



**Western States  
Communication  
Association**

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*Publishers of Western Journal of Communication and Communication Reports*  
[www.westcomm.org](http://www.westcomm.org)

**POLICIES AND PROCEDURES MANUAL  
of the  
WESTERN STATES COMMUNICATION ASSOCIATION**

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## WESTERN STATES COMMUNICATION ASSOCIATION

Western States Communication Association is a 501(c) (3) not-for-profit educational association whose purpose is to unite those persons of the Western States who have an academic, lay, or professional interest in communication and who want to promote their mutual educational interests.

### OFFICERS

#### ELECTED OFFICERS

##### President

*" The president shall preside at all business meetings of the Executive Council, of the Legislative Assembly, and of the Association, receive the annual reports of the officers and chairs of committees and interest groups, implement the work of the Association, promote public relations, and represent the Association to institutions and other organizations." Bylaws --Article VI, Section 1*

Duties of the President in addition to those specified above:

Appoint a person to serve for three years in the Finance Committee. This appointment shall be made within one month of assuming the Presidency.

Appoint a person to serve for three years on the Publications Committee. This appointment shall be made within one month of assuming the Presidency.

Appoint any *ad hoc* committees called for by Executive Council action, Legislative Assembly action, or in response to Presidential concerns.

Contact newly elected and appointed members of the Executive Council, standing committees, *ad hoc* committees, and WSCA representatives to National Communication Association (NCA).

Inform the Executive Director and *WSCA News* Editor of appointments.

Prepare and distribute reports to the members of the Executive Council and other appropriate persons, as needed, to keep them informed concerning the Association.

Prepare a year calendar specifying the necessary completion dates for the work of the Association in accordance with the Master Calendar. Correspond with appropriate persons to insure that tasks are completed. This calendar should be completed no later than one month after assuming the Presidency.

Schedule and conduct a mid-year meeting of the Executive Council at the annual NCA Convention.

With the Executive Director, prepare and distribute agenda for Executive Council meetings.

Six months prior to the convention, appoint a Credentials Committee to serve the Legislative Assembly.

Secure a Parliamentarian for the Legislative Assembly.

At least one month prior to the convention, compile a list of delegates to the Legislative Assembly by contacting Interest Group chairs, Officers of Organizational Members, and chairs of departments in

educational institutions with five or more Association members to obtain the names of delegates.

One month prior to the convention, request an annual report from all officers and chairs of committees and interest groups. Send final reminder notices if necessary.

Two weeks prior to the convention distribute information about the Legislative Assembly and an agenda to delegates.

Assist the Finance Committee at its annual meeting.

Assist the Publications Committee at its annual meeting.

In consultation with the President-Elect and the convention Local Host, plan and preside over the convention luncheon.

Serve as chair of the Executive Director Performance Evaluation Committee and complete the Executive Director annual performance evaluation in June.

Represent WSCA at professional meetings requiring a representative or appoint someone to serve, in place of the President, as the Association's representative.

The President, with the assistance and guidance of the Executive Council, is responsible for formulating the necessary policies, procedures and documents needed to facilitate the functioning of the Constitution and Bylaws.

#### President-Elect

*"The president-elect shall prepare the program for the annual convention and shall assume the duties of the president in the latter's absence or at the latter's request."* Bylaws-- Article VI, Section 2

Duties of President-Elect in addition to those specified in above:

Prepare a mailing list of all persons involved in convention program planning process. Send a copy of this list to all members of the Executive Council and to the Local Host.

Prepare convention program copy and send copy to the Executive Director, the Local Host and the *WSCA News* Editor at least three months prior to the convention.

During the convention planning process, send to the First Vice President all materials that are sent to the Program Planners, so the First Vice President can acquire a complete understanding of the convention planning process.

Determine criteria for and oversee selection of persons to receive convention monies. (See Convention Workshop Fees Policy in this Manual).

Present appropriate mementos to Interest Group Program Planners and others to show appreciation for their contributions to the convention and to WSCA.

Attend the Legislative Assembly and serve as a resource person. Speak on behalf of the Executive Council.

Serve as a member of the Officer and Editor Evaluation Committee.

Serve as a voting member of the Executive Council.

#### First Vice-President

*"The first vice-president shall assist the president-elect in planning the annual convention."* Bylaws-- Article VI, Section 3

Duties of the First Vice-President in addition to those specified in above:

Prepare a convention theme, call for papers, and schedule of convention planning guidelines and deadlines, to be used during year as President-Elect.

Conduct a planning meeting with incoming Interest Group chairs and other relevant persons at the convention prior to that organized while serving as President-Elect. At this meeting explain and distribute the schedule of planning guidelines and deadlines for the upcoming convention.

Serve on the Finance Committee.

Be available to the President-Elect for consultation and/or assistance.

Chair the WSCA Scholar Award Committee and Chair the Spotlight panel for previous year's Scholar Award winner.

Serve as a voting member of the Executive Council.

#### Second Vice President

*"The second vice-president shall direct efforts at increasing membership, facilitate the USRC, Graduate Workshop, and Graduate Open House."* Bylaws-- Article VI, Section 4

Duties of the Second Vice President in addition to those specified above:

By April 1, present a membership campaign plan to the President and the Executive Director for their input. The plan shall include procedures for increasing the numbers of regular, student, life, and department members with a goal for each membership category. On September 1, present the final membership campaign to the President and Executive Director, detailing their involvement. On September 15, implement the membership campaign.

Coordinate the Undergraduate Scholars Research Conference for the upcoming convention.

Coordinate the Graduate Student Workshop and the Graduate Programs' Open House for the upcoming convention.

Serve as an *ex officio* member of the Member Services Committee.

Serve as a voting member of the Executive Council.

#### Immediate Past President

Prepare and send appropriate letters reflecting completion of term as President.

Review files and send to the Archives at the University of Utah Marriott Library all pertinent materials.

Serve as the WSCA representative to the NCA Nominating Committee (or his or her designee).

Chair the WSCA Nominating Committee. (Refer to the section on Nominating Committee in this Manual.)

Chair the WSCA Futures Committee. (Refer to the section on Futures Committee in this Manual.)

Serve on the committee for selection of the Distinguished Service Award recipient.

Serve as voting member of the Executive Council.

## APPOINTED OFFICERS

### Journal Editors

*"The editor of The Western Journal of Communication and the editor of Communication Reports each shall select an editorial staff and perform the usual duties of editor."* Bylaws-- Article VI, Section 6

Duties of Journal Editors in addition to those specified above:

Upon selection by Executive Council, present to the Council an outline of deadlines and procedures by which s/he will conduct editorial work.

Update materials and forms utilized by previous editors.

Appoint appropriate support personnel and establish procedures.

Oversee approved budget.

Prepare an annual statement for the Finance Committee indicating how monies were expended over previous year and how the future budget will be expended. Provide written rationale for budget requests.

Oversee the selection of article award recipients. (See Awards section of this Manual.)

Serve as a non-voting member of the Publications Committee and the Executive Council.

If the current editor becomes incapacitated, the editor emeritus, in consultation with the current editor, shall insure the publication continues until the current editor can resume her/his duties or until the Association can choose a new editor.

### WSCA News Editor

*"The Editor of WSCA News shall select an editorial staff and perform the usual duties of an editor."* Bylaws-- Article VI, Section 10

Duties of the WSCA News editor in addition to those specified above:

Prepare forms and procedures for soliciting materials for the WSCA News.

Establish one year in advance and present to the Executive Council a schedule of publications.

Contact all elected officers, appointed officers, and officers of Interest Groups to solicit materials for the WSCA News.

Forward the WSCA News to the Executive Director for the website.

Prepare annual statement for the Finance Committee indicating how monies were expended over previous year and how the future budget will be expended. Provide written rationale for budget requests.

Serve as non-voting member of the Executive Council.

If the current editor becomes incapacitated, the editor emeritus, in consultation with the current editor, shall insure the publication continues until the current editor can resume her/his duties or until the Association can choose a new editor.

#### Executive Director

*"The Executive Director shall perform the usual duties of secretary and treasurer; maintain a policies and procedures manual, administer the affairs of the Association under the direction of the Legislative Assembly and Executive Council; supervise voting on candidates for office and for Constitutional and Bylaws changes; and present the annual budget as developed by the Finance Committee to the Executive Council and to the Legislative Assembly for action."* Bylaws-- Article VI, Section 5

Duties of the Executive Director in addition to those specified above:

Within one month following the convention, prepare and distribute to the Executive Council the minutes of the most recent meetings of the Council and distribute the minutes of the Legislative Assembly obtained from the recording secretary of the Assembly.

