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***Community College Division Bylaws***

**Article One**

***Name***

I. The name of the organization shall be the Community College Division of the Southern States Communication Association, hereafter referred to as SSCA.

**Article Two**

***Purpose & Philosophy***

II. The purpose of this organization is to encourage the growth and development of community college scholarship; to provide for a sharing of information on course development, teaching strategies, and programs in community colleges; to promote professional research related to community college instruction; and to encourage participation in the leadership of SSCA and the communication discipline.

A. The division is a unit of the Southern States Communication Association and represents the interests of 2-year faculty, students, and institutions throughout the southeast.

B. The organization supports a wide array of scholarly approaches and perspectives that focus on the promotion of academic excellence and personal enrichment both inside and outside the boundaries of the traditional classroom environment.

**Article Three**

***Membership***

III. Membership is open to all; membership to SSCA is a prerequisite for membership (by affiliation) to the Community College Division.

A. Individuals of SSCA who desire to support the community college division’s mission to promote lifelong learning and the value of a diverse collection of scholarly endeavors are welcome to join the organization and attend its meetings

B. Membership in the Community College Division shall be determined based on membership in SSCA and selection of affiliation to the Community College Division within the organization.

**Article Four**

***Officers: Terms of Office, Duties & Responsibilities***

IV. Officer(s) shall be selected by the membership during its annual meeting each spring, based on openings according to terms of office and shall include the Immediate Past Chair, Chair, Vice-Chair, Vice-Chair Elect, Secretary, and additional Committee Chairs (see appendix).

A. Immediate Past Chair

1. The Immediate Past Chair serves as an advisor to other officers of the division.

2. The Immediate Past Chair shall preside over the Division Bylaws Committee, making a formal report at the Division meeting held during the SSCA annual convention.

3. The Immediate Past Chair oversees the ballot counting in elections.

B. Chair

1. The Chair shall preside over the annual division meeting and coordinate other organizational activities in tandem with the vice-chair and the division’s general membership

2. The Chair shall prepare a report of the division’s activities to present to the SSCA Executive Council at (a) the mid-year meeting held at the National Communication Association (NCA) annual convention; (b) the SSCA Executive Council meeting(s) held at the SSCA annual convention; and (c) the Business Meeting held at the SSCA annual convention.

3. The Chair shall ascend to the Immediate Past Chair position at the conclusion of the previous year’s SSCA annual convention, after serving as Chair.

C. Vice-Chair

1. The Vice-Chair is responsible for:

a. Generating the annual call for programs and panel proposals, including Great Ideas For Teaching Students (GIFTS);

b. Coordinating reviews of submissions, rank/select the programs for inclusion in the convention program;

c. Communicating with all parties involved in the division programming, including but not limited to submitters, reviewers, the Vice-Chair Elect, Chair, Secretary, and/or the convention program planner.

2. The Vice-Chair shall serve as the program planner for the Community College Division at the annual SSCA convention.

3. The Vice-Chair shall ascend to the Chair position at the conclusion of the previous year’s SSCA annual convention, after serving as Vice-Chair.

D. Vice-Chair Elect

1. The Vice-Chair Elect shall serve to assist the Vice-Chair during the 1st year of office following election to office, primarily in a ‘shadowing’ role.

2. The Vice-Chair Elect shall ascend to the Vice-Chair position at the conclusion of the previous year’s SSCA annual convention, after serving as Vice-Chair Elect.

E. Secretary

1. The Division Secretary will be elected by the membership and serve a two-year term.

2. The secretary is responsible for recording the minutes (see appendix) of the division’s annual meeting, then formally editing and submitting those records to the SSCA Executive Office and the Community College Division Officers.

3. The Division Secretary serves to count/confirm ballots in elections.

F. Committees

1. The Bylaws Committee is a standing committee within the Community College Division, which shall be presided over by the Immediate Past Chair and is open to any members wishing to serve on this committee.

2. The Division Officers shall create additional special committees within the Community College Division as needed, on a year-by-year basis, with approval by majority vote of the membership in attendance at the SSCA annual convention.

**Article Five**

***Governance & parliamentary Authority***

V. The Community College Division shall communicate and conduct its business at the annual SSCA convention.

A. Convention Meeting(s).

1. A report on major issues of concern related to the Community College Division membership shall be prepared and made to the SSCA.

a. A report shall be presented at the mid-year Executive Council Meeting held during the National Communication Association annual convention

b. A report shall be presented at the Executive Council at the SSCA annual convention.

c. A report shall be presented at the SSCA business meeting, held during the annual convention.

d. A report shall be presented at the Community College Division business meeting held during the annual SSCA convention.

