

Media Studies Interest Group

Bylaws

ARTICLE 1 - PURPOSE

Section 1. The name of this organization shall be the Media Studies 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 Media Studies Interest Group is to advance the understanding of communication issues regarding the mass media. 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 Director of the Western States Communication Association.

ARTICLE III - MEETINGS

Section 1. An annual business meeting shall be held at the time and place of the annual WSCA convention.

ARTICLE IV - OFFICERS

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

Section 2. The officers must be members in good standing of WSCA and members of the Media Studies Interest Group.

Section 3. The officers shall not hold a like position simultaneously in other Interest Groups.

Section 4. The Chair shall serve for one year preceding the term after Vice-Chair which begins at the end of the business meeting. The Chair is responsible for the following:

- A. Gather information from Vice-Chair on competitive panels and thematic panels, business meeting times, etc., and send this information in a convention preview and Interest Group newsletter to all Media Studies Interest Group members by December 1
- B. Communicate with Interest Group web author to make sure it is updated, accurate, etc.
- C. Attend Legislative Assembly
- D. Submit names of Interest Group representatives to Legislative Assembly
- E. Submit IG resolutions to Legislative Assembly
- F. Preside over business meeting. Once the previous year's meeting minutes are approved, ensure the Secretary submits a copy to the WSCA Executive Director and Interest Group web author.
- G. Solicit, at business meeting, ideas for thematic panels (and note ideas and who suggested and volunteered them)
- H. Send a call to accepted paper and panel members for the Diane Furno-Lamude Award by December 1.
- I. Review papers for Top Three/Four panel and Diane Furno-Lamude Award
- J. Secure funding from WSCA Executive Director and present The Diane Furno-Lamude Award at the business meeting
- K. Respond to Top Three/Four panel

Section 5. The Vice-Chair shall serve for one year preceding the term after Secretary which begins at the end of the business meeting. The Vice-Chair is responsible for the following:

- A. Attend pre-conference planning session for next year's conference
- B. Attend Legislative Assembly meeting with Chair
- C. Attend Interest Group business meeting
- D. Ask for and identify potential competitive paper judges, panel chairs and respondents
- E. Confirm Secretary prepares and distributes call for competitive papers and panels (May 15th)
- F. Receive competitive paper and panel submissions
- G. Forward copies of competitive papers, instruction guidelines, ratings sheet to referees within three days of acceptance deadline
- H. Send letter/postcard acknowledgements of receipt of paper and panel proposals to submitters as received or within one week of acceptance deadline
- I. Receive referee ratings, determine acceptances and rejections
- J. Submit program recommendations WSCA Program Planner/President Elect
- K. Once WSCA Program Planner/President Elect confirms program, send acceptance/rejection of paper and panel proposals letters within three days of notification by WSCA Program Planner/President Elect. Insert instructions to presenters with acceptance letters.
- L. Send letter and instructions to panel chairs
- M. Forward copies of papers, instructions, and information on panel (including list of panelists, chair, and meeting times) to respondents

- N. Forward names and addresses of persons presenting, responding, chairing or participating in anyway in the Interest Group to WSCA Executive Director
- O. Provide information to Chair on competitive panels and thematic panels for Interest Group newsletter once acceptance letters are mailed.
- P. Distribute papers to committee for the Diane Furno-Lamude award; report results to Chair
- Q. Review papers for Top Three/Four panel and Diane Furno-Lamude Award
- R. Chair Top Three/Four panel
- S. Prepare and deliver report at the Interest Group business meeting. This report includes the number of papers received, acceptance rate, number of reviewers, etc.