One month prior to the convention, prepare and distribute a financial report reflecting the previous three years' budgets, projected and actual, for the Finance Committee.

One month prior to the convention, prepare and distribute a tentative budget for the Finance Committee to use as a base in completing budget recommendations.

Send a copy of the Constitution and Bylaws and the Policies and Procedures Manual to each person elected or appointed to a WSCA office at the time of announcement of election or appointment.

Assist the President-Elect and Local Host in convention planning.

Prepare procedures and materials for convention registration in conjunction with Local Host.

Aid the President-Elect in the printing of the convention program.

Represent the Executive Council's wishes in negotiating the final contract with the Convention hotel. Coordinate contract negotiations with the President, Local Host, and Coordinator of Speech Activities.

Review membership records by December 1 and communicate to the President the names of persons eligible for Honorary Life membership.

Review Convention registration and communicate to the President the names of Past Presidents in attendance.

Arrange the tangible award to be presented to recipient of the Distinguished Service Award.

Arrange the tangible award to be presented to recipient of the WSCA Scholar Award.

Arrange for the cash awards to be presented to the recipient of the Fisher Outstanding Journal Article

Award and the Dickens Award for Exemplary Empirical Research.

Arrange for the plate to be presented to the Past President in recognition of her/his service to WSCA.

Arrange for award plaques for other award recipients as appropriate.

Arrange for a secretary to record Legislative Assembly minutes and maintain a record of those minutes.

Conduct the annual election of officers; including solicitation of statements from nominees, supervision of voting, and reporting of results to the Executive Council.

Notify by mail all election nominees of election results immediately following election.

Have financial details done by accountant at the end of each calendar year.

File Federal Tax reports by May 15 annually.

Assist in membership recruitment by sending renewal notices to members and departments and by providing appropriate information and support to the Second Vice President.

Oversee recruitment of department members.

Solicit journal and convention program announcements and convention exhibits. (Taylor & Francis will be soliciting journal announcements.)

Send copies of bank statements, mutual fund statements, and the check register every three months to the Chair of the Finance Committee and the President.

Maintain the WSCA website: [www.westcomm.org](http://www.westcomm.org)

Serve as a non-voting member of the Executive Council.

Immediately upon leaving office, turn over all materials, financial and otherwise, to the new Executive Director.

#### Coordinator of Speech Activities

*"The Coordinator of Speech Activities shall direct any student tournament and other forensic activity held under the auspices of the Association and seek to enhance the standards and conduct of student speech activities in the West." Bylaws-- Article VI, Section 8*

Duties of the Speech Activities Coordinator in addition to those specified above:

Contact possible host schools for Western States Forensic Tournament.

Determine the host school before the site contract is signed.

Visit both hotel and host school for final planning.

Determine specific person from host school for planning.

Contact host school concerning number for rooms needed, equipment, supplies, and guest judges needed for tournament.

Determine event areas and divisions from the coaches' meeting held the previous year.

Select the "tournament committee" consisting of one Individual Event, one Policy Debate, and one Parliamentary Debate director. Committee should be composed of members from all regions and from different schools.

Remain in constant contact with the hotel and the host school.

Arrange for ballots, posting sheets and results for all events.

Order trophies and awards for all events.

Locate rooms for contest use, meeting areas, and tabulation.

Keep a record of all expenses and revenues of the tournament.

Provide a final report after tournament of all results and make available to the appropriate sources.

Write appreciation letters to the appropriate persons from tournament committee, hotel, host school, etc.

Assist in a smooth changeover to new Coordinator of Speech Activities.

Serve as a non-voting member of the Executive Council.

#### Finance Committee Chair

One month before the convention, send the proposed budget from the Executive Director to the Finance Committee members.

Present the budget to the Executive Council.

Serve as a non-voting member of the Executive Council.

#### Futures Committee Chair

Identify a need or needs of the Association to be examined.

Work with the President to appoint members of the Committee.

#### Member Services Committee Chair

Coordinate WSCA membership efforts with the Second Vice President.

#### Publications Committee Chair

Facilitate the Publications Committee in its search for journal and *WSCA News* editors according to the schedule in the Master Calendar.

Assure that the Publications Committee reviews journal and *WSCA News* policies on a regular basis.

Serve as a non-voting member of the Executive Council.

#### Time and Place Committee Chair

Coordinate recruiting of Local Host for +4-year annual convention.

Present Committee's recommendation for +4-year site and Local Host to Legislative Assembly for input and to Executive Council.

## PROCEDURES

### Nominating Candidates for Elected Offices

Before an individual can be nominated for an association-wide elected office, including Legislative Assembly, Executive Council, and NCA representatives, that individual must indicate in writing a willingness to serve if elected or be present at the meeting in which the nomination occurs and indicate orally his or her willingness to serve if elected. For elections by the Legislative Assembly, such a document is to be delivered to the President prior to the nomination. Association members shall be notified of available elected positions and the process of indicating their willingness to serve.

### Selecting Appointed Officers

Appointed Officers include the Executive Director, editors for the *Western Journal of Communication*, *Communication Reports*, and the *WSCA News*, and the Coordinator of Speech Activities.

The Executive Council will establish procedures for selection, including composition of the Search Committee, timetable, and review of the job description. The Publications Committee serves as the Search Committee for editors.

The Search Committee will write and circulate the position qualifications. The position qualifications and call for nominations will be listed in the *WSCA News*.

The Search Committee will establish and circulate deadlines.

The Search Committee will actively solicit nominations.

The Search Committee will review applications and credentials and select a top candidate. In case of a tie, the Committee will interview the top two candidates, reduce the pool to one candidate, and then recommend that candidate to the Executive Council for their consideration. In the case of the editors and the Executive Director, a statement of support from the host institution must be included with the recommendation.

For editor searches, the Publications Committee will distribute vitae of acceptable editor candidates to the Executive Council at its November meeting. At the February Council meeting, the Publications Committee will present bullet points of the recommended and acceptable candidates' strengths and weaknesses, along with their recommendation.

The Executive Council will discuss the recommended candidate and vote upon the Search Committee's decision.

### Selecting the Coordinator of Speech Activities

The Executive Council will establish a procedure for selection, including composition of the Search Committee, timetable, and review of the job description.

The President shall contact the President of the Western Forensic Association to solicit nominations.

The Search Committee will review nominations including those made by the WFA President and make recommendations to the Executive Council.

The Executive Council will interview the recommended candidate(s) and select the most appropriate person for the position.

### Evaluation of Officers and Editors

Evaluation of Officers and Editors occurs annually.

WSCA is committed to a formative evaluation process. WSCA will schedule 2 time slots during the regular convention program, one for Officers with budget lines and the Executive Director, and a second for the Publication Board and Editors. During this time a formative evaluation of all Executive Council Members with budget lines and Editors will occur.

During these panels, the group of Officers, and the Editors and publication committee, will review Officers and Editors performance, as well as brainstorm and strategize work plans for the coming year.

If it is the view of either the formative evaluation group or a particular Officer or Editor, that a letter needs to be produced for an individual's promotion or merit review in their home department, or if the Officer or Editor's performance or lack thereof needs to be documented, such a document will be produced and distributed to the individual and that individual's Department Chair and all other Officers of WSCA.

If a pattern of performance difficulties exists, specific performance goals will be set for the upcoming six months, with a review of those goals by the Evaluation Group(s) in January. If performance difficulties continue, the Committee will discuss possible replacement of the Officer or Editor according to the procedures in Replacement of Officers (Policies and Procedures Manual, Officers, Procedures).

### Replacement of Officers

The Constitution provides for the replacement of officers according to Article IV, Officers, Section 6: "In the event of incapacity of an officer, or failure of one to perform assigned duties, the Executive Council shall, at its discretion, select a replacement or establish a nominating and election procedure for so doing."

Replacement shall occur under the following conditions: (1) Incapacity—the inability of the officer to perform the duties of the office for reasons of ill health, personal difficulties, or work assignments; (2) Failure to perform assigned duties, including but not limited to misconduct, e.g., poor management, intentional wrongdoing, or dishonesty; or (3) Repeated or serious inappropriate behavior for someone in that office.

Should a member of the Executive Council become aware of the possible performance issues, through officer and committee reports at Executive Council meetings or through informal communication with officers and association members, s/he shall report those to the President, Past President, and/or Executive Director in a timely fashion. A pattern of performance difficulties shall be discussed by the President, Past President, and/or the Executive Director with the officer in question. The Officer shall be provided an opportunity to respond to the charge at the meeting. If a satisfactory resolution to the difficulties is not reached within a reasonable amount of time, the President, Past President, or the Executive Director shall present evidence of incapacity, failure to perform assigned duties, or repeated or serious inappropriate

behavior to the Executive Council. If two-thirds of the voting members of the Executive Council agree that replacement is appropriate, the Council shall meet via conference call or in person to select a replacement or establish a nominating and election procedure for doing so. Proceedings of the Executive Council in this matter shall be kept confidential.

