

# **THE CONSTITUTION AND BYLAWS OF THE CAROLINAS COMMUNICATION ASSOCIATION**

## **ARTICLE I: Name**

The name of the Association shall be the Carolinas Communication Association.

## **ARTICLE II: Purpose**

The purpose of this Association shall be to promote communication studies in the Carolinas and to support the professional interests and advancement of its members.

## **ARTICLE III: Membership**

Section 1: Membership in this Association shall be open to any person or institution actively engaged in or interested in the work and purpose of communication.

Section 2: The categories of membership shall be Regular, Supporting, Student, Lifetime, and Institutional.

Section 3: All categories of membership shall receive the journal and shall be listed annually in a directory of the Association. The Supporting membership indicates support of the Association through a higher fee, but shall not include a waiving of the Convention registration fee. Lifetime membership benefits shall include a waiving of the Convention registration fee.

Section 4: Regular, Supporting, Student and Lifetime members shall be eligible to vote.

Section 5: Regular, Supporting and Lifetime members shall be eligible to hold an office.

Section 6: Supporting and Lifetime members shall be recognized in each issue of the journal.

## **ARTICLE IV: Officers**

Section 1: The officers of the Association shall be President, Vice President, Second Vice President, Secretary, Treasurer, Editor of Journal, Web Manager, and Executive Director.

Section 2: The President shall serve for a term of one year. The Vice President shall serve for a term of one year and shall become President. The Second Vice President shall serve for a term of one year and shall become Vice President. The Secretary shall serve for a term of two years. The Treasurer shall serve for a term of three years. The Journal Editor shall serve for a term of three years. The Web Manager shall serve for a renewable two-year term.

Section 3: The officers shall be elected by a majority vote of the membership present at the general meeting of the Association and shall assume office at the end of that meeting.

Section 4: The immediate past president will serve as an Archivist for the organization for a period of one year.

Section 5: The Executive Director shall serve for a term of five years. This term can be renewed once. The Executive Director shall be elected by a majority vote of the Executive Council present during the Executive Council Meeting following the annual conference/s general business meeting. The Executive Director shall assume office at the end of that meeting.

#### **ARTICLE V: Executive Council**

The executive council shall consist of (1) the elected officers of the Association; (2) the immediate past president; (3) may include two members-at-large appointed at the discretion of the President; (4) the Executive Director; and (5) the chairs of the committees.

Section 1: The President shall serve as presiding officer at all business meetings of the Association and of the Executive Council, shall appoint all committees except the Program Committee, and shall discharge all responsibilities normally adhering to this office.

Section 2: The Vice President shall discharge all responsibilities normally adhering to this office and any duties delegated to the office by the President. The Vice President shall have complete responsibility and final authority for arranging the Convention program, delegating appropriate tasks to members of the Program Committee and to other Association members. In the event the President is unable to serve, the Vice President shall become President.

Section 3: The Second Vice President shall discharge all responsibilities normally adhering to this office. The Second Vice President shall be primarily responsible for publicity and membership development, and has the authority to delegate appropriate membership and publicity tasks to Association members.

Section 4: The Secretary shall perform all the usual duties of the Secretary for the Association. The Secretary shall make available minutes of the previous meeting at each general meeting of the Association and at the meetings of the Executive Council. The Secretary may use technology (the Association's website, email, etc.) to fulfill the position's duties.

Section 5: The Editor of the Journal shall solicit articles for the journal; shall appoint an editorial board to whom articles shall be submitted for consideration; shall consult with the Executive Council on the appointment of a journal staff; and shall report at each general meeting and at meetings of the Executive Council on the status of the journal.

Section 6: The Treasurer shall perform all the usual duties of the Treasurer for the Association and shall specifically receive all revenues and disperse all monies pursuant

to the business of the Association and the journal; shall maintain a current list of members of the Association and non-member subscribers to the journal; and shall distribute a written financial report at each meeting of the Association and at meetings of the Executive Council.

