

TSCA Bylaws
Revised through Convention 2011

Article I – Purpose and Mission

Section 1: The name of the organization shall be the Texas Speech Communication Association.

Section 2: The Texas Speech Communication Association is a professional, academic association committed to excellence in communication instruction, student performance, research, scholarly accomplishment, professional service and political awareness. The Texas Speech Communication Association provides a variety of quality academic programs and workshops at its annual convention.

Section 3:

It is our mission to:

- Promote effective communication,
- Prepare our members for the challenges of tomorrow through educational and political awareness,
- Stimulate the intellectual and professional enrichment of our members,
- Develop a partnership among the various disciplines and professions in the field of communication,
- Act in the best interests of our members, students, and community to advance the importance of effective communication, and
- Enhance proficiency in communication instruction.

Article II - Membership

Section 1: Membership in this Association shall be open to any Institution or teacher of Speech Communication or allied field, any resident of Texas interested in the promotion of Speech Communication, and students interested in the field of Speech Communication. The prerequisite for holding any appointed or elected leadership position in the Association will be current membership and residency in the State of Texas.

Section 2: Individual membership in TSCA shall be required for membership in any Interest Group or participation and voting in any of the meetings of the Association.

Section 3: Levels of membership are delineated in Article IX Finance. Levels of membership are Regular, Sustaining, Life, Student, Retired Instructor, Institutional and Emeritus. Emeritus members are designated by the Executive Council.

Article III - Officers

Section 1: The officers of the Association and their duties shall be:

President shall preside at the annual business meeting and other meetings as necessary and shall enforce the Bylaws. This officer shall be President of the Executive Council Members. This officer shall execute any duties assigned to him or her by Bylaws or Executive Council. This officer shall appoint committee members and designate the chairperson of each committee. The President shall appoint a parliamentarian to serve annually.

Vice President shall be responsible for the annual convention program and shall arrange the program in consultation with the Interest Group chairpersons and other officers. This officer shall submit a draft copy of the convention program at the May Officers' Retreat and make available to all interest group chairs a copy of the program by the end of May. By July 1st, a draft of the convention program shall be posted online for the membership with the final copy of the convention program posted online no later than August 1. The Vice President shall see that the program is suited to the needs of the Association. This officer shall preside over the organization in the absences of the President, and at such meetings as this officer may be assigned to preside over by the President.

Vice President Elect shall coordinate recruitment activities and be responsible for membership orientation at the convention. This officer shall preside over the organization in the absence of the President, and at such meetings as this officer may be assigned to preside over by the President.

Executive Secretary shall be the secretary of the organization. This officer is responsible for the minutes of the Association

and shall provide a clearinghouse for all information concerning the Association. This officer shall see that proper membership solicitations shall be conducted. Executive Secretary should not be an officer in one of the other affiliate organizations of the TSCA.

Comptroller of Accounts shall provide for accurate and timely receipt, disbursement, and investment of funds of the Texas Speech Communication Association, keep full and accurate accounting records of such funds, present a balanced budget to the TSCA at its annual convention, present the records for audit on a timely basis and, upon the advice of the Time and Place Committee, negotiate convention details with selected hotel. The Comptroller of Accounts shall be bonded at the discretion of the Executive Committee. The Executive Secretary shall be alternate signatory. An audit shall be conducted by a committee at the end of the fiscal year. Comptroller of Accounts should not be a financial officer of the affiliate organizations of the TSCA.

The Journal Editor shall be responsible for the publication of the Texas Speech Communication Journal.

The Newsletter Editor shall be responsible for publication of the Association's newsletter [TexaSpeaks].

Archivist shall preserve the records of the Association as found in minutes, publications, etc.; solicit from past officer's records and correspondence from their administration; preserve a master file of convention programs, and presidential addresses; maintain appropriate photographic materials, catalog all of the above as appropriate for retrieval; and secure storage for all of the above.

The *Immediate Past President* shall serve on the Executive Committee in an ex officio capacity for one year after his/her term as President and shall be responsible for updating the Leadership Handbook.

The *Web Administrator* will be a non-voting, advisory member of the Executive Committee.

