

ICD By-laws

Article I. Name

The name of this organization shall be the **International Communication Division (ICD)**.

Article II. Object

The object of this organization shall be to promote teaching, research and public service activities in international communication.

Article III. Membership

Regular ICD membership shall be limited to AEJMC members in good standing who are also dues-paying ICD members.

Article IV – Officers

Section 1. The executive officers of this organization shall be its Head, Vice-Head/Programming Chair, Secretary/Treasurer, Research chair, Teaching chair, PF&R chair and Out-going Head. The executive officers make up the ICD's executive committee, which is led by the division's Head. The ICD's executive officers and other officers shall perform duties prescribed by the ICD's by-laws in conjunction with AEJMC rules.

Section 2: Executive officers' duties are described below:

Division Head: Serves as the division's leader and administrator. Tasks include presiding over the annual meeting, attending the mid-winter meeting (with the vice head/program chair) of AEJMC to participate in the convention program planning session, writing official divisional reports, arranging special events such as mid-winter conferences and socials, coordinating activities among the division's officers and members and performing other leadership activities aimed at strengthening international communication teaching, research and service. The Head will serve as chair of the executive committee.

Vice Head/Program Chair: Responsible for generating and coordinating the division's non-research conference programming. Tasks include soliciting panel proposals, finding co-sponsors for the panel proposals, attending the midwinter planning meeting (with division Head), notifying persons of panels selected, requesting funds from AEJMC for speaker travel, writing program copy on panel sessions, and assisting the division Head and research chair as otherwise required.

Secretary/Treasurer: Takes minutes of the annual meeting, prepares an official copy for the division head's report, and keeps the official files and records of the division up-to-date. In addition, this person carries out tasks assigned by the division head throughout the year, such as preparing special flyers or invitations for division events.

Research Chair: Coordinates activities associated with soliciting and judging research papers, and with scheduling selected papers into sessions at the annual convention. Discrete tasks include issuing the call for papers, locating judges, coordinating the blind review of papers immediately after the April 1 deadline, calculating scores from both the Markham and regular paper competition, scheduling the highest rated papers into panel sessions, notifying authors of the acceptance or non-acceptance of their papers, and preparing copy for the convention program.

PF & R Chair: Promotes awareness among AEJMC members of professional freedom and responsibility (PF &R) issues in international communication through convention and out-of-convention activities. Conference activities include proposing and organizing PF & R panel sessions. Out-of-convention activities have included co-sponsoring sessions on international communication issues related to PF&R at other organizational conventions.

Teaching Standards Chair: Promotes research and the development of pedagogy to advance the teaching of international communication within journalism and mass communication departments. This includes organizing both convention and out-of-convention sessions on teaching methods and standards; coordinating syllabi, teaching tips, and other exchanges; and promoting awareness of teaching trends in international communication. Try to organize panels that are related to teaching.

Outgoing Head: Serves as an ex-officio, non-voting member of the executive committee for one year from the end of his/her term as the division's Head.

Section 3. The Vice-Head and Secretary/Treasurer shall be elected by ballot to serve their year term. Their

term of office shall begin at the close of the annual AEJMC convention at which they are elected. The previous year's Vice-Head shall automatically become Head, unless a two-thirds vote of the ICD membership or of ICD members at the annual ICD business/membership meeting decide to hold a new Head's election.

Section 4. All officers, excluding the Vice-Head and Secretary/Treasurer, shall be appointed by the Head.

Section 5. The Head may appoint special officers as he/she deems necessary to the work of the division.

Article V – Meetings

Section 1. The division's annual business/membership meeting shall take place during the annual convention of AEJMC for the purpose of electing new officers, receiving officer committee reports and updates and taking care of any other ICD business that arises.

Section 2. Special meetings may be called by the Head or Vice-Head/Program Chair as they deem necessary.

Section 3. A quorum at the annual business/membership meeting shall consist of the division members present.

Section 4. A division member unable to attend a meeting must give his/her proxy in writing, typed, on official school letterhead to another division member. The proxy shall be deposited with the secretary/treasurer prior to or at the opening of the meeting.

Article VI – Executive Board

Section 1. The executive board of the division shall consist of all of its executive officers.

Section 2. The executive board shall help supervise the division between its annual business meetings, make recommendations to the division and perform duties as prescribed by these by-laws.

Article VII – Committees

The Head may appoint ad hoc committees as he/she deems necessary to the work of the division.

Article VIII – The *International Communication Research Journal's* Editor Selection Process

Section 1. The division's scholarly journal, the *International Communication Research Journal*, shall publish international communication research and work of special interest to ICD members.

Section 2. A committee of seven persons (Editorial Selection Committee), including the committee chairperson, will oversee the selection of editors for the *International Communication Research Journal* (formerly the *International Communication Bulletin*, changed in Fall 2009).

The committee chairperson will be appointed by the division's Head, and the chairperson will select three members of the committee, with the division Head's advice and consent. The fifth and sixth committee members will be the ICD's Vice-Head and Head, while the seventh committee member will be the ICRJ's editor, a non-voting committee member who may not chair this committee. The committee shall be known as the International Communication Research Journal Committee. All committee members must be ICD members and in good standing with the division and AEJMC. ICRJ committee members will serve a three-year term.

Section 3. The editor of the *International Communication Research Journal* will be elected (or re-elected) by the division's membership every five years at the division's annual business/membership meeting.

Applications for the position will be solicited from division members by the ICRJ committee in January of the year in which applications are being accepted. After consultation with the executive board, the ICRJ committee will circulate its recommendation to the division's membership and on its Web site at least two months before the division's annual meeting. All nominees for the position must be ICD members in good standing with the division and AEJMC.

Section 4. Any person selected as the ICRJ editor will serve a five-year term, and no limit will be imposed on the number of consecutive terms an editor may serve. If for some reason the editor is not able to serve his/her complete term, the ICRJ committee, after consultation with the division's Head, will make an interim appointment to complete the unfinished term.

Article IX – Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the division in cases in which they are applicable and in which they are not inconsistent with these by-laws or any ICD special rules of order.

Article X – Amendments

These by-laws may be amended by the ICD membership or at the division's annual business/membership

meeting by a two-thirds vote, provided that the amendment has been received.