Section 7: The Archivist shall be the immediate past president and shall search for, collect, assemble and safeguard appropriate records, documents, papers, programs, and publications of the Association. Upon completion of a term in office, each officer and committee chairperson shall deliver into the custody of the Archivist all papers of potential historical value. The Archives shall reside in an appropriate library in the Carolinas as well as an electronic repository. The Executive Council shall be empowered to make a location change if needed.

Section 8: The Web Manager shall create and maintain the organization's website at <http://www.carolinascommunication.org>.

Section 9: The Executive Director shall act as a non-voting, ex-officio member of the Executive Council, offer advice to the Executive Council when needed, and help to resolve any conflicts arising among the Executive Council in the execution of its duties. The Executive Director will serve as a consistent name of record for the Carolinas Communication Association's 501(c)(3), financial, and banking documentation during the five-year term. The Executive Director will ensure continuity as new Executive Council members assume their offices.

## **ARTICLE VI: Meetings**

Section 1: There shall be one general meeting in the fall to be scheduled during the Association's convention.

Section 2: Under conditions of exigency, the Executive Council may alter the provisions of Section 1.

Section 3: Additional general meetings may be held when necessary, upon call of the Executive Council by vote of the Association. Such a vote may be held electronically or by using the Association's website.

Section 4: There shall be at least one meeting of the Executive Council in the Fall immediately prior to the Convention. There shall also be at least one other meeting of the Executive Council in the winter or spring. The time and place will be determined by the President. The Association shall be authorized to reimburse the President for the cost of the Council's lunch at a rate reasonable and customary for the location of the meeting.

## ARTICLE VII: Committees

Section 1: The Executive Council shall be empowered to fill any vacancies that occur through death, resignation, or other causes; shall act in an advisory capacity to the officers of the Association; shall advise the Editor on any staff appointments, shall set fees for the convention and general meeting and shall convene upon the call of the President.

Section 2: Program Committee: The duties of this committee shall be to assist the Vice President in the preparation of the program for the general meetings. The Vice President shall appoint committee members and serve as Chair of this committee. The Vice President shall also appoint Chairs for the Mary E. Jarrard Undergraduate and Graduate Student Competitions. However, the President shall serve as the Chair for the Ray Camp Research Award Competition.

Section 3: **Finance Committee:** The duties of this committee shall be to examine the financial situation of the Association and to report to the membership, as directed by the President, who shall appoint this committee. The Treasurer shall serve on this committee as an ex-officio member.

Section 4: The Betty Jo Welch Award Committee: The duties of this committee shall be to select the recipient of the annual Betty Jo Welch Award, and present the award at the annual meeting of the Association. The President shall appoint three (3) members to this committee, at least two of whom are past recipients of the award and no more than two (2) members of the committee shall be from the same state. In most cases, unless otherwise determined by the President, the year's previous winner will serve as the chair of this committee.

Section 5: The Resolutions Committee: The duties of this committee shall be to prepare and submit to the Association any appropriate resolutions for consideration by the Association at its annual meeting, and submit all resolutions approved by the Association to the secretary for appropriate action. The President shall appoint this committee.

Section 6: The Nominations Committee: The President shall appoint a committee of three (3) to prepare nominations for the selection of officers, with the provision that no two (2) members of the committee shall be of the same school and that no member who has served on the previous two (2) nominating committees shall be eligible. The committee shall circulate a report of its nominations at the general meeting prior to the vote. Such a report may also be supplied on the Association's website or through other technological mediums.

Section 7: The Monica Pombo Early Career Teaching Award Committee: The duties of this committee shall be to select the recipient of the Monica Pombo Early Career

Teaching Award, and to present the award at the annual meeting of the Association. The President shall appoint three (3) members to adjudicate the Monica Pombo Early Career Teaching Award. No more than two (2) committee members shall be from the same state. In most cases, unless otherwise determined by the President, the year's previous winner will serve as the chair of this committee.

Section 8: The Lloyd Rohler Career Teaching Award Committee: The duties of this committee shall be to select the recipient of the Lloyd Rohler Career Teaching Award, and to present the award at the annual meeting of the Association. The President shall appoint three (3) members to adjudicate the Lloyd Rohler Career Teaching Award. No more than two (2) committee members shall be from the same state. In most cases, unless otherwise determined by the President, the year's previous winner will serve as the chair of this committee.