Section 2: The method of electing office shall be:

a. At the conclusion of the annual convention, the Vice-President shall succeed to Presidency, the Vice President Elect shall succeed to Vice Presidency. The Vice President Elect shall be selected at the annual convention.

b. The Executive Secretary, Comptroller of Accounts, Editors, and Archivist shall be elected at the annual convention one year in advance of taking office and shall hold office for a period of three years.

c. A list of nominees for all offices listed in Article III, Section 1 (except the President and Vice President) shall be prepared by a Nominating Committee and presented at the mid-year officers' retreat and submitted to the membership in the summer edition of the newsletter.

1. The Nominating Committee shall recommend candidates for each office to be elected in a given year. The Nominating Committee shall receive from each candidate these documents:

(a) a vita with pertinent activities of the candidate

(b) a review of service by the candidate to TSCA and the field of speech in the state

(c) a letter by the candidate accepting the nomination and including the candidate's perspective for furthering the goals of the Association; and

(d) a letter from the candidate's immediate supervisor, if applicable, indicating support.

2. At least two candidates shall be offered for Vice President Elect. Candidates shall be from the K-12 membership on even years and from the College and University or Community College membership on odd years.

•• The report of the Nominating Committee shall be made at the first general session. The nominating committee shall conduct an election during the second general session. A majority vote shall be necessary to elect. Anyone nominated from the floor shall follow guidelines in c. 1.

d. In the event no candidate receives a majority, a run-off shall be held between the two candidates receiving the most votes.

Section 3: The installation of officers shall take place at the final business meeting of the annual convention.

Section 4: If any office is vacated before the end of the term, the highest ranking officer in consultation with the Executive Committee has the authority to appoint a member of the Association to fill the office until the next annual meeting.

Section 5: The Executive Council shall set forth other duties of the officers not specifically stated in the Bylaws.

Article IV - Executive Council

Section 1: The Executive Council shall consist of the President, Vice President, Vice President Elect, Executive Secretary, Executive Secretary Elect, Comptroller of Accounts, Comptroller of Accounts Elect, Editors and Archivist for the period of their respective offices and for two years thereafter. District Chairpersons, Interest Group Chairpersons and Chairperson of Standing Committee shall serve for the period of their respective offices.

Section 2: Regular meetings of the Executive Council shall be held each year at the annual state convention. The President, who presides at Council meetings, may call other meetings. The Executive Council shall be authorized to conduct the routine business and professional arrangements for the Association.

Section 3: The Executive Council shall examine the financial report of the Comptroller of Accounts and make whatever recommendations regarding revenue and expenses that seem appropriate to fulfill the functions of the organization and assure its financial stability. The Council shall further provide the proper auditing for the books of the Association.

Article V - Meetings

Section 1: Regular annual conventions of the Association will be held, preferably in the fall.

Section 2: The time and place of each convention will be decided by the Executive Committee upon recommendation of the Time and Place Committee. The hotel contract shall be approved by the Executive Committee at least two years in advance of the convention. The Comptroller of Accounts and the President shall sign the contract

Section 3: The first general session shall be held on the first full day of convention.

Section 4: A quorum of 25 members must be established.

Article VI - Geographical Districts

Section 1: The state shall be organized into Districts in conformity with the Educational Service Center plan. TSCA Districts may meet at such times in addition to annual conventions as deemed appropriate by the District chairperson or a majority of the district membership.

Section 2: Group meetings of each district shall be held at annual conventions for the following purposes:

- a. To enable delegates to discuss problems of particular interest to their district.
- b. To discuss matters that have developed at Executive Council meetings to enable District Chairperson to express the views of their constituency at subsequent Executive Council meetings.
- c. In alternate years, to elect a District Chairperson. Even-numbered districts elect in even-numbered years and odd-numbered districts in odd-numbered years.

