

**BY-LAWS**  
**COMMUNICATION AND INSTRUCTION INTEREST GROUP**  
**Western States Communication Association**

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**ARTICLE I—PURPOSE**

Section 1. The name of this organization shall be the Communication and Instruction Interest Group of the Western States Communication Association.

Section 2. The authority of this organization shall be derived from the Bylaws of the Western States Communication Association, and its powers and procedures are those prescribed therein.

Section 3. The basic purpose of the Communication and Instruction Interest Group is to advance an understanding of issues that emerge from the intersections of communication and instruction, promoting methodological, pedagogical and theoretical diversity. Pursuant to that goal, the Interest Group will exercise a major role in the program planning of the annual WSCA convention; conduct activities as determined by the membership of the Interest Group, and represent the interests of the Interest Group membership in the Legislative Council of WSCA.

**ARTICLE II—MEMBERSHIP**

Section 1. Membership in this Interest Group is open to any member of the association who is interested in promoting the Interest Group's purposes.

Section 2. The full membership of the Interest Group shall be those individuals who are members in good standing of WSCA and who indicate their wish to be affiliated with the Interest Group on their WSCA membership application or renewal, and/or so advise the Executive Secretary of the Western States Communication Association.

**ARTICLE III—MEETINGS**

An annual business meeting shall be held at the time and place of the annual convention of the WSCA annual convention.

**ARTICLE IV—OFFICERS/ELECTED COMMITTEE MEMBERS**

Section 1. The officers of the Interest Group shall be a Chair, Vice-Chair, and Secretary.

Section 2. Upon election by the Interest Group at its annual meeting, the Vice-Chair will serve a one-year term and then succeed to the office of Chair. The Vice-Chair shall represent the Interest Group at WSCA Legislative Assembly during the year of election to the office and attend convention-planning meetings during the convention in the subsequent year.

Section 3. The Vice-Chair shall become Chair after the completion of the business meeting in the year that follows his/her year as Vice-Chair. The Chair shall serve for one year. This officer shall promote the opportunity to submit program ideas and/or competitive papers to the Interest Group, coordinate the review process for competitive papers and panels, and plan the Interest Group's program for the next annual WSCA convention. The Chair shall be

responsible for planning and conducting the next annual business meeting, presenting such competitive awards as may be authorized by the Interest Group at the annual meeting, and ensuring that the work of the Interest Group (including preparing annual reports and budget requests) is completed. The Chair shall also serve as a representative of the Interest Group on the WSCA Legislative Council.

Section 4. The Secretary shall serve a one-year term, which will begin at the end of the business meeting in which s/he is elected. The Secretary is responsible for preparing and distributing minutes of the business meetings.

Section 5. In the event an officer is unable to fulfill his/her responsibilities for whatever reason, the remaining officers of the Interest Group shall appoint a replacement until a replacement can be duly elected. Should a majority of members of the Interest Group find an officer negligent in her/his responsibilities, they may request that another officer write a letter documenting her/his negligence to that officer's department chair, dean or other administrative supervisor.

Section 6. Every three years the Interest Group, at its annual business meeting, will elect a representative to the WSCA Nominating Committee. The WSCA Nominating Committee shall develop a slate of candidates for each elective office of the Association as specified in the WSCA Bylaws. In the event a representative is needed before the next annual business meeting, the Chair shall appoint a representative to the WSCA Nominating Committee.

#### ARTICLE V—ELECTIONS

Section 1. The election of all officers shall be conducted at the Interest Group's annual meeting.

Section 2. Balloting shall be conducted at the annual Interest Group meeting with ballots counted by the Vice-Chair and Secretary, and results will be announced at that time.

Section 3. A majority vote of those members in attendance at the annual Interest Group meeting at the WSCA annual convention shall be sufficient to elect officers for vacant positions.

#### ARTICLE VI—COMMITTEES

Special committees may be formed by the Chair, or by a majority vote of the Interest Group. Special committees shall be given specific duties and a specific date for a final report.

#### ARTICLE VII—PAPER AND PANEL REVIEW PROCESS

Section 1. The Chair selects reviewers from a list circulated at the annual business meeting asking for volunteers from the general Interest Group membership.

Section 2. Papers are assigned to eliminate institutional bias and provide random readership. Papers are evaluated by a blind review process.

Section 3. Reviewers shall be responsible for reviewing competitive paper and panel submissions and for responding about the quality of submissions in a timely manner to the Chair.

#### ARTICLE VIII—AWARDS

Section 1. At the annual WSCA meeting, the Interest Group will recognize the Top Three/Four papers in the Interest Group, as determined by their rankings in the competitive paper submission process. When appropriate, the Interest Group will also recognize the Top Student or Top Debut papers.

Section 2. The Top Student Paper award recipient shall receive a 150.00 cash award from the Interest Group, and the remainder of the award recipients shall receive certificates from the Interest Group.

#### ARTICLE IX—PARLIAMENTARY AUTHORITY

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

#### ARTICLE X—AMENDMENTS

Section 1. Amendments to these Bylaws may be initiated by a majority of the officers, by a majority of the Interest Group membership at the annual Interest Group meeting, or by a petition addressed to the Chair and signed by twenty-five members of the Interest Group.

Section 2. Proposed amendments shall be submitted to a ballot of members present at the annual Interest Group meeting.

Section 3. These Bylaws shall become effective after ratification by a majority vote of the Interest Group at the annual Interest Group meeting.

\*Drafted by: Deanna L. Fassett, San José State University, Chair, Communication and Instruction Interest Group, 2005.

\*Revised by: John T. Warren, Southern Illinois University, Carbondale, Chair, Communication and Instruction Interest Group, 2007.