## COMMITTEES

### STANDING COMMITTEES

Executive Council: The Executive Council consists of the elected officers of the Association including the Immediate Past President and four Members-At-Large elected by the Legislative Assembly as voting members. (See Nominating Candidates for Elected Offices in this Manual.) The Appointed Officers of the Association and the President of the Executives Club serve as non-voting members.

Fiduciary responsibilities of members of the Executive Council are as follows:<sup>1</sup>

“Non-profit organizations should be operated and managed with the same degree of care as for profit corporations,” and directors and officers have a legal and moral duty to use the same degree of commitment and attention as directors of for-profit corporation.

“The fundamental responsibility of directors and officers is to represent prudently the interests of the organization’s members and other constituencies in directing the business and affairs of the organization within the law.” Directors and officers:

1. “must act with the care that a reasonably prudent person in a similar position would use under similar circumstances,” performing in good faith and “in a manner they reasonably believe to be in the best interest” of the Association;
2. are prohibited from conflicts of interest, and
3. are required to perform their duties in accordance with state and federal statutes, rules, and regulations, and the Association’s Policies and Procedures.

If directors and officers “act in good faith and with a reasonable basis for believing that their conduct is in the lawful and legitimate furtherance of the organization’s purposes” and “exercise their honest business judgment after due consideration of what they reasonably believe to be the relevant factors,” they will be protected against personal liability for loss to the organization.

Professional responsibilities of members of the Executive Council include contacting the President and the Executive Director before making any public statement representing WSCA.

References to the duties of the Executive Council appear in various articles and sections of the WSCA Constitution and Bylaws. In summary, these duties are:

Administer the affairs of the Association.

Execute the policies adopted by the Legislative Assembly.

Between conventions, act for the Association on an interim basis and report such actions to the next meeting of the Legislative Assembly.

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<sup>1</sup>Bailey, D. A. (1989). *Directors & officers liability loss prevention for non-profit organizations*. Chubb & Sons.

With the approval of the Legislative Assembly, form, combine, or dissolve Interest Groups.

Establish *ad hoc* committees.

Initiate amendments to the Constitution and/or Bylaws.

At least once every five years, review journal printing costs, review bids for printing, and select the printer for the journals.

Determine registration and other fees for the annual convention.

Determine charges for publications and services.

Administer gifts and bequests.

Designate the time and place of the annual convention.

Elect two members of the Association Nominating Committee and one member of the Association Time and Place Committee.

Select the Executive Director, *Western Journal of Communication* Editor, *Communication Reports* Editor, *WSCA News* Editor, and Coordinator of Speech Activities.

Receive and act on petitions for the formation of Interest Groups.

Receive and act on applications for Organizational Membership.

Receive and act on the budget prepared and submitted by the Finance Committee.

Select convention Local Hosts and sites.

Assist and guide the Association President in formulating policies, procedures, and documents necessary to facilitate the functioning of the Association.

The Executive Council meets the Wednesday evening prior to the start of the NCA Annual Convention (usually in early November), on Friday prior to the WSCA Annual Convention, and on Tuesday morning of that convention.

Nominating Committee: The Immediate Past President of WSCA serves as chair of the Nominating Committee. Other members of the Committee are two elected at large by the Executive Council, two elected at large by the Legislative Assembly, and representation from the Association's Interest Groups. Members elected by the Executive Council serve two year, staggered terms. All other members of the Nominating Committee serve a term of one year, to begin in the year following election. Interest group representation to the Committee is based on a three year rotation. In the first year, one representative each is selected from the Interest Groups listed in Bylaws--Article VIII, Section 2A. In year two, one representative each is selected from Interest Groups listed in Bylaws--Article VIII, Section 2B. In year three, one representative each is selected from Interest Groups listed in Bylaws--Article VIII, Section 2C.

A. Communication Theory, Community College, Interpersonal Communication, Media Studies, Environmental Communication.

B. Elementary & Secondary, Intercultural Communication, Language & Social Interaction, Performance Studies, Rhetoric & Public Address

C. Communication & Instruction, Freedom of Expression, Health Communication, Organizational Communication, Western Forensics

A brief meeting should be held at the conclusion of the convention to finalize procedures and deadlines. The Committee Chair shall initiate the correspondence with the Committee to announce procedures and deadlines. The Committee is responsible for sending announcements to the *WSCA News* Editor for printing in the first issue following the convention.

Nominations from members are encouraged. (See Nominating Candidates for Elected Offices in this Manual.)

The Committee shall devise a method of selection which permits nomination to more than one office, if appropriate. In such a case, persons selected by the Committee for nomination for more than one position shall be given the opportunity to choose which office to stand for.

The Committee members shall cast individual preferential votes to select two candidates for First Vice President, two candidates for Second Vice President, ten candidates for the five Delegate-At-Large positions in the Legislative Assembly, and at least 2 candidates for Executive Council member-at-large positions. The Chair of the Committee shall tally the votes, secure the agreement of the candidates to serve if elected, and notify the Committee.

At the completion of all nominations, the Committee Chair will communicate with the candidates and with the Executive Director. In addition, the Committee Chair will send letters of thanks to all who agreed to let their names be considered.

All nominations must be completed by four months prior to the convention to allow time for the printing the names in the *WSCA News*.

Finance Committee: The Finance Committee is responsible for over-seeing the financial affairs of the Association. The Committee consists of five members: the First Vice-President and the Executive Director, both non-voting, and three members appointed by the President, one each year, who serve for three years. The member in his/her third year serves as chair.

One month prior to the convention, the Executive Director should send to the Committee Chair a financial statement reflecting previous years' actual budgets, the projected and actual budget for the immediately preceding year, and the proposed current year budget with supporting documentation.

The Committee Chair should send the proposed budget to all Committee members three weeks prior to the convention.

The Committee shall review all requests, all relevant materials regarding fixed costs and projected income, previous years' income and expenditures, and adjust and approve the budget. The Committee Chair then presents the proposed budget to the Executive Council.

The Committee should advise the President and the Executive Director on the investment of the Association funds and other monies.

The Committee should make recommendations regarding the Financial Policy and the Financial Plan.

Futures Committee: The Futures Committee considers a need or needs identified by the Immediate Past President during her/his presidency. The Committee consists of the Immediate Past President as chair and three to five association members, appointed by the President with the advice of the Immediate Past

President and other members of the Executive Council. The Committee reports annually to the Executive Council at its convention meeting.

Member Services Committee: The Member Services Committee is responsible for developing new WSCA members, retaining current WSCA members, periodically determining how the Association can better serve members, and developing information for members on the WSCA website. The Member Services Committee consists of three members appointed by the President, one each year, who serve for three years and the Second Vice President as a non-voting member. Members should represent the heterogeneity of members of WSCA, with suggested groups to be represented including K-12, community colleges, four-year schools, comprehensive universities, and doctoral-granting universities.

Publications Committee: The Publications Committee is the primary agent responsible for recruiting journal and newsletter/website editors and serves as the Search Committee for editors. The Committee consists of the Association's editors as non-voting members and three members appointed by the President, one each year, who serve for three years. The member in her/his third year serves as chair.

Based on the schedule found in the Master Calendar and following the procedures found in Selecting Appointed Officers in this Manual, the Committee recommends to the Executive Council one candidate for editorship.

The Committee also recommends policies regarding the journals and the newsletter/website to the Executive Council.

Time and Place Committee: The Committee is the main recruiting agent of the Local Host for the annual convention. The Committee consists of five members: the Executive Director, the Coordinator of Speech Activities, and three members-at-large elected by the Executive Council, one each year, who serve for three years. The member-at-large in his/her third year serves as chairs.

Persons on this Committee must utilize the most recent "WSCA Convention Guidelines" (obtained from the Website) regarding convention site selection.

The Committee should, wherever possible, utilize the rotation system described in Article III, Section 1, of the Bylaws: North, Central, East, South. The "North" is determined as Washington, Oregon, Montana, and Idaho; the "Central" as Northern Nevada and Northern California; the "East" as New Mexico, Colorado, Wyoming, and Utah; the "South" as Southern California, Southern Nevada, Arizona, and Hawai'i.

No site can be recommended without prior agreement by a host faculty to the responsibilities outlined in the "WSCA Convention Guidelines."

