

Ohio Communication Association Bylaws

BYLAWS

ARTICLE I: MEMBERSHIP

1. There shall be five types of memberships:

- A. Regular
- B. Adjunct
- C. Student
- D. Life
- E. Honorary and/or Emeritus

2. Regular, adjunct, and student memberships shall include:

- A. Voting privileges
- B. Eligibility to hold office
- C. Access to publications
- D. Other privileges provided by the Association

3. Life membership will include:

- A. Voting privileges
- B. Eligibility to hold office
- C. Access to publications for life
- D. Conference registration for life
- E. Other privileges provided by the Association

4. Honorary/Emeritus membership:

- A. Honorary membership shall be granted to individuals who have served the field of Communication well and who are selected by the Executive Board. Honorary membership will be considered annually.
- B. Emeritus membership shall be granted to retired academic or professional practitioners in the field of Communication who wish to remain affiliated with the Association. Emeritus membership shall be decided upon by the Executive Board upon written nomination to the Executive Director noting date of retirement. Self nominations are welcomed.
- C. Honorary and Emeritus membership is permanent and free of dues.
- D. Honorary and Emeritus members are granted full privileges afforded by Life members.

5. Membership may be terminated at any time upon written request to the Executive Director or failure to pay the annual dues.

ARTICLE II: FEES AND DUES

1. Annual dues for various types of membership shall be established by the Executive Board.
2. The annual conference registration fee shall be established by the Executive Board.

ARTICLE III: NOMINATIONS

1. To be nominated for and serve on the Executive Board, one must be a current member of the Association.
2. The Vice-President shall consult with the Executive Board to assemble a ballot of candidates nominated for open Board positions prior to the annual conference.
3. Nominations will be solicited from the general membership through email and social media.
4. The Communication Coordinator and Vice-President will compile a list of nominees with any statements from nominees, which will be distributed to the membership prior to elections.
5. Nominations from the floor will be solicited during the general business meeting.

ARTICLE IV: ELECTIONS

1. After the annual business meeting, the following positions shall be elected using electronic voting:

- A. Vice-President/President-Elect (election in even numbered years)
- B. Board Members-at-Large (two positions in even numbered years; three positions in odd numbered years)
- C. Two graduate representatives
- D. Any unfilled vacancies at the time of voting may be added to the ballot by the Executive Board.

2. The votes necessary to win an election shall be:

- A. A majority vote of ballots cast for the office of Vice-President/President-Elect.
- B. A plurality of ballots cast for all other elected positions for the Executive Board.
- C. In the case of a position without nominees, the write-in candidate with the most number of votes will be voted into the position.

3. Procedures

- A. The Vice-President and Communication Coordinator shall circulate a slate of nominees and any position statement(s) via electronic communications to the entire membership prior to the annual conference.

B. Voting will take place electronically following the annual business meeting. The Vice-President and Communication Coordinator will prepare the online ballot for distribution to the membership. Voting shall remain open for a minimum of 7 days after the annual business meeting.

C. The Executive Director, President, and Vice-President/President-Elect shall oversee the administration of the election.

D. Notification of election results shall be communicated electronically by the Communication Coordinator following the conclusion of the online voting period.

E. The elected members shall take office immediately following the election and shall serve until the closing of the election in the year their term ends.

4. If a candidate for Vice-President/President-Elect does not receive a majority vote, then:

A. The Vice-President will conduct a run-off election.

B. The two names receiving the largest number of votes will be selected as candidates for the run-off election.

C. Procedures for the run-off election will mirror those outlined in Article IV, Section 3 above.

5. In case of a resignation or the inability of the President to carry on the functions of the office, then:

A. The Vice-President/President-Elect shall assume the duties of President.

B. The vacancy created in the office of Vice-President/President-Elect shall be filled by a special election, as stipulated in the Constitution (Article V, Section 2), unless it is within four months of the annual business meeting.

ARTICLE V: APPOINTED POSITIONS AND PROCEDURES

1. To be appointed to and serve on the Executive Board, one must be a current member of the Association.

2. Appointed positions include:

A. Executive Director

B. Journal Editor(s)

C. Conference Coordinator(s)

D. Communication Coordinator

E. Sponsorship Coordinator

F. Awards Coordinator

G. Archivist

3. Members who will fill open appointed positions shall be determined by the Executive Board.

4. Newly appointed members of the Executive Board will transition into their positions following the annual conference.

ARTICLE VI: DUTIES

1. President

- A. Presides over the annual business meeting of the Association and meetings of the Executive Board.
- B. Prepares agendas for meetings.
- C. Appoints, with the approval of the Executive Board, specified committees.
- D. Serves as a liaison to state, regional, and national associations as needed, upon consultation with the Board.
- E. Facilitates board member participation in special state and regional activities.
- F. Serves as the official representative of the Association.
- G. Promotes the best interests of the Association.

2. The Vice-President/President-Elect

- A. Coordinates the general election.
 - i. Solicits nominations from the membership.
 - ii. Prepares and counts online ballots.
 - iii. Provides results to the President, Executive Director, and Communication Coordinator for distribution to the membership.
- B. Coordinates the Awards Ceremony during the annual conference.
- C. Performs other duties assigned by the President.

