nominating Committee shall also nominate members to serve on the Editorial Advisory Board of The Atlantic Journal of Communication in conjunction with the two-year terms of office for membership on said Journal's Board, and ensuring that up to 25% of said Board is comprised of Association members. The slate must then be presented in writing to the membership at the annual convention.

Section 2. Publications and Communications Committee

The Publications Director shall appoint one member of the Executive Council and one non-officer member of the Association to serve on the Publications and Communications Committee, with at least two members of the Committee also serving in some official capacity for The Atlantic Journal of Communication. All members shall serve a three-year term. Additionally, the Director of Web and Social media will sit on this committee (concurrent with their elected term). The Publications Committee shall serve as NYSCA liaison to the Atlantic Journal of Communication; monitor NYSCA membership on the journal's Editorial Advisory Board; consult with the Executive Council on all matters pertaining to the Association and the journal's publishing agreement with Taylor & Francis; help Council secure candidates for the offices of Editor of Proceedings and Editor of NYSCA Reports; help the Nominating Committee secure candidates for the office of Director of Web and Social Media; and provide oversight for all of the Association's publications, including its website.

Section 3. Resolutions Committee

The Resolutions Committee shall be comprised of three members appointed annually by the President from among those present at the annual convention. At the general business meeting of the convention, the Resolutions Committee shall present resolutions of gratitude or condemnation for work done or not done by members of, or those employed by, the Association.

Section 4. Wilson Scholar Committee

The Wilson Scholar Committee may, each year at the annual convention, award the Wilson Fellowship to a member of the Association who has established an exemplary record of scholarship and service to the Association. The committee, established by the Executive Council in 1991, and comprised each year of former prize recipients, awards the fellowship in honor of John Fletcher Wilson, renowned scholar and teacher, and longstanding active member of the Association. The fellowship carries the prize of life membership in the Association.

Section 5. Neil Postman Mentor Award Committee

The Committee, convened annually, will consist of all Past-Presidents of the Association in attendance at the convention. The committee may bestow the award on that person whom they deem has demonstrated the degree of intellectual and personal leadership, enthusiasm for learning, and generous spirit required to cultivate future generations of scholars. The Award is given in honor of Neil Postman, a long-time supporter of the Association and renowned scholar and mentor.

Section 6. Ad Hoc Committees

The President may appoint ad hoc committees to carry out specific projects of the Association; upon the request of any officer, the President shall appoint an ad hoc committee to assist the officer with constitutionally-mandated duties.

Section 7. Constitution Committee

The Chair of the Constitution Committee shall be elected on an ad hoc basis at the Spring meeting of the Executive Council. The chair, in turn, shall select two members of the Executive Council and up to two non-officer members of the Association to serve on the Committee.

The Committee shall propose amendments to the Constitution and By-Laws as the need arises.

ARTICLE VII.

AMENDMENTS

Section 1. Initiation

An amendment to the Constitution may be initiated by a majority of the Executive Council or by fifteen members of the Association.

Section 2. Procedure

The proposed amendment, approved by a majority of the Executive Council, or signed by fifteen members, must be submitted to the Archivist (in person, by mail, or email) at the Spring meeting at the Spring meeting (or within one week of it's conclusion) of the Executive Council. It shall be distributed by email to the full membership and made available on the website at least three weeks prior to the annual convention of the Association. It shall be placed on the agenda of the general business meeting of the annual convention.

Section 3. Voting

Voting shall be by ballot, either by electronic ballot, regular mail or at the business meeting of the annual convention. A two-thirds majority of ballots cast shall be required for the adoption of an amendment. If the balloting is by mail, ballots must be received at the Executive Secretary's office by the date specified on the ballot. Electronic ballots shall be posted to the Association's website by the Director of Web and Social Media, and access to the page will terminate on the date specified on the ballot. Data collected via electronic balloting will be tabulated by the Executive Secretary.

Section 4. Implementation

Any amendment adopted shall become effective immediately upon completion of the balloting.

BY-LAWS



ARTICLE I.

MEMBERSHIP, DUES AND FEES

Section 1. Categories of Membership

There shall be five categories of membership in the Association: Regular, Regular-Joint, Sustaining, Life, Emeritus, Student, and Institutional.

Regular. Any person interested in promoting the purposes of the Association may be admitted to regular membership.

Regular-Joint membership. Any person who is currently a member in good standing of our sister organization, the New Jersey Communication Association, may be admitted at a discount to joint membership, as subscription to The Atlantic Journal of Communication is a member benefit of both organizations.

Sustaining membership. Any person interested in promoting the purposes of the Association and willing to contribute additional financial support may be admitted to sustaining membership. Sustaining members shall be entitled to such rights, privileges, and services as the Executive Council shall authorize.

Life membership. Any person with a long-term interest in promoting the purposes of the Association may be admitted to life membership. Life members shall be entitled to such rights, privileges, and services as the Executive Council shall authorize.

Emeritus membership. Upon request, any member who has been a member in good standing (who has paid dues and served the Association), and who meets the following requirements may be granted emeritus membership with the approval of the Executive Council. Said member must have served as an officer or member of the Executive Council, participated in convention programs, and/or represented the Association at state, regional, or national organizations for a period of at least ten consecutive years prior to achieving retirement status. Emeritus members shall be exempt from paying dues and shall have all of the privileges of a sustaining member.