The Committee shall present its recommendation for a site and a Local Host to the Legislative Council for input and to the Executive Council four years in advance of the planned convention.

Legislative Assembly: The Legislative Assembly is the principal policy-making body of the Association and meets annually at the WSCA convention. It consists of Interest Group chairs and vice chairs, two representatives of each association which holds an Organizational Membership in WSCA, ten delegates elected at large (each serving two-year terms) (see Nominating Candidates for Elected Offices in this Manual), and one member from each department with five or more association members.

The Legislative Assembly approves the annual budget; forms, combine, or dissolves Interest Groups; approves amendments to the Constitution prior to voting by the Association's members; approves Bylaws changes; establishes the rights, privileges, services, and obligations of each membership category;

determines membership dues; and elects two members of the Association's Nominating Committee, two members-at-large to the Executive Council, and representatives to the NCA Legislative Council. (See Nominating Candidates for Elected Offices in this Manual.)

Legislative Assembly Credentials Committee: The Committee certifies delegates to the Legislative Assembly and establishes procedures for seating delegates at the annual Legislative Assembly session. It consists of three members appointed by the President who designates one member as chair.

At least one month prior to the convention, the President should contact Interest Group chairs, officers of Organizational members, and chairs of departments in educational institutions with five or more Association members to obtain the names of delegates.

The chair of the Credentials Committee should obtain the names of the delegates designated by those constituent groups and prepare a roster of delegates to be used by the Committee in certifying and seating delegates at the annual session of the Legislative Assembly.

When the President convenes the Assembly, the Committee reports the certification and seating of delegates and provides a roll to be used in the event of a roll-call vote during the session.

#### **AD HOC COMMITTEES**

*Ad hoc* committees may be recommended by the President as appropriate and needed and approved by the Executive Council.

#### **EXECUTIVES CLUB**

The Executives Club consists of former members of the Executive Council who are members in good standing of WSCA and have paid a one-time initiation fee. The Club exists to provide support for the general welfare of the Association, particularly for new scholars.

The Executives Club maintains a separate constitution and bylaws and slate of three officers: President, Vice President, and Secretary/Treasurer. Procedures for election of officers are specified in the Club's bylaws.

The assets of the Executives Club are held by the Association separately from any Association funds or other Association assets. Procedures for disbursement of assets are specified in the Club's bylaws. If the Executives Club disbands or otherwise ceases to exist, any remaining assets will be combined with the general funds of the Association.

The Executives Club meets annually.

#### **INTEREST GROUPS**

Interest Groups are as follows: Communication and Instruction, Communication Theory, Community Colleges, Elementary-Secondary Schools, Freedom of Expression & Legal Communication, Health Communication, Intercultural Communication, Interpersonal Communication, Language & Social Interaction, Media Studies, Organizational Communication, Performance Studies, Rhetoric & Public Address, and Western Forensic Association.

#### Formation And Dissolution Of Interest Groups

Formation:

To form an Interest Group within WSCA, a petition must be submitted to the Executive Council specifying goals and how and in what ways these goals are not being served by existing Interest Groups. The petition must be signed by no fewer than 25 members of the Association. On approval by the Executive Council, the Interest Group will be granted a two year probationary period after which the Group will provide the following evidence and argument:

1. the number of members affiliating with the Group;
2. the number of those attending that Group's convention programs;
3. the number of those participating in the annual business meeting of the Group;
4. further elaboration of the goals of the Group.

Following the consideration of this information and argument, the Executive Council will

1. recommend to the Legislative Assembly that the Group be given permanent status as an Interest Group of the Association, or
2. extend the probationary period one more year for further study and evaluation, or
3. decline to recognize the Group.

#### Dissolution:

When the affiliated membership of an Interest Group falls below fifteen, the Executive Council will initiate a study to determine the group's status with regard to

1. its member count;
2. the number of those attending the Group's convention programs;
3. the number of those participating in the Group's annual business meeting;
4. other pertinent data.

Based on the above information, the Executive Council will

1. establish a probationary period of one year for further study and evaluation, or
2. recommend to the Legislative Assembly that the Group's status be revoked.

#### Bylaws

All interest groups shall develop bylaws consistent with the Association's Constitution and Bylaws. Suggested contents include the Interest Group's Purpose, Membership, Meetings, Officers/Elected, Committee Members, Elections, Committees, Paper/Panel Review Process, Parliamentary Authority, and Amendments. Other possible sections include Awards and Website/Internet.

If bylaws do not exist, they must be approved by the Interest Group membership at the annual meeting or through a mailed ballot. The Interest Group chair shall submit a copy of the bylaws to the Executive Director.

#### Minutes

Each Interest Group shall record minutes of its annual business meeting and submit a copy of the minutes to the Executive Director no later than one month after the meeting.

#### Officers Information

Within one month after the annual convention, each Interest Group shall submit an Interest Group Officers form to the Executive Director. This form shall include the names and contact information for the Interest Group Chair, Vice-Chair, Secretary, website editor (if applicable), and website URL (if applicable).

## Resources

Each Interest Group is allowed an expenditure of up to \$200.00 annually. The Executive Director will provide up to two sets of mailing labels to each Interest Group annually, if requested. Email lists of interest group members will be sent automatically.

## **MEMBERSHIP**

### MEMBERSHIP CATEGORIES

Regular Membership: Available to any person interested in the purpose of the Association upon payment of the annual dues prescribed by the Executive Council and approved by the Legislative Assembly. Regular members shall have voting privileges, shall be eligible to hold office, shall receive an annual subscription to the journals and *WSCA News*, and shall exercise the other privileges accruing to regular membership. Regular Members may subscribe to the other regionals' journals for an additional fee.

Contingent Faculty Membership: Available to any contingent faculty member (temporary and/or part-time, non-tenure track faculty) interested in the purpose of the Association upon payment of annual dues. Contingent faculty members shall have all rights and privileges of Regular Membership.

Student Membership: Available to any high school, college, or university student interested in the purpose of this Association upon payment of annual dues. Student members shall have all rights and privileges of Regular Membership.

Retired Membership: Available to any person who was a regular member of the Association for ten years when retiring from full-time employment. Such member shall have all rights and privileges of Regular Membership at a discounted rate.

Honorary Membership: Conferred upon all Past Presidents and Distinguished Service Award recipients as they retire from full-time professional employment. Honorary Members shall have all the rights and privileges of Regular Membership, and they may register without fee at all WSCA conventions.

Life Membership: Shall have all the rights and privileges of Regular Membership. Life members may register without fees at all WSCA conventions (however, meals and workshops are on a fee basis). The Life Membership fee shall be \$2,000.00 with an additional charge for making additional payments up to a total of five years. The annual payments and total costs are as follows:

		total
paid in full	\$2,000	\$2,000
paid in 2 years	\$1200+1000	\$2,200
paid in 3 years	\$767+767+767	\$2,301
paid in 4 years	\$600+600+600+600	\$2,400
paid in 5 years	\$500+500+500+500	\$2500

Departmental Membership: Departmental Membership shall be available to any academic institution upon payment of dues as prescribed by the Executive Council and the Legislative Assembly. Departmental Members shall have all the rights and privileges of Regular Membership. In addition, Departmental Members are entitled to reduced rates for convention program announcements, a link to the department's website on the Western website, posting of position announcements on the Western website, and a reduced rate for participation in the Graduate Programs Open House.

Organizational Membership: Available to any state or interstate professional organization having ten or more WSCA members upon application to and approval by the Executive Council. Submitted applications should include copies of the organization's constitution and by-laws and the names of at least

ten members of the organization who are also members of WSCA. The Executive Council will approve or disapprove each application for Organizational Membership that it receives. Organizational members are referred to as Affiliate Organizations.

## **PUBLICATIONS**

### **JOURNALS**

Journal ISSN: Western Journal of Communication 1057-0314; Communication Reports 0893-4215.

Journal Subscriptions: Subscriptions include both *Western Journal of Communication* and *Communication Reports*. Both domestic and international, retail and agency rates are available; the rate is discounted only through subscription services. Some back issues are available. Both direct subscriptions and back issue orders should be addressed to the Executive Director.

Journal Abstract Policy: At the Executive Director's discretion, WSCA allows any abstracting service desirable of doing so to abstract its journals and provides a complimentary subscription to the journals to such services. The guideline for allowing abstracting should be inclusion rather than exclusion.