Section 3: The duties of the elected District Chairpersons shall be as follows:

- a. To begin a term in the Executive Council at the conclusion of the convention when elected.
- b. To encourage membership in TSCA and attendance at TSCA conventions by means of an annual letter (to be mailed in September) to all speech and drama teachers in his/her District. Expenses for the mailing will be borne by the Texas Speech Communication Association through the Comptroller of Accounts, if requested by the District Chairperson.
- c. To prepare an annual report to the Executive Council. The report will contain:
 - copies of the letters referred to in the subsections b. and c. above;
 - a list of new members from that district.
- d. To assist the Governmental Affairs Committee to facilitate the political goals of the Association.

Section 4: In the event any District is not represented at the Council meetings, the President is empowered to appoint a Chairperson.

Article VII - Interest Groups

Section 1: The Interest Groups

- Argumentation and Debate
- Interpersonal/Organizational Communication
- Instructional Development in Grades in High School
- Instructional Development in Middle Schools
- Instructional Development in the Colleges & Universities
- Mass Communication
- Oral Interpretation and Performance Studies
- Rhetoric and Communication Theory
- Texas Forensic Association/TFA
- Texas Association for Communication Administration
- Texas Intercollegiate Forensic Association/TIFA
- Texas Junior College Speech and Theatre Association/TJCSTA
- Theatre

Section 2: There shall be a chairperson and a vice-chairperson elected for a one-year term by each Interest Group. The vice-chairperson shall succeed to the office of chairperson.

Section 3: Persons or groups interested in forming a new interest group shall obtain the signatures of 50 members and obtain the endorsement of the Executive Council and present their proposal to the By-laws committee.

Section 4: The duties of the interest group officers: The *Interest Group Chairperson* shall

- preside at the meetings of the Interest Group;
- serve as a liaison person with the members;
- be responsible for the interest group's program submissions at the next annual convention;
- serve as an advisor to the TSCA Vice President in planning convention programs,
- represent the interest group on the Executive Council, and
- shall be responsible for submitting pertinent news to the newsletter editor and web administrator.

The *Vice-Chairperson* shall

- preside in the absence of the chairperson;
- be responsible for any workshop program sponsored by the interest group for the annual convention; and
- shall assist in other ways.

Section 5: The Interest Groups shall encourage worthwhile activities and shall recommend to the Executive Council considerations or proposals as needed.

Article VIII - Committees

Section 1: The standing committees and their duties shall be:

- a. The *Bylaws Committee* shall propose revisions and amendments to the Bylaws.
- b. The *Educator of the Year Awards Committee* shall select an individual in accordance with the established regulations for that award. That committee shall have nine members with three being from K-12, three from the two-year college, and three from the university. The chairperson shall receive packets from all Educator of the Year nominees by August 1st. The committee shall report the nominees to the Executive Committee by August 15th. Recipients will be announced at the convention.
- c. The *Committee on Educator Training* shall produce educational materials for the TSCA website, introductory materials, and training sessions. The Committee shall be composed of seven members with representation from middle school, high school, and higher education with geographic representation when possible.
- d. The *Executive Committee* shall be made up of the officers listed in Article III, Section 1. This committee shall be authorized to take such action and make appropriations as are required by emergencies arising between conventions. No expenditures or commitments for reimbursement of expenditures shall be made for TSCA without prior approval by the Executive Committee. The Executive Committee will annually hire and set the salary of a web administrator.
- e. A *Fiscal Review Committee* of three members, at least one of whom shall be a former TSCA Comptroller of Accounts or Executive Secretary, shall be appointed by the President and confirmed by the Executive Committee at the annual meeting. This committee shall publish a report of the Comptroller of Accounts annually.
- f. The *Four Year College and University Committee* shall encourage and improve speech and theatre in four-year colleges and universities of Texas.