2. In the event the Chair is unable to attend the business meetings of the SSCA or the Community College Divisional meeting, an alternate shall be appointed by the appropriate division officer

B. Division Business Meeting

1. The Division Business Meeting shall be held during the annual SSCA convention at a predetermined time listed in the official meeting program

2. Quorum: A minimum of five (5) Community College Division members must be in attendance at the annual business meeting to meet quorum.

C. Parliamentary Authority: In all matters not covered by the Bylaws of the Community College Division or the Constitution of the Southern States Communication Association, the parliamentary authority for this division shall be the current edition of The *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*

**Article Six**

***Elections, Resignations, Vacancies, and Appointments***

VI. Officer elections shall be conducted at the division’s annual meeting, held at the SSCA convention; resignations and appointments may occur during the period between each SSCA annual convention.

A. Nominations

1. Nominations may be accepted prior to the convention and forwarded to the chair in written form.

2. Nomination submissions must include the individual’s name, institutional address, contact information (phone, email, etc.), and confirmation of that person’s willingness to serve if elected.

3. Nominations made be made from the floor at the division business meeting at the SSCA convention.

B. Election Process/Voting

1. The Immediate Past Chair shall serve as the election chair, with the secretary and at least one additional officer serving as witness to the counting of votes.

2. Officers receiving a plurality of votes cast shall be elected to the position.

3. There shall be no proxy votes allowed for elections.

4. In the event of a tie, the winner shall be determined based on a coin toss, administered by the Immediate Past Chair, and witnessed by at least one additional officer.

5. Officers shall assume duties immediately upon election.

C. Quorum: In the absence of a quorum, the officers may be elected via a special election (online ballot) conducted within 30 days of the division business meeting.

D. Resignations & Vacancies

1. In the event of a resignation and/or vacancy of officer position within the officer positions, the highest remaining officer position shall appoint a replacement to serve as a temporary officer position until a permanent replacement can be voted upon at the next division business meeting at the SSCA convention to serve the remainder of the term of office of the vacated position

2. A temporary replacement officer position may be held by a current officer serving two officer positions simultaneously, until a permanent replacement can be voted upon at the next scheduled division business meeting at the SSCA convention.

**Article Seven**

***Amendments***

VII. Amendments to these Bylaws may be initiated by the Bylaws Committee and approved for adoption by at least two-thirds (2/3) vote of members present during a division business meeting at the SSCA annual conference.

**Appendix**

Officers

**SSCA Community College Division Business Meeting**

**YEAR MINUTES**

**I. Call to order:** [time entered here]

**II. Attendance/Introductions**

|  |  |  |
| --- | --- | --- |
| **Name** | **Institution** | **Email Address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**III. Minutes:** Review of [previous year] minutes

A. Motion to accept: [name entered of here of person moving to accept]

B. Seconded motion to accept: [name entered of here of person moving to accept]

C. Vote: [Unanimous or #accept/#reject]

**IV. Old Business**

A. Chair Report

1. Membership numbers report; 5-year rolling report (5% Division Status; 2% Interest Group Status)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** |  |  |  |  |  |
| **Location** |  |  |  |  |  |
| **SSCA Membership #** |  |  |  |  |  |
| **CC Division Membership #** |  |  |  |  |  |
| **% (CC/SSCA)** |  |  |  |  |  |

2. (Additional Chair report information listed here)

B. Vice-Chair Report: (Program of conference information)

1. [# of program slots] (enter titles of each panel/program with date/time below):

a. Business Meeting (date/time)

b.

c.

d.

e.

2. Submissions (provides information such as type and # of submission, accept/rejection votes, etc.)

C. [Additional old business provided here]

**V. New Business**

A. [YEAR] Convention (next annual convention information – introduced by Vice-Chair Elect)

1. Location/Theme:

2. Program proposals

a. CFP Proposal: (date to send from CC Vice-Chair to program planner)

b. Submission deadline by submitters: [enter date here].

c. Deadline for recommended panel requests to program planner: [enter date here].

B. Bylaws: (changes/discussion – introduced by Immediate Past Chair)

C. Officer Nomination(s)/election(s) (ballot counting, if necessary, overseen by Immediate Past Chair)

1. Vice-Chair Elect: (enter voting results here)

a. (list name of first candidate here)

b. (list name of second candidate here)

2. Secretary: (enter voting results here)

a. (list name of first candidate here)

b. (list name of second candidate here)

D. Panel discussion ideas

1. (List panel ideas here)

2. (List additional panel idea here).

E. [Additional new business provided here]

**VI.** **Call for adjournment:** [enter time here].