Photocopy and Digital/Electronic Reserve Policy: WSCA is the sole copyright holder of all articles published in the *Western Journal of Communication* and *Communication Reports*. Photocopies and digital/electronic reserve copies of all material published by WSCA may be made for classroom use free of charge if the following criteria are fulfilled: (1) no fees above the actual duplicating costs are charged, (2) the materials are not reprints or republications, and (3) the material includes a full bibliographic citation and the following statement: "Copyrighted by the Western States Communication Association. Photocopied by permission of the publisher." A photocopy of this statements serves as WSCA's official permission for using materials in this way. This free permission is not applicable when an additional fee is charged for the material or when the material is reprinted in a commercial publication; WSCA charges a fee when its publications are included in a commercial publication or when an additional fee is charged.

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Journal and Convention Program Announcements: Announcements are included in the *Western Journal of Communication (WJC)*, *Communication Reports (CR)*, and the annual convention program. Announcements are limited to scholarly-related content, and WSCA maintains the right of refusal. The Executive Director is responsible for soliciting announcements from departments, publishers, and exhibitors. Announcements in the journals are purchased for one year—four issues of *WJC* and two issues of *CR*. There are separate rates for each journal. Announcements can be added anytime during the year.

### **NEWSLETTER**

*WSCA News*, the official newsletter of the Western States Communication Association, is published three times each year: Winter, Spring, and Fall (generally January, April, and October). All WSCA members receive a copy of the newsletter. In addition, the newsletter is published on the WSCA website.

## WEBSITE

The Western States Communication Association website is maintained by the Executive Director for the Association's membership and others interested in the Association and human communication. The address is [www.westcomm.org](http://www.westcomm.org). The website contains up-to-date as well as historical information on WSCA including leadership, conventions, publications, handbooks and manuals, etc.

## AWARDS

The Distinguished Service Award: The Distinguished Service Award may be given each year. The Awards Committee consists of one at-large member of the Executive Council serving their second year, appointed by the President, the Immediate Past President, and a designee of the Executives Club. The Committee will invite nominations through announcements in the *WSCA News*, by contacting previous award winners and past presidents for nominations, and by considering previous nominees not selected. The recipients must be deserving members who have made a significant contribution to WSCA and the communication field. At least 20 days prior to the convention, the Committee shall communicate names of the recipients to the Executive Director who shall purchase the tangible award.

The B. Aubrey Fisher Outstanding Journal Article Award: A \$150.00 cash award and a plaque will be presented each year for the best article(s) appearing in the *Western Journal of Communication*.

1. The Editor will distribute a list of eligible articles and solicit nominees from the Selection Committee.
2. For the final selection of the outstanding article(s) award, the Selection Committee will consider the following criteria:
  - a. Significance of the article's contribution to the literature of the discipline.
  - b. Level of response the article has elicited from other scholars and teachers.
  - c. Substantive importance and methodological rigor--significance of the topic and elegance and thoroughness of the study's method.
  - d. Substantive and/or methodological innovativeness--the degree to which the article breaks new ground.
  - e. Style--clarity, grace, parsimony, evocativeness of expression.
3. Up to two awards may be made.
4. The Selection Committee shall be appointed by the Executive Council of WSCA.
  - a. The *Western Journal of Communication* editor will serve as chair of the Committee.
  - b. The editor will nominate at least six current members of the editorial board selected for the heterogeneity of their expertise. The Executive Council will select four committee members from the nominated list.
  - c. The Executive Council shall select two more committee members from the association membership who may or may not be associate editors.
  - d. Committee members will serve a one year term.
5. The editor will notify the award winner(s) and the Executive Council by January 10 of each year. It is hoped the award winner may make arrangements to accept the award in person at the WSCA convention. The Executive Director shall arrange for the plaque and the cash award.

The Milton Dickens Award for Exemplary Empirical Research: This award recognizes an outstanding article in *Communication Reports*. The award is given at the end of each editorial term (i.e., once every three years). The first award was made at the 1992 convention for volumes 1, 2, 3, and 4.

1. A call for nominations will be placed in the *WSCA News* by the *Communication Reports* editor.
2. The *Communication Reports* editor will appoint a three member Selection Committee charged with identifying the best article from among those nominated. The committee will be selected from among those serving on *Communication Reports* editorial board during the award period.
3. The Selection Committee will be appointed for one year prior to the convention at which the award will

will be presented. The chair of the Committee shall be responsible for presenting the award at the convention.

4. The award will consist of an appropriately inscribed plaque and check. The Executive Director of WSCA will be responsible for arranging for the plaque and issuance of the check.

Model Communication Program Award: This award may be given annually to one or more communication programs from both elementary/secondary schools and community colleges. The criteria for the award are:

1. **Model in Teaching:** Course offerings, reaching innovations, certificates, degrees, curricular design and innovation. How does the program integrate current and/or best practices for teaching communication in their curriculum?
2. **Model in Service:** To students, the program, the institution, and/or the community. This category includes forensic teams, service learning, internships, committee memberships, etc.
3. **Model in Research and/or Creative Works:** Internal/external grants, articles, reviews, training programs and/or other methods of creating or using current research from the field of Communication Studies.
4. **Effective Use of Resources:** Administrative support, integrating broader curricular and co-curricular activities, and encouraging development of specialized areas to reflect the breadth and depth of the field.

The Model Communication Program Award Committee shall be chaired by one of the two senior Members-at-Large of the Executive Council. The other members of the selection committee are the chairs of Elementary-Secondary Schools, Community Colleges, and Communication and Instruction Interest Groups and one of the two junior Members-at-Large of the Executive Committee as Chair Designate. The Committee is advised to consult with the Local Host for potential candidates.

Recipients should present a panel on the Model Communication Program at the convention at which they receive the award.

The Master Teacher Award is given by the Communication and Instruction Interest Group

The WSCA Scholar Award: This award may be given annually in recognition of “sustained contribution to the study of human communication from a member of WSCA who has made a difference in the way scholars and students think about the nature, function, and scope of communication.” Criteria include (1) a sustained research program, (2) that is theoretically grounded, (3) analytically sound, (4) advances the discipline (as indicated by citations and other evidence), and (5) work has been featured in WSCA journals as well as other outlets. The WSCA Scholar Award Committee will solicit nominations from Association members. The nomination should include a nominating letter and academic vita (self nominations are acceptable).

The WSCA Scholar Award Committee consists of the First Vice President as Chair, one previous editor of *WJC* or *CR* appointed by the President, one member from the Association appointed by the Executive Council, and two members elected by the Legislative Assembly serving two-year staggered terms.

## CONVENTION

Convention Dates: Presidents’ Day weekend in February is the preferred convention date, with the weekends on either side as preferred alternatives.

Site Selection: At the convention, The Time and Place Committee presents its recommendation for a site and a Local Host to the Legislative Assembly for input, then to the Executive Council. The Executive Council, based on the recommendation of the Time and Place Committee and Legislative Assembly input, selects a site for the 4 + years convention.

Hotel Selection: Prior to the NCA convention, the Executive Director, in conjunction with the Local Host and the President, makes a site visit to possible hotels for the 4 + years convention. At the Executive Council meeting at the NCA convention, the Executive Director presents hotel information and recommendations to the Executive Council, which selects a hotel. After hotel selection, the Executive Director negotiates the final contract with the hotel. The President and the Executive Director must sign the final document.

Equal Rights Amendment: Whereas from 1984, WSCA voted to discontinue a convention boycott for any State not ratifying the ERA, should another Federal ERA bill be passed by Congress and sent to the States for ratification, the boycott shall be reinstated for those States not so ratifying.

Local Host Expenses Defrayal Incentive: The Local Host is encouraged to solicit convention program announcements and convention exhibits locally and to use that income to defray convention costs.

Complimentary Room List: When the Association is able to secure complimentary rooms in its convention hotel, the priority list for assigning those rooms is as follows:

1. President
2. Executive Director
3. President Elect
4. Local Host
5. Second Vice President
6. *Western Journal of Communication* Editor
7. *Communication Reports* Editor
8. First Vice President
9. *WSCA News* Editor
- 10/11. Senior Executive Council Members at Large (2)
- 12/13. Junior Executive Council Members at Large (2)
14. Immediate Past President
15. Finance Committee Chair
16. Publications Committee Chair
17. Coordinator of Speech Activities
18. Executives Club President
19. Honored Guests (such as the keynote speaker)

Convention Workshop Fees Policy: The organizer/chair of a workshop will establish a fee for the workshop. The fee must cover the costs of the workshop. Minimum fee shall be \$5 per person to cover WSCA's administrative expenses, and if the fee is set at \$5 per person, the entire amount will go to WSCA. If the fee is over \$5 per person, the additional amount will be used to cover audio-visual costs, with any remaining returned to the workshop organizer/chair upon submission of receipts for materials distributed at the workshop.