Section 6. Upon election by the Interest Group at its annual meeting, the Secretary will serve a one-year term. The term begins at the end of the business meeting in which that person was elected. The Secretary is responsible for the following:

- A. Take minutes at the Interest Group meeting
- B. Request a set of Media Studies Interest Group mailing labels (for call for panels letter) from WSCA Executive Director by March 1
- C. Send draft of minutes to Chair and Vice-Chair for editorial review (March 15th)
- D. Prepare and distribute call for competitive papers and panels (May 15th)
- E. Review papers for Top Three/Four panel and Diane Furno-Lamude Award
- F. Distribute minutes of the previous year's business meeting to the members present at the Interest Group meeting
- G. Once minutes are approved by the members, submit a copy to the WSCA Executive Director and the Interest Group web author

Section 7. In the event an officer is unable to fulfill his or her responsibilities for whatever reason, the remaining officers of the Interest Group shall step in to complete the vacant position. For instance, if the Secretary or Chair leaves post, the Vice-Chair will assume the responsibilities. If the Vice-Chair leaves post, the Chair will assume the responsibilities. The following elections will correct the vacant position. An officer may serve an additional term to keep each position filled.

ARTICLE V - ELECTIONS

Section 1. Elections shall take place at the annual business meeting of the Interest Group.

Section 2. The nominations for Secretary shall be taken from the floor and officers at the Interest Group's annual meeting. All nominees shall indicate their willingness to serve.

Section 3. Balloting shall be conducted at the annual Interest Group meeting with ballots counted by the incoming Chair and Vice-Chair. The results will be announced at that time.

Section 4. A majority vote of those members in attendance at the annual Interest Group meeting at the WSCA annual convention shall be sufficient to elect an officer for the vacant position.

Section 5. The former Secretary becomes the Interest Group Vice-Chair/Interest Group Program Planner.

Section 6. The former Vice-Chair becomes the Interest Group Chair.

ARTICLE VI - COMMITTEES

Section 1. The Top Three/Four Papers and Diane Furno-Lamude Committee shall consist of the Interest Group's Past Chair, Chair, Vice-Chair, and Secretary. In case of a tie, the committee will also include the Interest Group's web author. Should the Chair or/and Secretary have a paper under consideration for the Diane Furno-Lamude Award, they shall recuse themselves from reviewing and ranking the Top Papers for the MSIG program. The Vice Chair shall locate a past MSIG Chair (or Chairs) to stand in for the other officer(s) in reviewing and ranking the Top Papers.

Section 2. 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 Vice-Chair selects at least three reviewers for each submission from a list generated at the annual business meeting asking for volunteers and from the general Interest Group membership.

Section 2. Papers are assigned to eliminate institutional and authorial bias. However, papers may indicate student paper or debut paper. Otherwise, papers are evaluated by a blind review process.

Section 3. The Vice-Chair may not submit a competitive paper to the Interest Group.

Section 4. Reviewers shall be Interest Group members and may not be students.

Section 5. Reviewers shall be responsible for reviewing the competitive paper submissions and for responding about the quality of submissions in a timely manner to the Vice-Chair.

Section 6. The Interest Group does not accept works in progress for consideration.

ARTICLE VIII - AWARDS

Section 1. At the conference, a panel will be solely comprised of the Top Three/Four papers in the Interest Group, as determined by the Committee.

Section 2. At the annual WSCA meeting, the Interest Group will recognize the Top Paper and the Top Debut Paper in the Interest Group, as determined by their rankings in the competitive paper submission process.

Section 3. At the annual WSCA meeting, the Interest Group will recognize the recipient of the Diane Furno-Lamude Award as determined by the Committee. The recipient shall receive a monetary award from the Interest Group.

Section 4. All completed papers, including competitive papers and panel papers, may be submitted for the Diane Furno-Lamude Award.

ARTICLE IX - WEB AUTHOR/WEBSITE

Section 1. The Interest Group shall maintain a website that promotes the interest, activities, and membership of the Interest Group.

Section 2. The Chair shall be responsible for appointing a volunteer to maintain and update the website. A web author may serve multiple terms; however, each term shall consist of two years.

Section 3. The web author shall be responsible for updating information on the website, for soliciting information that could be useful to the membership on the website, and for developing valuable links to other media related websites from the Interest Group website.

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.

ARTICLE XI - PARLIMENTARY AUTHORITY

Section 1. 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.

Proposed February 16, 2003.

Accepted with Revisions February 16, 2003.