

# **Instructional Development Division Southern States Communication Association**

## **Bylaws**

### **ARTICLE I: NAME**

The name of this organization shall be the Instructional Development Division, hereafter referred to as the IDD.

### **ARTICLE II: PURPOSE**

A. To serve as the component of the Southern States Communication Association, hereafter referred to as SSCA, with specific interest and expertise in curriculum development, instructional practices, and learning strategies, related to communication at all academic levels and in various academic and non-academic settings.

B. To encourage the investigation, practical experiences, and critique of the areas enumerated in IIA.

### **ARTICLE III: Membership**

Any current member of SSCA may affiliate with IDD during membership renewal or enrollment. Only IDD members registered with SSCA may hold office or vote during annual business meetings and elections.

### **ARTICLE IV: OFFICERS**

Section 1. Officers: The Executive Officers shall be the Chair, Vice Chair, Vice Chair-Elect, and Secretary.

Section 2. Qualifications: Any SSCA member who has been a member of IDD for one full year prior to the nomination may serve as an officer.

Section 3. Succession: The Vice Chair and Vice Chair-Elect shall automatically succeed to the next highest office at the end of their terms in office.

Section 4. Selection: Interested parties can send a nomination of candidacy (self or other) to the division chair before the meeting or nominate during the meeting, including self-nominations. All new officers assume their positions at the end of the annual convention at which they are elected.

Section 5. Vacancies in Office: When a vacancy occurs in the Chair or Vice Chair within sixty days following the annual SSCA meeting, automatic succession shall occur but the Vice Chair shall be responsible for planning all IDD programs for the next SSCA

convention. At the next annual meeting, two nominees for each of the offices of Vice Chair and Vice Chair-Elect shall be presented by the Nominating Committee. When a vacancy occurs after sixty days following that annual meeting, automatic succession shall occur but officers shall fulfill the obligations of their former office for the remainder of the year and then shall serve a full term the next year as Chair or Vice Chair. When a vacancy occurs in the office of Secretary, the Executive Officers shall appoint a temporary secretary to complete the term. If all of the Executive Offices become vacant simultaneously, the SSCA Executive Committee shall be empowered to fill the positions.

#### Section 6. Duties:

- A. The Chair shall serve as the IDD's official representative at all SSCA functions, preside at all IDD business meetings, develop and distribute the business meeting agenda, appoint special committees not otherwise chosen, direct the secretary to handle correspondence deemed necessary and proper to the office, and advise committee chairs of their yearly responsibilities.
- B. The Vice Chair shall plan and coordinate convention programs, including the anonymous review process of all submissions. The Division supports the Bostrom Young Scholars Award and forwards high quality student paper submissions for consideration in this competition.
- C. The Vice Chair-Elect shall shadow the Chair and Vice-Chair for one year, attend the program planners meeting, and attend the annual IDD business meeting.
- D. The Secretary shall be responsible for keeping official minutes of all IDD business meetings and for making them available before and at the next annual business meeting, handle official correspondence designated by the Chair, and submit minutes to the SSCA Executive Director to be archived on the SSCA website.
- E. The Immediate past chair, or someone elected at the previous year's business meeting, shall represent IDD at the SSCA Nominating Committee meeting.

Section 7. Removal from Office: Any officer who fails to fulfill the obligations of their office or whose actions bring discredit upon the office, IDD, or SSCA may be removed from office by a two-thirds vote of members attending a regular or special meeting of IDD.

Section 8. Succession. No person may serve two consecutive terms as secretary and no one may run for vice chair-elect until at least three years have passed since the person vacated the position of chair.

### **ARTICLE V: MEETINGS**

At least one annual business meeting shall be held at a time and place announced in the SSCA convention program. Special meetings may be called at the discretion of the current Executive Officers but must be announced electronically at least two weeks prior to the meeting.

## **ARTICLE VI: COMMITTEES**

Section 1: Standing Committees: The Standing Committees are:

A. The Executive Committee, consisting of the elected officers of the IDD who shall determine the agenda for business meetings, advise the Chair on matters pertaining to IDD between annual meetings, and recommend special committees when the need for them arises between annual meetings.

Section 2. Special Committees: Special Committees may be proposed by any member of the IDD at any regular or special IDD business meeting. If accepted by a majority vote, the special committees shall be appointed by the Chair unless otherwise directed in the original motion. When the need for special committees arises between annual meetings the Executive Committee may vote to form them. However, if the committees will function beyond the next annual meeting they must be approved by the membership at the meeting. The Chair may also appoint special committees as needed.

Section 3. Quorum of Committees: Normally, special and standing committees will conduct most of their business through electronically. In these cases, the committee chair must secure the vote of each committee member when decisions are to be made by the committee. When committees meet face-to-face, a quorum shall be a majority of the members. A majority vote of all committee members is required for all committee decisions.

Section 4. Annual Reports: The chair of each standing and special committee as well as each officer shall submit an electronic report of its activities and recommendations to the Chair at least twenty-four hours before the annual meeting. These reports shall be read or summarized at the annual business meeting and shall be filed with the secretary at the end of the meeting.

## **ARTICLE VII: ELECTIONS**

Section 1. Method of Nominating: The floor shall always be open to nominations for available officer positions at the annual business meeting.

Section 2. Time and Method of Election: Annual election of officers shall occur at the IDD business meeting at the annual SSCA convention by show of hands. If requested, a written paper ballot may be used. In the event of a cancelation or virtual conference, an electronic voting process can occur.

Section 3. Vote Necessary to Elect: A simple majority vote among present members at the annual business meeting shall be necessary to elect to any IDD officer or committee. IF two candidates are the only ones on the ballot, the secretary shall write both names on folded pieces of paper. If a tie for any position results, the Secretary shall present the Chair with the slips of folded paper; by drawing one of the slips, the Chair shall determine the winner. If there are three or more candidates and no one receives a majority of the votes, a second ballot listing the two candidates who received the plurality of votes shall be taken in the same manner as the first ballot.

## **ARTICLE VIII: QUORUM**

A quorum for all regular business meetings shall be the total members present, provided at least 5 percent of members are present. A quorum for special meetings shall be at least 10 percent of members.

## **ARTICLE IX: AMMENDMENTS**

These bylaws may be amended at any regular business meeting by a two-thirds vote of the members present, provided a copy of the proposed amendment is given to members at least two weeks (14 days) prior to the vote, or by a majority vote of all current members in an electronic ballot conducted by the Secretary.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

The parliamentary authority for IDD shall be the most recent edition of *Roberts Rules of Order*.

## **ARTICLE XI: IMPLEMENTATION AND DISSOLUTION**

Section 1. These bylaws shall become effective immediately upon their adoption by a two-thirds vote of the members present and voting at a regular business meeting of the IDD.

Section 2: Dissolution. This division may be dissolved by a  $\frac{3}{4}$  vote of all members present at a regularly scheduled business meeting. It may also be dissolved by SSCA if it fails to meet the criteria prescribed for divisions.

AS ADOPTED 1979 and AMENDED 2022