- g. *The Governmental Affairs Committee* shall monitor or contract a monitor with the approval of the Executive Committee to research governmental activities affecting speech communication and theatre. This committee is authorized to request funding as needed from the Executive Committee to complete its monitoring and research responsibilities. The chairperson shall be appointed by the President for a three-year term or until a successor is appointed. Members of the committee shall be appointed by the President, one from each of the fifteen State Board of Education districts, and will serve staggered three-year terms. The chairperson shall attend each Executive Committee and Executive Council meeting during the year to report to the association and shall develop communication networks and strategies to respond to governmental issues concerning speech communication and theatre in Texas.
- h. *The Interscholastic League Advisory Committee* shall encourage Interscholastic contests and propose improvements.
- i. *The Local Arrangements Committee* shall make arrangements for amenities and details related to the annual convention. The President will name the Local Arrangements Chair(s) who will select committee members from the area of the next convention. The chair shall serve for one year and serve as an ex officio member of the committee the following year.
- j. *The Nominating Committee* shall propose a slate of officers of the Association to be placed in nomination at the general meeting.
- k. *The Public Relations Committee* shall publicize the work of TSCA, seek appropriate ways to improve the public image of TSCA, and to recruit new members.
- l. *The Resolutions Committee* shall prepare and present to the general meeting appropriate resolutions pertaining to the annual meeting.
- m. *The Committee on Special Awards* shall consist of five former presidents of TSCA. The President shall serve as ex officio member of the committee. The committee shall select those individuals eligible to receive the Outstanding Service Award and recommend Emeritus member(s) to the Executive Council. Emeritus members must have been retired for three years or have twenty-five years service in the organization and maintain active membership and participation in TSCA. The chairperson shall receive recommendations for all Special Awards by May 1st. The committee shall report the nominee(s) to the Executive Committee at the Spring Officer Retreat. Recipient(s) will be announced at the annual convention.
- n. *The Committee on Speech and Theatre in Public Schools* shall encourage and improve instruction in speech and drama in our public schools.
- o. *The Two Year and Community College Committee* shall work to encourage and improve speech and theatre arts instruction in junior and community colleges.
- p. *The Time and Place Committee* will meet with prospective hotel representatives to receive information pertinent to hotel selection and make comparisons. The Committee shall consist of 5 members: the Comptroller, and four additional members representing four regions of the State. The regional members will be appointed to 4-year terms on the following rotation: Central, South, East, West. All regional members must be past TSCA officers. New committee members will rotate onto the committee at the close of the convention at which their region's contract hotel is signed. These four regions will match the Education Service Center regions as follows:
 - a. West: Regions 9, 14, 15, 16, 17, 18, & 19
 - b. South: Regions 1, 2, 3, & 4
 - c. Central: Regions 13 & 20
 - d. East: Regions 5, 6, 7, 8, 10, 11, & 12

The chair of the committee will rotate among the four regional representatives. The chair of the committee is always representing the region in which the hotel contract is being negotiated. After the contract is signed for that region, and the convention has been held in that region, a new representative from that region will be appointed to serve the next four year term. The Chair is required, under the guidance of the Comptroller, to initiate hotel contracts in his/her region for consideration by the committee.

Section 2: Each committee, except the Nominating Committee and Governmental Affairs Committee, and the Committee on Educator Training, shall be composed of three to nine members who shall be appointed by the President and shall serve for a period of three years. No member shall be appointed to more than one standing committee.

Section 3: The Nominating Committee will be elected in the following manner:

The incoming President will appoint six (6) members to serve on a Committee to Nominate the Nominating Committee to select twelve (12) members, based on equitable distribution of teaching level and District representation, to be candidates for the Nominating Committee. At the first general session at each convention, each delegate will vote by ballot for two nominees. The person receiving the highest number of votes will serve as chairperson and the next five highest will complete the committee. The person receiving the second highest number of votes shall assume the chair of the committee should the chair be unable to complete the term of office. Any member who has served on the Nominating Committee within the previous three years shall be ineligible to serve on the Nominating Committee.

Section 4: Any position paper issued to external organizations by a TSCA committee bearing TSCA identification must have prior approval by a majority of the TSCA Executive Committee, after polling by President.

Article IX - Finances

Section 1: The membership year shall begin on June 1 and end on May 31 of the following year.

Footnote: These dates have been established in compliance with document filed with the Internal Revenue Service of the federal government.

Section 2: The dues for the regular membership in the Association shall be *\$90.00* per year. Regular members shall have access to the electronic directory, journal, newsletters, and convention program.

Section 3: The dues for the sustaining membership in the Association shall be *\$150.00*. Sustaining members shall have access to the electronic directory, journal, newsletters, and convention program. Sustaining members are those who submit their membership information form by the pre-registration deadline.

