
WSCA/Community College Interest Group By-laws Draft

Ratified February 20, 2006

ARTICLE I—Name of WSCA/Community College Interest Group

The name of this Western States Communication Association (WSCA) Interest Group is the WSCA/Community College Interest Group (WSCA/CCIG).

ARTICLE II: Purpose

Section 1: The primary purpose of WSCA/CCIG is to unite those individuals and organizations in the Western States who have an academic, lay, or professional interest in communication and who desire to advance their mutual educational interests. Furthermore, WSCA/CCIG is specifically dedicated to the advancement of teaching communication studies at community colleges within the WSCA region and to provide networking support resources among its members and to other interested individuals and organizations.

Section 2: The WSCA/CCIG is concerned with a wide spectrum of issues relating to field of communication studies as well as the instruction of communication, especially in the community college environment. The WSCA/CCIG serves as a resource for communication professionals, instructors, and students. WSCA/CCIG is particularly committed to serving community college instructors (part-time and full-time) and their students.

Section 3: Pursuant to its purpose, the WSCA/CCIG will exercise a major role in the program planning of the annual WSCA convention, conduct activities as determined by the membership of the WSCA/CCIG, and represent the interests of WSCA/CCIG membership in the Legislative Council of WSCA.

Section 4: WSCA/CCIG will also elect a WSCA/CCIG delegate to represent WSCA/CCIG at the National Communication Association (NCA) Legislative Council. This office is a three year term. At the annual WSCA convention of the third year, the next delegate will be elected. First representative was established in February 2006.

ARTICLE III—Membership

Section 1: Membership WSCA/CCIG is open to WSCA members in good standing with WSCA, who are interested in promoting the goals of WSCA/CCIG.

Section 2: The full membership of the WSCA/CCIG shall consist of those individuals and organizations who are members of WSCA and who register their WSCA/CCIG membership selection on their WSCA membership application and/or renewal. Membership may include communication professionals, instructors, students, and organizations. All registered WSCA/CCIG members shall have full voting privileges.

ARTICLE IV—Officers/Elected Committee Members

Section 1: The officers of WSCA/CCIG must be voting members in good standing with WSCA/CCIG.

Section 2: WSCA/CCIG Officers consist of the Immediate Past-Chair, Chair, Vice-Chair, and Communications Director. If no Communications Director is appointed, the Chair will assume some of the communications responsibility. The office of Webmaster is contingent upon discussion at the CCIG business meeting.

Section 3: Upon election at its annual WSCA/CCIG Annual Business Meeting, the Vice-Chair Elect will serve a one-year term and then succeed to the office of Chair followed by serving a one-year term as the Immediate Past-Chair. Therefore, election as WSCA/CCIG Vice-Chair Elect is a three-year commitment (1st year term as Vice-Chair Elect, followed by 2nd year one-year term as Chair, completed by a 3rd one-year term as Immediate Past-Chair).

Section 4: For the direction and consistency of WSCA/CCIG, the Immediate Past-Chair will serve as a mentor and resource to the current Chair and Vice-Chair.

Section 5: The current WSCA/CCIG Chair and Vice-Chair, or their representatives, shall represent WSCA/CCIG as the WSCA/CCIG Legislative Delegate at WSCA Legislative Assembly during the year of service as current WSCA/CCIG Chair and Vice-Chair.

Section 6: The current WSCA/CCIG Chair responsibilities also include planning/overseeing the WSCA/CCIG convention panels and programs during the annual WSCA convention, presenting competitive awards as authorized by WSCA/CCIG at the annual WSCA/CCIG business meeting, providing leadership to WSCA/CCIG current officers, and ensuring that all major functions of WSCA/CCIG are completed throughout the year. The current WSCA/CCIG Chair shall have the authority to request funds from WSCA and to authorize the release of WSCA/CCIG funds/payments. The current WSCA/CCIG Chair also has the power to appoint and empower Ad Hoc committees as necessary.

Section 7: The current WSCA/CCIG Vice-Chair will attend the WSCA convention planning meetings during the convention to serve as WSCA/CCIG Chair and WSCA/CCIG convention planner for the subsequent year. The current Vice-Chair will be responsible for organizing one or more G.I.F.T.S. panel (s) and the WSCA/CCIG convention evening reception.

Section 8: The WSCA/CCIG Vice-Chair shall become Chair after the completion of the final business meeting in the year that follows his/her year election as Vice-Chair. The Chair shall serve a one-year term as WSCA/CCIG Chair.

Section 9: The WSCA/CCIG incoming Chair (current Vice-Chair) shall promote the opportunity to submit program ideas and panels to WSCA/CCIG, and plan the WSCA/CCIG program for the next annual WSCA convention. The incoming Chair shall also be responsible for planning and conducting next year's WSCA/CCIG annual business meeting.