In some few circumstances, the organizer(s) of a WSCA convention short course may be under obligation to pay an honorarium and/or travel costs to individuals who are not WSCA members or members of the Communication profession whose expertise is essential to the functioning of the proposed short course. In each of these rare instances, the organizer(s) of a proposed short course shall provide the President-Elect with (a) a budget, with the appropriate categories listed, of the costs involved and (b) a budget narrative explaining the reasons for WSCA to make an exception to the policy of non-remuneration of short-course personnel. The President-Elect will then make a decision, with appeal possible to the WSCA Executive Council. If approved, the speaker costs will be added to the fees for the registrants for that short course. The responsibility for fees payment, that is, seeing that the individuals who are an exception to the general rule get reimbursed, shall be the short course organizer's.

Audio-Visual Equipment at Conventions: Renting audio-visual equipment is expensive; schools are understandably reluctant to lend expensive items, and audio-visual security is difficult to provide. Accordingly, the Association adopted the following policy:

1. Any program that can provide its own equipment (including proper cables, knowledgeable operators, and necessary screens) is free to do so provided local union rules do not prohibit such use. No audio-visual equipment of any kind will be provided to a program that fails to meet published deadlines for requesting equipment. The deadline is the same as the deadline for program proposals.
3. No microcomputers of any kind, or accompanying electronic equipment, will be provided.
4. Under certain circumstances television monitors with playback can sometimes be provided..
5. All programs should consider alternatives to equipment: Can materials be duplicated? Could a flip chart be used?
6. Workshops and Pre-Conferences that absolutely require AV equipment must expect the cost of renting such equipment to be built into the fees cost of the session.
7. Regular panels for which AV equipment is absolutely necessary and for which personal equipment cannot be used will be subject to these understandings:
  - a. The request of AV equipment may not be met in all cases.
  - b. The request for AV equipment may be met in some circumstances only if the program participants are willing to pay for the rental of equipment.
  - c. The requests for overhead projectors must state a substantive reason for the equipment.

Convention Site/Hotel Negotiations For Western Forensic Association (WFA):

1. The Western Forensic Association tournament committee shall become the agency to make all final decisions regarding future WSCA tournaments as to sites, dates, and arrangements.
2. The WFA tournament committee may, at its discretion select a tournament site in the same city or in a city other than that selected for the WSCA Convention.
3. A WFA tournament committee composed of the WFA President, the WSCA Activities Coordinator, and a member jointly of the WFA and the tournament tabulation committee will negotiate a contract for housing the tournament. The contract shall be separate of the WSCA convention contract. It shall be signed by the WSCA Activities Coordinator. Included in the contract will be provision for sleeping rooms, registration procedures appropriate to forensic exigencies, tabulation rooms, student preparation rooms, parking and social events for students and coached in appropriate settings. Final acceptance of the contract shall be by the WFA membership.
4. In the event that the WSCA convention city for a given year is deemed inappropriate by the WFA site selection committee in terms of travel, locale or local facilities, the committee may present a package proposal to the Executive Council.
5. Presumption shall continue for the tournament to be held in conjunction with the WSCA convention, complete with opportunity for final tournament rounds to serve as convention programs.
6. An effort will be made to work cooperatively.

## FINANCIALS

Financial and Corporate Status: As of 1983 WSCA operates under on calendar-year basis for the purpose of IRS tax filing. On February 15, 1996 WSCA was granted a 501 (c) 3 status as a not-for-profit charitable educational corporation and served a probationary period until December 31, 1999. WSCA was incorporated in the State Of Utah on May 31, 1995. WSCA’s federal identification number is 870541498. Tax reports must by filed by the Executive Director by May 15th annually.

Sale of Mailing Labels: Mailing labels of the membership list may be sold to academic publishers and other scholarly-related vendors of interest to the Association.

Deferred Giving Campaign/Program: Members are encouraged to remember WSCA in their wills and to send a copy of the will to the Executive Director. The Executive Director should maintain a safe-deposit box for holding any original will sent to that office.

Financial Policy: Investment of the Association’s funds and other monies is guided by the following principles: high liquidity; relative safety; sensitivity to the nature of politics and the environment; use of more than one financial tool; buying into an investment over a period of time, and agreement between the President, the Finance Committee, and the Executive Director.

The Executive Director, in consultation with the President and Finance Committee Chair, is empowered to make an adjustment in an investment fund if there is substantial decline in the fund’s value.

According to the WSCA Bylaws, Article II. Finances, “should in any given year surplus revenue accrue, that surplus shall be carried over into the subsequent year’s operating budget if necessary or deposited in an appropriate investment vehicle based on the policies detailed in the Policies and Procedures Manual.”

### Asset Allocation:

Portfolio allocation: WSCA investment objectives and risk tolerance are consistent with those of a “moderately conservative” investor. Asset allocation shall include:

- stock funds 40% including domestic large cap value 20%
  - domestic large cap growth 10%
  - small/medium cap 10%
- bond funds 40% including long-term government/US Treasury 20%
  - mid-term 10%
  - short-term corporate/high yield 10%
- money market and checking 20%

### Fund selection process:

1. The current President, Finance Committee, and the Executive Director select funds for the WSCA investment portfolio. The Executive Director reports annually to the President and the Finance Committee on fund performance.
2. Funds shall be no-load and directly purchased.
3. Funds shall be monitored yearly for both performance and balance; however, fund changes typically are not made more than every other year unless otherwise indicated.
4. Fund changes within categories shall be made to comparable funds in the same category with better performance records (see Business Week and Morningstar for fund performance evaluation and categories).
5. Rebalancing shall occur if “drift” exceeds 5%.
6. Portfolio allocation shall be reviewed annually.

### Fund criteria:

1. To be included in the WSCA investment portfolio, a mutual fund shall perform as well or better than the category performance as measured by selected indexes. (See Business Week

- and Morningstar for fund performance evaluation including risk level.)
2. The risk level of each mutual fund shall be no higher than the average risk for the category of fund.
  3. The portfolio shall contain funds with low correlations with each other, i.e., few shared stocks/bonds.
  4. The investment portfolio of the Association shall not exceed the IRS limits for acceptable investment holdings of non-profit organizations.

WSCA Financial Plan: This is the formal financial plan for WSCA as of February 2001. It provides an administratively responsible plan of financial organization. Each section includes a description, income rules, expenditure rules, and investment principles. The WSCA Financial Plan is divided into two parts: the General Operating Fund and WSCA Asset Funds.

Annually, the Executive Director shall enlist the aid of an accountant, preferably with knowledge of non-profit organizations, to provide both a financial detail of the budget and a statement of the overall funds of the Association. This report will be reviewed by the President, the Finance Committee, and the Executive Council.

Ad hoc committees may be established for raising funds for the Association. Gifts to the Association may be undesignated or may be designated for specific purposes.

#### General Operating Fund

**Description:** The General Operating Fund of WSCA holds money for the operation of the Association's daily affairs. The fund typically, but not only, takes in the daily money of the Association and distributes the money as need be for the operating expenses of the Association. The General Operating Fund is what the Finance Committee and Executive Council consider as the yearly operating budget of WSCA. The Executive Director and Finance Committee will prepare an annual report of the General Operating Fund and the WSCA Asset Funds. The report will be known as the budget, project two years out, and give at least the actual spending for three previous years. The budget must be reviewed and recommended for approval by the Executive Council and approved by the Legislative Assembly.

**Income Rules:** The operating income of WSCA comes from five sources: a) membership; b) library subscriptions; c) convention revenue; d) investments and assets; and e) miscellaneous.

The rules for managing these income sources are as follows: 1) the annual membership fees and dues shall be placed within this fund; 2) all journal revenues are income for the General Operating Fund; 3) convention revenue is another source of income for the General Operating Fund; 4) the miscellaneous revenue streams listed in the annual budget are income resources (these monies include, but are not limited to, journal exchange income and mailing list sales); and 5) an amount of money is transferred on an annual basis from the Growth Fund to the General Operating Fund, which totals the amount of expense for Life Members' cost of membership and convention registration. (See the Growth Fund for a more complete explanation.)

**Expenditures:** The expenditures of the General Operating Fund are the monies required to conduct the usual business of the Association. These expenditures include, but are not limited to, costs of journal and newsletter production, officers' and interest groups' expenses, convention expenses, and the cost of administrating the Association's business. The expenditures are described within the annual budget of WSCA. If over a period of three years the General Operating Fund has a budget surplus of \$10,000.00, the Executive Director, in consultation with the President, may transfer an agreed upon amount of the surplus to appropriate asset funds. The Executive Council may direct certain of the membership fees to be placed in other Funds of the Association.