Student membership. Full-time students may be admitted to student membership. They shall be entitled to membership at a reduced rate, but shall have no voting privileges. Student membership may be classified as Undergraduate (no journal), or Graduate (journal).

Institutional membership. Any college, university, corporation, or other such organization interested in the purposes of the Association may be admitted to institutional membership. Three full-time undergraduate students, or junior-level employees if the organization is non-academic, of

institutional members shall be admitted to the annual convention free of charge, but are not entitled to any member privileges.

Section 2. Member in Good Standing

A member whose dues are paid by or at the time of the annual convention is a member in good standing.

Section 3. Dues and Fees

All membership dues, fees for registration at the annual convention and for services of the Association shall be determined annually by the Executive Council.

Section 4. Fiscal Year

The fiscal year of the Association shall coincide with the month of the annual convention, beginning October 1 and ending September 30.

ARTICLE II.

MEETINGS

Section 1. Annual Convention

An annual convention of the Association shall be held at a time and place approved by the Executive Council.

Section 2. Meetings of the Executive Council

Meetings of the Executive Council shall be held at the annual convention, and in the Spring at a time announced by the President.

Section 3. Meetings of the Committees

Committees shall meet at the call of the chairperson. They should complete their business in time to enable the chair to report at the meetings of the Executive Council and, if relevant, the Association.

Section 4. Limited Responsibility of the Association

The Association shall assume no responsibility for statements of opinions expressed by participants in convention programs.

ARTICLE III

NOMINATION OF CANDIDATES

Section 1. Method

Candidates shall be nominated by the Nominating Committee, by petition signed by fifteen members of the Association, or by nomination from the floor.

Section 2. Members of the Nominating Committee

The Nominating Committee shall consist of three members of the Association elected at the general business meeting of the convention. Only members present at the convention shall be eligible to serve on the committee. No Association officer may serve on the Nominating Committee.

ARTICLE IV.

ELECTIONS AND TERMS OF OFFICE

Section 1. Elections

At the annual convention, the Association shall elect the Vice President-Elect, Recording Secretary, one Member-at-Large, and Student Representative, and, in certain years (as outlined in the Constitution, Article V VI., Section 1.), the Treasurer, Executive Secretary, Director of Sales and Fundraising, Director of Web and Social Media, Editor of Proceedings, and the Community Manager.

Section 2. Terms of Office

The Vice President-Elect shall serve for one year, then automatically succeed to Vice President. The Vice President shall serve for one year, then automatically succeed to President. The President shall serve for one year, then automatically succeed to Immediate Past President. The Immediate Past President shall serve for one year, then automatically succeed to Chair of the Nominating Committee. The Executive Secretary, Treasurer, Director of Sales and Fundraising, Director of Web and Social Media, Community Manager, and Editor of Proceedings shall serve for three-year terms. The Recording Secretary shall serve for a one-year term. Members-at-Large shall serve for staggered two-year terms, with no more than one member being elected each year. The Editor-in-Chief and the Archivist shall be appointed by the Executive Council every three years.

No person may hold more than one Association office simultaneously.

Section 3. Replacement of Officers

Any elected office which becomes vacant and which does not have a designated successor shall immediately be filled by temporary appointment by the President. Vacated offices of President and/or Vice President shall immediately be filled through the succession process. In such a case, the offices of Vice President and Vice President-Elect will both need to be filled by the nomination and election process at the next annual convention. The vacated office of Immediate Past President may

be left vacant until such time as normal succession takes place. If the office in question is appointed by the Executive Council, it shall be filled at the next meeting of the Council.

Section 4. Assumption of Office

All officers elected by the Association shall begin their terms at the conclusion of the general business meeting of the convention at which they are elected. All officers appointed by the Executive Council shall begin their terms at the conclusion of the Council meeting at which they are appointed.

ARTICLE V.

PROCEDURES FOR VOTING AND REPORTING OF VOTE ON ELECTIONS

Section 1. Procedure

Voting shall be by ballot at the general business meeting of the annual convention. A majority of votes cast shall be necessary to elect.

Section 2. Official Ballots

The Chair of the Nominating Committee in consultation with the Executive Secretary shall prepare the official ballots.

Section 3. Tabulating and Reporting

The President shall appoint a committee from the general membership of at least three tellers to tabulate the vote and report the results. The results of the election shall be posted on the Association's website and social media.

ARTICLE VI.

PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised shall be the parliamentary authority for governing the Association in the absence of any provision to the contrary in the Constitution and By-Laws.

ARTICLE VII.

QUORUM

Section 1. Executive Council

A quorum at any meeting of the Executive Council shall be eight members.

Section 2. Association

A quorum at any business meeting of the Association shall be twenty-five members.

Section 3. Absence of Quorum

In the absence of quorum at the annual meeting of the Association, the Executive Council shall be empowered to carry out the responsibilities of the Association set forth in the Constitution and By-Laws.

A quorum can be reached through any combination of digital and in-person attendance.

ARTICLE VIII

DISSOLUTION OF THE ASSOCIATION

In the event that the Association shall be hereinafter dissolved, the assets of the Association shall be distributed in equal shares to the National Communication Association, the Eastern Communication Association, and the American Speech-Language Hearing Association, for educational purposes as described in Section 116(a) (4) of the Tax Law of the State of New York, or to the Federal Government, or to the New York State Government for a public purpose.