Section 10: Communications Director will be appointed by the Chair and will serve a one-year term that will begin at the end of the WSCA/CCIG business meeting in which they are appointed Communications Director. This office is a one-year commitment and does not promote to the office of Vice-Chair. Communications Director is responsible for preparing and distributing minutes of the business meetings, updating and maintaining a current membership list that includes contact information such as members' names of affiliated educational institutions, email and snail-mail addresses, and phone numbers. The Communications Director is also responsible for developing and distributing a WSCA/CCIG newsletter or other form of membership communication (such as email listserve announcements, call for papers/panels, etc.).

Section 11: Website/Webmaster will be appointed by the Chair and will serve a one-year term that will begin at the end of the WSCA/CCIG business meeting in which they are appointed as Website/Webmaster. This office is a one-year commitment and does not promote to the office of Vice-Chair. Webmaster is responsible for developing and maintaining WSCA/CCIG's website.

Section 12: A member of the CCIG will serve as the CCIG representative on the WSCA Nominating Committee. The Chair will appoint the Nominating Committee Representative at the annual business meeting.

Section 13: In the event an officer is unable to fulfill his/her responsibilities for whatever reason, the remaining WSCA/CCIG officers shall appoint a replacement until a replacement can be duly elected.

ARTICLE V—By-laws and Administration

The authority, powers, and procedures of WSCA/CCIG shall be consistent with the By-laws of WSCA. The WSCA/CCIG shall be governed by its By-laws as well as the By-laws of its parent organization, WSCA. Should there be a conflict between the By-laws of WSCA and WSCA/CCIG, WSCA By-laws will supersede WSCA/CCIG By-laws. WSCA/CCIG By-laws are those prescribed within this document.

ARTICLE VI—Meetings

Section 1: The WSCA/CCIG Annual Business Meeting(s) shall be held annually at the time and place of the annual WSCA convention.

Section 2: Prior to WSCA/CCIG Annual Business Meeting, the WSCA/CCIG Chair shall email and/or snail mail the WSCA/CCIG Annual Business Meeting Agenda to its members so that those members who are unable to attend the WSCA/CCIG Annual Business Meeting(s) at the WSCA Annual Convention have an opportunity to voice their opinions/concerns to the WSCA/CCIG Chair.

ARTICLE VII—Elections

Section 1: The election of WSCA/CCIG Vice-Chair will be conducted during the WSCA/CCIG annual business meeting. Nominations will be accepted from the floor.

Section 2: Balloting shall be conducted at the WSCA/CCIG annual business meeting with ballots counted by the current WSCA/CCIG officers. Election results will be announced during WSCA/CCIG annual business meeting.

Section 3: The popular vote of those WSCA/CCIG members in attendance at the WSCA/CCIG annual business meeting shall be sufficient to elect officers/committee members for vacant positions.

ARTICLE VIII—Ad Hoc Committees

WSCA/CCIG officers board is empowered to appoint ad hoc committees as needed. Ad hoc committees can also be formed by a majority vote of WSCA/CCIG members during the WSCA/CCIG annual business meeting. Ad hoc committees shall be given specific duties and a specific date for a final report. Ad hoc committees will exist for no longer than one-year, unless renewed by a majority vote of WSCA/CCIG members during the WSCA/CCIG annual business meeting. Ad hoc committee members are appointed by the WSCA/CCIG officers board and may be reappointed.

ARTICLE IX—Paper and Panel Review Process

Section 1: The WSCA/CCIG Immediate Past Chair, Chair, and Vice-Chair as well as ad hoc committees as appointed will review proposals.

Section 2: The review process will eliminate institutional bias and be based on the quality of the submissions and their applicability to the mission of the WSCA/CCIG.

ARTICLE X—Awards

Section 1: If appropriate, at the annual WSCA/CCIG business meeting, WSCA/CCIG could recognize exemplary achievements of its members.

Section 2: WSCA/CCIG could honor a community college educator as Community College Educator of the Year. The current WSCA/CCIG Officers (i.e., Immediate Past-Chair, Chair, Vice-Chair, Communications Director, and Webmaster) would oversee the selection of this award. The award would be open for nominations from WSCA/CCIG members, including members not attending the annual WSCA convention. Criteria could include: 1. outstanding contributions to education at community college, 2. excellent teaching, 3. scholarship, and service to the speech communication profession.

ARTICLE XI—Parliamentary Authority

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

ARTICLE XII—Amendments

Section 1: Amendments to these By-laws may be initiated by WSCA/CCIG officers, by WSCA/CCIG members attending the annual WSCA/CCIG business meeting, or by a petition addressed to the Chair and signed by WSCA/CCIG members.

Section 2: Proposed amendments shall be submitted to a vote of members present at the annual WSCA/CCIG business meeting or by mailed ballot to WSCA/CCIG membership.

Section 3: These By-laws shall become effective after ratification by a vote of WSCA/CCIG members attending/responding to the annual WSCA/CCIG business meeting.