**Investment:** As the General Operating Fund is the basic “checking account” of WSCA, the money may be placed in a highly available, and preferably interest bearing, checking or draft account. The Executive Director may deem that an amount of money may be placed into a Certificate of Deposit or Money Market account until such time as it is needed.

#### WSCA Asset Funds

The Asset Funds of WSCA are held for the purposes of emergency expenditures, Executive Director support, and future development of the Association. Moreover, the WSCA Asset Funds are the places where individuals or organizations may offer donations to the Association.

Although no upper limit of the Asset Funds has been set, it should remain a financial goal to keep the WSCA Asset Funds at least equal to and generally more than one year’s operating budget.

Additional Asset Funds may be added upon approval of the Executive Council.

#### Emergency/Founders Fund

**Description:** The Emergency/Founders Fund of WSCA serves immediate and necessary needs of the Association. For instance, if the General Operating Fund does not meet the budget obligation of the Association, the Emergency Fund is available for covering the shortfall. The Emergency Fund may also serve as a resource for special projects of the Association.

**Income Rules:** Income from investments in this fund shall remain in this fund. The Executive Council may increase the Emergency Fund. However, neither regular membership fees nor library subscriptions shall be used to underwrite the Emergency Fund. Soon after February 2001 the monies of WSCA’s Asset Funds shall be arranged so that the Emergency Fund begins with a balance of approximately \$20,000.00. As of February 2001, the goal for the Emergency Fund is \$50,000.00.

**Expenditure:** To meet the obligations of a shortfall or special project needs, the Executive Director and the President shall agree on any expenditures from the Emergency Fund. If the fund goes over the stated goal, the Executive Director, in consultation with the President, may shift the money to other WSCA funds. At the earliest point after the expenditure or transfer, the President shall inform the Executive Council.

**Investment:** The Emergency Fund shall be held in appropriate investment vehicles, separate from the other asset funds. The money should be readily accessible and meet the investment criteria described in the Policy and Procedures of WSCA under the title “Financial Policy.”

#### Executive Director Fund

**Description:** The Executive Director Fund is designed to underwrite a partial buyout of the Executive Director’s time. The Association will negotiate with the Executive Director’s institution to reimburse that institution for the Executive Director time. A formal letter of agreement shall be executed among the Association, the Executive Director, and his or her educational institution explicating the details. While the goal is a half-time “buyout” of the Executive Director, the realization is that WSCA should be able to secure a one course per term release for the Executive Director. In future terms the goal remains a one-half “buyout” of time.

**Income Rules:** It is assumed that the membership should bear the responsibility for monies to the Executive Director Fund. In 1996, the Executive Council recommended and the Legislative Assembly raised the membership fee by \$5.00 to create a fund for the Executive Director. Beginning with calendar year 1997, a fixed amount of each membership fee went toward the Executive Director Fund. The “surcharge” of \$5.00 per member is ongoing and should be considered a regular part of the income for this Fund. Income from investments in this fund shall remain in this fund until the stated goal is reached. Soon after February 2001 the monies of WSCA’s Asset Funds shall be arranged so that the Executive Director Fund begins with a balance of approximately \$50,000.00. As of February 2001, the goal for the Executive Director Fund is \$150,000.00.

**Expenditure:** Typically once or twice a year the Executive Director, in consultation with the President, will transfer the negotiated amount from the Executive Director Fund to the General Operating Fund for payment to the Executive Director’s institution. Other expenditures from the Executive Director Fund must be approved by the Executive Council.

**Investment:** The Executive Director Fund shall be held in appropriate investment vehicles, separate from the other asset funds. The money should meet the investment criteria described in the Policy and Procedures of WSCA under the title “Financial Policy.”

#### Growth/Life Members Fund

**Description:** The Growth/Life Members Fund consists of assets set aside to prepare for the future needs of the Association. The fund’s basic goal is to serve as a reserve for the organization to establish a basis of stability for the financial well-being of the Association.

**Income Rules:** Income in this fund shall remain in this fund. The money from Life Memberships is deposited into the Growth Fund. Money from other funds of the Association may be transferred to the Growth Fund. Gifts not designated to other Asset Funds shall be deposited into the Growth Fund. Soon after February 2001 the monies of WSCA’s Asset Funds shall be arranged so that the Growth Fund begins with a balance of approximately \$80,000.00.

**Expenditures:** Under normal circumstances one expenditure per year will cover the ordinary costs of membership fees and convention registration for the Life Members. (The Life Membership statement explains that not more than 85% of the dividend or fund growth may be applied to the specific annual fees.) Other expenditures from the Growth Fund must be approved by the Executive Council.

**Investment:** The Growth Fund shall be held in appropriate investment vehicles, separate from the other asset funds. The money should meet the investment criteria described in the Policy and Procedures of WSCA under the title “Financial Policy.”

#### Memorial Fund

**Description:** The Memorial Fund of WSCA serves as a repository for contributions made to the organization to honor individuals. The initial \$1500.00 of the fund was donated by Irwin Altman, Keynote Speaker of the 2001 WSCA Convention. Further seed money for the Fund was donated by the WSCA Executives Club.

**Income Rules:** During the first five years of the Fund, the interest shall be reinvested. The principal of

the Fund shall remain invested for the life of the Fund. There will be no maximum for the Fund.

**Expenditure:** The interest shall be used for travel scholarships for students to attend the annual WSCA convention. Criteria for awarding scholarships will be recommended by a committee appointed by the President, during the first five years of the Fund and approved by the Executive Council prior to the awarding of any scholarships.

**Investment:** The Memorial Fund shall be held in appropriate investment vehicles, separate from other asset funds. The money shall meet the investment criteria described in the Policy and Procedures Manual of WSCA under the title "Financial Policy."

### Dickens Fund

The Milton C. Dickens Memorial Fund was established in 1986 as a designated endowment from which the interest is awarded for outstanding scholarship in the WSCA region. In 1988, the WSCA Executive Council decided that the Fund would be used as an endowment for awards given periodically to outstanding articles in *Communication Reports*. Dr. Dickens served as president of the Western Speech Association in 1956-57. He was "largely responsible for the development of interdisciplinary studies and research in human communication" at the University of Southern California and authored more than sixty articles, monographs, and books (James McBath (January, 1986), USC Faculty Newsletter, 15).

### Follert Trust Fund

The Vincent F. Follert, Jr. Trust Fund was established in 1987 as a designated endowment from which the interest is used to support the publication of *Communication Reports*. "Vince Follert got his Ph.D. from Wayne State University and was very well known in the debate community, having been an excellent debater for Loyola (Chicago). His first and only post-grad school job was at Western Illinois University as a coach and assistant professor of organizational communication; he died of cancer in his late 20's. Vince felt that our journals were far too ambitious about creating a new theory for every article and put too little emphasis on actual results. He felt that modest papers that simply added a bit of knowledge should have an outlet. In addition, he was quite concerned about turnaround time and wanted to found a journal that guaranteed quick turnaround to authors. *Communication Reports* was endowed to accomplish these goals" (Dale Hample, email, October 9, 2003).

### Financial Procedures:

1. In receiving money, three people need to be involved to guard against the possibility of mishandling. Person #1 does not have access to the bank; Person #2 does not have access to membership & convention registration forms/purchase orders/etc.; Person #3 does not have access to the checks. The procedure is as follows:
  - a. Person #1 opens the envelopes (receives), writes down check numbers and amounts on a list (records), and totals the amount. Person #1 forwards the checks to Person #2 and forwards the membership & convention registration forms/purchase orders/etc. to Person #3. Person #1 probably is the Executive Director's Administrative Assistant.
  - b. Person #2 fills out the bank deposit form for the checks, makes the deposit at the bank, and forwards the bank deposit statement to Person #3. Person #2 probably is the Executive Director.
  - c. Person #3 reconciles the forms/purchase orders/etc. with the list of checks from #1 and the bank deposit statement from #2. Person #3 probably is the bookkeeper.
  - d. Person #3 also invoices as required and keeps track of invoices paid.
2. To authorize expenses, one person (bookkeeper) should prepare the checks based on invoices and receipts received, and a second person (Executive Director) should sign them. No checks should be written without an invoice, receipt, or some form of documentation for the amount.

3. Quarterly, the Executive Director sends the President, President-Elect, and Chair of the Finance Committee copies of the bank statements, financial spread sheets, and quarterly investment reports.
4. All investments except bank accounts require two (2) signatures to take cash out or transfer money internally
5. The Executive Director's signature is sufficient on checks from the checking account; the signature of an elected person from the presidential succession also is required on all other financial transactions.
6. The Executive Director, in consultation with the President and Finance Committee Chair, is empowered to make an adjustment in an investment fund if there is substantial decline in the fund's value.
7. According to the WSCA Bylaws, Article II. Finances, "should in any given year surplus revenue accrue, that surplus shall be carried over into the subsequent year's operating budget if necessary or deposited in an appropriate investment vehicle based on the policies detailed in the Policies and Procedures Manual."

