

ASSOCIATION FOR COMMUNICATION ADMINISTRATORS INTEREST GROUP  
SOUTHERN STATES COMMUNICATION ASSOCIATION  
BY-LAWS

ARTICLE 1: NAME AND PURPOSE

Section 1. This organization shall be called Association for Communication Administrators Interest Group of the Southern States Communication Association.

Section 2. The purpose of this organization shall be to promote effective administration and leadership through the study of communication processes and leadership development.

ARTICLE 2: MEMBERSHIP

Section 1. Membership in this organization shall be open to any member in good standing of the Southern States Communication Association.

Section 2. Current membership in SSCA constitutes membership in good standing.

Section 3. Membership in this organization requires registered affiliation with this interest group.

Section 4. Only SSCA members with registered affiliations with this interest group may hold office or vote in the interest group's business meetings and elections.

ARTICLE 3: OFFICERS

The Officers of this organization shall be the Chair, Vice Chair, Vice Chair-Elect and Secretary. Succession to the Vice Chair and Chair shall be automatic from the Office of Vice Chair-Elect unless an office is vacated. Terms of office shall be for one year.

ARTICLE 4: DUTIES OF OFFICERS

Section 1. The Chair shall prepare the agenda for business meetings and serve as the interest group's representative to SSCA governance meetings. The Chair shall appoint ad hoc committees as needed and provide leadership to the interest group.

Section 2. The Vice Chair, in collaboration with the Chair and others, shall be responsible for the overall planning of convention programs sponsored or co-sponsored by the interest group. The Vice Chair is responsible for the interest group's call for submissions for the upcoming convention. The Vice Chair coordinates the interest group's plans for

competitive papers and panels, including soliciting programs, submission reviewers, chairs, and respondents as needed.

Section 3. The Vice Chair-Elect shall work with the Vice Chair in the planning of the convention program and otherwise assist the Chair and Vice Chair as needed.

Section 4. The Secretary shall take minutes of business meetings of the interest group, keep other official records for the interest group and report information as required to the Executive Director of SSCA.

#### ARTICLE 5: COMMITTEES

Section 1. The officers of the interest group will constitute its Executive Committee.

Section 2. Between annual business meetings, the Executive Committee is empowered to act as necessary on behalf of the interest group and must report to the group of any such actions at the next scheduled meeting.

Section 3. Ad hoc committee may be appointed by the Chair with the advice and consent of the Executive Committee. Ad hoc committees may also be created by the membership of the interest group at its business meetings.

#### ARTICLE 6: MEETINGS

Section 1: An annual business meeting shall be held at the yearly convention of SSCA at a time and place designated by the SSCA Vice President and listed in the SSCA convention program.

Section 2. Additional meetings, or meetings of the Executive Committee will be scheduled by the Chair, including meetings conducted electronically.

#### ARTICLE 7: SUBMISSION REVIEW PROCESS

Section 1. Each submitted paper and panel will be reviewed by two reviewers selected by the Vice Chair. The Vice Chair may serve as one of the reviewers. The Vice Chair may invite as many reviewers as needed to keep the reviewing workload manageable.

Section 2. The Vice Chair may identify a paper to be recognized by SSCA.

#### ARTICLE 8: ELECTIONS

Section 1. The officers will be elected at the annual business meeting of the interest group. If there is more than one candidate for a vacant office, the election should be held via secret ballot. If there is one candidate for a vacant office, the vote may be held by voice vote.

Section 2. Should a Secretary or Vice Chair-Elect be unable or unwilling to complete a term of service, the Executive Committee may appoint a member of the interest group to complete the term of service.

Section 3. Should a Vice Chair be unable or unwilling to complete a term of service, or ascendancy to the Office of Chair, the Vice Chair-Elect will ascend to the office of Vice Chair.

Section 4. Should the Chair be unable or unwilling to complete a term of service, the Vice Chair will ascend to the office of Chair.

Section 5. A Vice Chair-Elect will be elected annually. A Secretary will serve two years and be elected bi-annually.

Section 6. All elections will be decided by a simple majority of those voting. Tie votes will be resolved by additional votes until the tie is broken.

#### ARTICLE 9: QUORUM

At the annual business meeting a quorum is constituted by attending members of the interest group.

#### Article 10: AMENDMENTS

Section 1. The bylaws may be amended by a two-thirds majority of members present and voting at an annual business meeting. Amendments may be submitted by any member in writing to the Chair and must be submitted at least one month prior to the annual business meeting.

Section 2. Amendments should be circulated to interest group members at least two weeks prior to the annual business meeting.

#### ARTICLE 11: PARLIAMENTARY AUTHORITY

In all cases not covered by these bylaws or by any Standing Rules adopted by the interest group, the current edition of *Sturgis Standard Code of Parliamentary Procedure* will be consulted.

Approved April 6, 2024