3. The Executive Director

- A. Acts as financial director for OCA.
 - i. Maintains financial records.
 - ii. Pays all invoices due.
 - iii. Mails all invoices as necessary.
 - iv. Files necessary IRS forms.
 - v. Collects dues.
 - vi. Prepares accounts for annual audit.
- B. Maintains membership records.
 - i. Prepares directories and mail lists.
 - ii. Mails any OCA materials to the general membership.
- C. Coordinates finance-related conference activities.

- i. Dues collection.
- ii. Registration table.
- iii. Payment of bills.

D. Maintains Association equipment.

E. Performs other duties as needed by the Executive Board and/or the Association.

4. Journal Editor

- A. Solicits manuscripts for publication.
- B. Selects refereeing committees and/or methods.
- C. Prepares manuscripts for publication.
- D. Oversees the online publication of the Journal.

5. Associate Journal Editor

- A. Manages Editorial Board contact information.
- B. Assigns manuscripts to reviewers.
- C. Organizes manuscripts and reviews.
- D. Works with the Journal Editor as needed.

6. Conference Coordinator(s)

- A. Works with Executive Director on preparation for Conference.
- B. Acts as liaison with hosting hotel, motel complex.
- C. Arranges all program and non-program related matters of Conference.
- D. Organizes luncheon.
- E. Makes arrangements with keynote speaker.
- F. Arranges printing of Conference programs.
- G. Arranges for program equipment as needed.

7. Communication Coordinator

A. Acts as secretary for all meetings of the OCA.

- i. Keeps and files minutes of each meeting.
- ii. Maintains records of OCA actions.

B. Coordinates story ideas and announcements for the Association website and other media outlets.

C. Maintains content, design, and supporting technology of the Association website and other media outlets.

- D. Serves as the primary contact for all information and materials to be posted on the Association website and other media outlets.
- E. Explores and implements creative innovations in digital media for the Association.

8. Members-at-Large and Graduate Student Representatives

- A. Attends business meetings and participates in electronic discussions.
- B. Promotes participation in Association conferences and programs.
- C. Serves as a liaison to the general membership.
- D. Participates in sub-committees as needed.

9. Sponsorship Coordinator

- A. Solicits donations/sponsorships from relevant entities (e.g., graduate schools, publishing companies).
- B. Coordinates activities at the annual conference to connect sponsors/partners with conference attendees.
- C. Works with the Communication Coordinator to advertise sponsorships/partnerships to the membership.

10. Awards Coordinator

- A. Consults with the Executive Board to determine new award categories as needed.
- B. Works with the Communication Coordinator to solicit award nominations.
- C. Chooses award winners in consultation with an ad hoc subcommittee.
- D. Works with the Executive Director to provide monetary awards for winners.
- E. Responsible for plaques/certificates for award winners.
- F. Assists the Vice President with the awards ceremony.

11. Archivist

- A. Stores print journal copies.
- B. Works closely with Muskingum University to maintain the OCA archive.
- C. Responsible for maintaining current records of Executive Board minutes, conference proceedings, and journal volumes in the archive.

ARTICLE VII: AD HOC COMMITTEES

1. The President, with the approval of the Executive Board, shall appoint ad hoc committees to meet the specific needs of the Association.
2. The ad hoc committees shall function throughout the year within their sphere of interest and definition of duties.

3. At the end of the year, the need for continuation of the ad hoc committee shall be reviewed by the Executive Board.

ARTICLE VIII: RULES OF ORDER

1. All meetings of the Association shall be governed by the Constitution and By-laws of the Association.
2. Parliamentary rules contained in Alice F. Sturgis' LEARNING PARLIAMENTARY PROCEDURES, Revised edition, shall be used as the guidelines for the conducting of business meetings.

ARTICLE IX: CHANGES

1. Members who wish to propose changes to the Bylaws may send a copy of the proposed amendment to the Executive Director one month prior to any called meeting of the Executive Board for consideration.
2. Changes to the Bylaws become effective with a 2/3 vote of the Executive Board members present at any officially-called meeting.
3. Changes declined by the Executive Board may be appealed to the total membership at the annual business meeting of the Association. A 2/3 vote of the members present at the business meeting will constitute passage.
4. Changes to the Bylaws shall take effect immediately following the announcement of their adoption.

Adopted: October 6, 1973

AMENDMENT I:

1. The President shall be empowered to remove any elected Executive Board member if such a member misses Executive Board meetings two consecutive times.
2. The President shall be empowered to appoint a replacement with the Executive Board approval.

Adopted: October 3, 1975

Revised: October 7, 1977

Revised: October 10, 1980

Revised: November 28, 1983

Revised: March 28, 1984

Adopted: March 20, 1992

Revised: February 22, 1998

Revised: March 20, 2003

Approved: March 20, 2003

Revised: October 5, 2007

Revised: October 4, 2008

Revised: October 4, 2009

Revised: October 1, 2011

Revised: October 4, 2013

Revised: June 5, 2020