**Budget Requirements:** A two-year budget shall be presented for approval to the Finance Committee, Executive Council, and Legislative Assembly at the annual convention; this budget shall include a revised budget for the current fiscal year and a proposed budget for the upcoming fiscal year.

The budget shall be

1. realistic—project the actual anticipated expenditures and revenues of the Association;
2. transparent—show each expenditure and revenue;
3. supportive—strive to cover actual expenses for individuals.
4. futuristic—be based on policies in place for the long-term benefit of the Association.

## **PROFESSIONAL ETHICS**

Members of Western States Communication Association believe that ethical behavior in all professional endeavors is paramount. As noted in the National Communication Association's Code of Professional Ethics (<http://www.natcom.org/index.asp?bid=13592>, accessed July 6, 2009):

Members of the communication discipline have a special responsibility to model ethical communication practices. Communication scholars are particularly concerned with free and responsible communication among all members of society. Ethical communication should begin with ourselves and govern our interactions with others.

We believe that our communication and professional conduct should be guided by honesty, integrity, rigor, prudence, and appreciation of the diversity of ideas and perspectives that contribute to the richness of our community.

For specific ethical practices, WSCA follows the National Communication Association's Code of Professional Ethics (<http://www.natcom.org/index.asp?bid=13592>), the American Psychological Association's Ethical Principles of Psychologists and Code Of Conduct (2002) (<http://www.apa.org/ethics/code/index.aspx>), and the American Sociological Association's Code of Ethics (<http://www.asanet.org/about/ethics.cfm>).

## **OTHER**

**Affiliate Organizations:** Affiliate organizations of WSCA (those holding Organizational Membership) include the Organization for Research on Women and Communication (ORWAC).

**Archives:** The WSCA Archives are held by The Manuscripts Divisions of the Special Collections Department of the J. Willard Marriott Library at the University of Utah. The Association is committed to pay \$1,500.00/year to support the processing, preparation of finding aids, storage, and reference service

of our records, including any additional material donated year by year.

On a regular basis, officers of the Association should send copies of information regarding WSCA, including correspondence, timetables, checklists, minutes, agendas, etc. to the

Manuscripts Division  
University of Utah  
Marriott Library  
295 South 1500 East  
Salt Lake City UT 84112-0860

Logo: The WSCA logo was designed by Delia Storey of Fort Collins, CO and adopted by the Executive Council on October 31, 2001 for use on all WSCA materials, including but not limited to the website, newsletter, journals, stationary, handbooks, and manuals.

NCA Legislative Council Representatives: WSCA has three representatives to the National Communication Association Legislative Council, one each representing K-12, community colleges, and 4+ year institutions. The WSCA Legislative Assembly elects one representative annually for a term of three years. (See Nominating Candidates for Elected Offices in this Manual.)

WSCA exhibit table at NCA convention: WSCA is allocated an exhibit table at the NCA convention. The WSCA banner with the logo should hang above/on the table for identification, and information on the table should include membership forms, convention information, convention registration forms, and Local Host information about special events and attractions of the convention location. Executive Council members will be scheduled to wander by, restock information, and clean things up.

## WSCA CALENDAR

(Initially approved by Executive Council February 23, 2001)

### August

Site visit to 4+ year convention location possible hotels (if not in April) (President, Executive Director, Local Host Chair)

### September

- 1- Competitive papers and programs due to Interest Group program planners.
- 1- Nominating Committee report due to Executive Director from Immediate Past President.
- 15- *WSCA News deadline*: (Pres., Pres. Elect, Local Host, Dist. Service Award, Editor Searches).
- 15- Executive Director sends electronic election announcements including candidate statements and voting procedures.
- 15- Membership campaign by Second VP (Membership info to Chairs, Grad. Directors, etc.).
- 30- Executive Director sends convention materials to publishers and university departments.

### October

- 1- Exec Council members send agenda items for Nov. Exec. Council meeting to President.
- 1- *WSCA News* sent and posted on website.
- 15- Executive Director sends membership emailing.
- 15- Officers & committee chairs needing to report for Nov. Exec. Council meeting--send to President.
- 15- President appoints Credentials Committee.

### November

- 1- Nominations due for Model Teaching Program Award.
  - 15- Convention program posted on website.
  - 15- Second VP-Follow-up membership mailings (work with Exec. Dir.).
  - 15- Executive Dir. sends convention emailing.
  - 30- Everyone checks convention program for accuracy on website--send corrections to Pres. Elect.
- At NCA:** Executive Council meets Wednesday evening before preconferences; Ad hoc committee may meet; Preconvention meeting with Pres. Elect, Local Host, Exec. Director).

### December

- 1- Journal & newsletter editors submit reimbursement requests for current year expenses and proposed budgets to Exec. Dir..
- 10- Final convention program copy due to Cadmus/Science Press.
- 15- Executive Dir. sends out minutes of November meeting.
- 15- *WSCA News deadline*: (Pres., Pres. Elect, Local Host, Editor Searches).
- 15- Nominations due for Distinguished Service Award.
- 15- Nominations due for Editor search.

### January

- 10- Executive Director sends budget to Finance Committee chair.
- 10- *WSCA News* sent and posted on website.
- 10- EC members send agenda items for Feb. Exec Council meeting to President.
- 10- Officers and committee chairs send reports for Feb. Exec. Council meeting to President.
- 10- Order all catering for WSCA conference through the Executive Director.

- 10- Order all awards through Executive Director (Dist. Service Award, Model Program Award, Outgoing Editor plaque).
- 10- President sends letters re: Legislative Assembly delegates.

### **February**

- 5- President prepares and distributes Luncheon agenda.
- 30- President write post-convention letters, appoints standing committee members.

#### *At Convention:*

Exec. Council members attend Friday afternoon/evening & Tuesday AM Executive Council meetings, Newcomer's Reception, Convention Kick-off, Keynote Speech, Convention Luncheon.

Newly elected officers and Members-at-Large attend Tues. AM Exec. Council meeting

Finance Committee meets Friday 11 AM; reports to Exec. Council at Friday meeting.

Publication Committee meets Friday 11 AM; reports to Exec. Council at Friday meeting regarding nominee for the year's editor selection (1 each year: *WSCA News*, *WJC*, *CR*) and at Tuesday meeting regarding other business.

Time and Place, Futures, and Member Services Committees meet Sunday; report at Tuesday Exec. Council meeting.

Legislative Assembly meets Monday 6 PM.

### **March**

- 1- Call for Papers appears: *WSCA News*, posted on website; sent to SPECTRA, ICA Newsletter.
- 1- Convention site information posted on website (Local Host).
- 1- Executive Dir. final membership renewal follow-up within two weeks of completion of convention.
- 5- *WSCA News* deadline: (Pres., Pres. Elect, Dist. Service & Model Program Awards, Editor Searches).
- 15- Executive Dir. sends out minutes of Feb. meeting.
- 30- Preconvention visit to upcoming convention hotel (President, President Elect, First Vice President, Local Host, Executive Dir.).

### **April**

- 1- *WSCA News* sent and posted on website.
- 15- Site visit to proposed +4 years convention location possible hotels (President, Executive Director, Local Host).
- 15- Immediate Past President starts Nominating Committee process.

### **May**

Publicize September panel, workshop, and paper submission deadline.

### **June**

President completes Executive Director annual performance evaluation.

### **July**

## EXECUTIVE COUNCIL APPOINTMENTS CALENDAR

Feb 2005	<i>Communication Reports</i> editor
Feb 2006	<i>Western Journal of Communication</i> editor Coordinator of Speech Activities
Feb 2007	<i>WSCA News</i> editor Executive Director
Feb 2008	<i>Communication Reports</i> editor
Feb 2009	<i>Western Journal of Communication</i> editor Coordinator of Speech Activities
Feb 2010	<i>WSCA News</i> editor Executive Director
Feb 2011	<i>Communication Reports</i> editor
Feb 2012	<i>Western Journal of Communication</i> editor Coordinator of Speech Activities
Feb 2013	<i>WSCA News</i> editor Executive Director
Feb 2014	<i>Communication Reports</i> editor

## CONVENTION CALENDAR

2011	Monterey, Hyatt Regency Monterey Hotel and Spa
2012	Albuquerque, Hyatt Regency (hotel decision 2/09)
2013	Reno, Nugget Hotel (hotel decision 2/10)