Section 9: Standing Constitution Committee: The duties of this committee shall be to review the Constitution periodically and to recommend such amendments as may seem necessary to provide for new developments within the Association and in its relationship with the Southern States Communication Association.

Section 10: Resource and Membership Development Committee: The duties of this committee shall be to oversee all aspects of the Association's resource development, fundraising, member benefits and development, and strategic communication. The Executive Director shall serve as ex-officio members of this committee.

Section 11: IDEA (Inclusion, Diversity, Equity, and Access) Committee: The duties of this committee shall be to promote the inclusion, diversity, equity, and access initiatives for the Association, including soliciting committee and leadership nominees, advising the organization on diversity, equity, and inclusion interests.

Section 12: GIFTS INC Award Committee: The duties of this committee shall be to select the recipients of the GIFTS INC award, and to present the awards at the annual meeting of the Association. One award shall be presented to a student, and one award shall be presented to an instructor. The President shall appoint three (3) members to adjudicate the GIFTS INC Award. No more than two (2) committee members shall be from the same state. In most cases, unless otherwise determined by the President, the year's previous faculty recipient will serve as the chair of this committee.

Section 13: The College Curriculum and Support Committee: The duties of this committee shall be to review the alignment of offered communication courses to meet communication student learning outcomes and general education requirements at universities. The goal is to amplify the equal voices of instructors at both 2-year and 4-year institutions in the Carolinas.

## **ARTICLE VIII: Dues and Fees**

Section 1: The fiscal year of the Association shall begin on 1 October. Membership dues are due for the new fiscal year no later than the general meeting of the Association in the fall.

Section 2: Membership Dues and Convention Fees shall be separate expenses. Categories for dues shall be designed in ARTICLE III, Section 2 of the Constitution and Bylaws of this Association. Membership Dues shall be determined by a majority vote of the membership attending the annual meeting. The Executive Committee shall set all Convention Fees. Non-members may attend the annual convention by paying the predetermined convention fees.

## **ARTICLE IX: Amendments**

Section 1: This Constitution and Bylaws may be amended at any general meeting by a two-thirds (2/3) vote of the votes cast, provided the notice of proposed amendments has been supplied to members at least two (2) weeks prior to the general meeting. Supplying possible amendments may be done through email, the Association's website, or other technological devices deemed appropriate by the Executive Council.

Section 2: Following a two-thirds (2/3) vote of the convention that an exigency exists, the Constitution may be amended by mail ballot by a two-thirds (2/3) majority of the returned ballots. The Executive Council, upon its discretion, may also use technological mediums to expedite this process.

## **ARTICLE X: Parliamentary Authority**

The latest edition of *Robert's Rules of Order Newly Revised* shall govern all business meetings of this Association, its Executive Council, and its committees, in all matters not covered by its Constitution and Bylaws.

## **ARTICLE XI: Dissolution of the Organization**

In the event of dissolution, the residual assets of the organization shall be turned over to one or more organizations which themselves are exempt as organizations described in sections 501 [c] [3] and 170 [c] [2] of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or local government for exclusive public purpose. Specifically, the residual assets shall be turned over to the Southern States Communication Association.

## **ARTICLE XII: Limitations of Powers**

Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by (a) an organization exempt from Federal income tax under section 501 [c] [3] of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law or (b) an organization contributions which are deductible under section 170 [c] [2] of the Internal Revenue Code of 1954 or any future United States Internal Revenue law. (Adopted by the membership on October 3, 2014)

## **ARTICLE XIII: Limitation of Purposes**

Said Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 [c] [3] of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

**This version of the Constitution and Bylaws of the Carolinas Communication Association was adopted by the membership on September 25, 2009 in Wilmington, NC.**

**Revised September 30, 2017; recorded by Jason Edward Black, Executive Director(2017-2020).**

**Revised and amended September 30, 2023 by Carolinas Communication Association membership at its annual business meeting, Greensboro, NC.**