Section 4: Life memberships shall be *\$600.00*. Life members shall have access to the electronic directory, journal, newsletters, and convention program. The names of Life members shall be listed in the convention program. A sustaining or regular member who wished to upgrade membership may do so by paying the difference by May 31 of the same membership year.

Section 5: The dues for student membership shall be *\$25.00*. Student members shall have access to the electronic directory, journal, newsletters, and convention program.

Section 6: Retired Instructor membership shall be \$50. Retired Instructors shall have access to the electronic directory, journal, newsletters, and convention program.

Section 7: Institutional memberships shall be open to any educational institution. Dues shall be *\$110.00*. Institutional members shall receive two copies of journal issues and newsletters, one directory, and one set of mailing labels upon request.

Section 8: Emeritus Members, as designated by the Executive Council, shall have all dues and convention fees waived and shall have full rights of membership.

Section 9: A *\$75.00* Convention Registration fee shall be charged. Emeritus members, Life members, Sustaining, and Student members shall be exempt from payment of this fee.

Section 10: A *\$50.00* fee should be charged to any non-member who attends the convention. The fee shall entitle the non-member to attend convention meetings, programs and free events. Non-members shall not have voting privileges.

Section 11: A Life or Emeritus member who does not return a membership form for two consecutive years shall be dropped from the mailing list. Prior to deleting the member, the Executive Secretary should notify the member of impending deletion from the mailing list. The contact shall be via first class returned receipt requested mailing. A member may reactivate by contacting the Executive Secretary.

Section 12: Individual members may receive a printed copy of the journal for a fee of \$15.00.

Article X - Representatives

Section 1: The President of TSCA shall be the official representative from the Association to the National Communication Association. In the event the President cannot attend, the Vice President shall represent the Association. The Executive Council may authorize payment of part of the travel expense for the official representative of TSCA to attend the annual NCA Convention.

Section 2: The TSCA representative to the NCA States Advisory Council shall be appointed by the TSCA President, for two

year staggered terms. The Executive Council may authorize payment of part of the travel expense for the TSCA representative to attend the States Advisory Council meeting at the annual NCA convention.

Article XI - Affiliate Organizations

Section 1: Affiliate organizational membership shall be open to any communications related organization. Affiliate organizations are encouraged to hold an annual meeting in conjunction with TSCA. Each member affiliate organization shall hold the status of Interest Group.

Section 2: Affiliate organizations should encourage their members to join TSCA.

Section 3: Members of affiliate organizations must be members of TSCA in order to attend and participate in TSCA programs.

Section 4: Affiliate organizations are encouraged to co-sponsor programs with other Interest Groups.

Article XII - Parliamentary Authority

Section 1: Except as otherwise provided in the Bylaws, Robert's Rules of Order, Newly Revised, shall be used as the parliamentary authority.

Section 2: Forty (40) members of the Association shall constitute a quorum at any regular business meeting of the Association. One-third of the Council membership shall constitute a quorum for the Executive Council.

Article XIII - Amendments

Section 1: The Bylaws may be amended at the annual meetings of the Association by a majority vote of the membership present, provided that written notice of the amendment has been forwarded to the membership at least 30 days before the annual meetings.

Section 2: In the event that no prior notice has been given, proposed amendments to the Bylaws must be read at one general session and voted on at the subsequent general session. An amendment may be adopted by a $\frac{3}{4}$ vote of the members present at the subsequent general session of that convention.

Article XIV - Dissolution

Section 1: In the event that the Texas Speech Communication Association should decide to dissolve, the Executive Committee shall, after paying all liabilities, dispose of the remaining assets as follows: (1) donate them to The Southern States Communication Association, which is an exempt organization under Section 501 C (3) of the Internal Revenue Code of 1954, or, in the event that the organization no longer exists, (2) donate them to some other educational organization which qualifies under Section 501 C (3) of the Internal Revenue Code of 1954, and which is concerned primarily with the field of communication.

Revised per convention action

10/22/11 Brent Hinkle, Executive Secretary

10/12/09 Natalie Bryant, Chair, Bylaws Committee