

# *History Division*

## Constitution and Bylaws

### *Constitution*

(latest version adopted 2006)

#### *Preamble*



accordance with Article 3-5 of the [Constitution](#) of the Association for Education in Journalism and Mass Communication and with Article 2 (**Membership**) of the Bylaws of the Association and effective January 1, 1965, a new organization may be created as a Division of the Association. In all instances in which the intentions and purpose of the Association for Education in Journalism and Mass Communication are clearly defined, the constitution and bylaws of said organization (hereinafter referred to as AEJMC) shall take precedence over those of this Division.

#### *Article 1: Name and Purpose*

Section 1. The name of the organization shall be the History Division of the Association for Education in Journalism and Mass Communication.

Section 2. The purpose of the organization shall be the improvement of education in those aspects of journalism normally associated with mass communication history (including, but not limited to, print journalism, broadcast journalism, photojournalism, public relations, advertising, and media technologies). To this end, members of the Division shall undertake the following objectives:

- a. To enhance the subject matter of courses related to journalism and mass communication history and encourage the effectiveness of teaching at the undergraduate and graduate levels.
- b. To foster research and inquiry in these and closely related areas of mass communications.
- c. To promote a sense of public service, professional responsibility and freedom among all mass communication historians, whether in academe, museums, libraries, archives, independent, or elsewhere.
- d. To stimulate close relationships between the teachers of these mass communication history, other mass communication teachers, and other historians.
- e. To encourage the adoption and practice of high standards for teachers of these subjects, and an adequate system of rewards and assurances for teachers to support such standards.
- f. To increase the understanding and awareness among professional and academic personnel of the importance of history in understanding the mass communication process.
- g. To attract to the study of these subjects a growing number of able students.
- h. To plan a program annually to further the improvement of and the practice and advancement of journalism and mass communication history teaching and research.

#### *Article 2: Membership*

Section 1. Membership shall be by individuals and by educational or professional organizations. Eligible individuals and organizations are those concerned principally with college-level teaching and/or research in those areas listed in Article 1, Section 2, and those in professional activities related to these subject areas.

Section 2. Membership classifications, qualifications, dues and privileges shall be defined in the bylaws.

### Article 3: Officers

Section 1. The officers of the Division shall be as follows: Chair, Vice-Chair, ~~Secretary~~ **Second Vice-Chair**. The principal officer of the Division shall be designated as its Head and be chosen in the manner prescribed in the bylaws. The Chair shall perform the duties assigned to that position in the bylaws (~~normally also serving as Program Chair~~) and such other duties as may from time to time be determined by the Division membership or applied to all Division heads of the Association.

Section 2. The secondary officer of the Division shall be a Vice-Chair, who shall perform the duties (normally serving as ~~Research Chair~~ **Program Chair**) requested by the Chair and shall serve as Chair should the principal officer be absent from the annual meeting or otherwise unable to serve.

Section 3. ~~The Secretary/~~ **Second Vice-Chair** of the Division shall perform the duties assigned in the bylaws and any others requested by the Chair, normally including **Research Chair and** taking minutes of members' meetings. ~~and serving as Editor of the *Clio Among the Media* newsletter.~~

**Section 4: The Membership Chair(s) shall perform the duties assigned in the bylaws and any others requested by the Chair, normally including creating the *Clio Among the Media* newsletter, posting division news to social media, and planning membership initiatives.**

Section 5. The officers, Teaching Standards Chair, ~~and~~ the Professional Freedom and Responsibility Chair, ~~and the two Membership co-chairs/*Clio* editors (and Program Chair, and Research Chair and/or *Clio Among the Media* newsletter editor if one or more either or both of those responsibilities are, for any reason, not being executed by the Chair, Vice-Chair and/or Secretary~~ **Second Vice-Chair**) shall constitute the Executive Committee of the Division, which shall be vested with the authority to govern the Division and to direct its affairs. The Chair shall serve as chair of the Executive Committee. The Executive Committee shall have the power to fill vacancies *pro tempore* in its own membership. The outgoing Chair of the Division shall serve as an ex-officio, non-voting member of the Executive Committee for one year from the end of his or her term as Division Chair. **The editor of *Journalism History* shall also serve as an ex-officio, non-voting member of the Executive Committee. Neither the outgoing Chair nor the *Journalism History* editor shall be counted in determining a quorum or in polling the Executive Committee by phone.**

**Section 6. The Division shall have a Publications Committee to oversee *Journalism History*, which all members receive as subscribers. The committee shall recommend an editor to be appointed by the Division's officers. If for any reason the editor's appointment is not renewed at the end of a term, or the editor resigns during a term, the committee shall issue a call for applicants and then evaluate applicants. The process normally involves interviews with promising candidates. The committee's other responsibilities include working with the editor during the editor's term to ensure the highest possible standards for the journal as well as developing plans to encourage quality submissions.**

### Article 4: Dues

Section 1. The officers shall have the right to apprise the need for operating funds, from time to time, and, upon ratification of such proposal by a simple majority of the membership voting at any annual meeting, to raise or lower annual dues as a requirement for membership in the Division.

## *Article 5: Meetings*

Section 1. Meetings shall be held as prescribed in the bylaws.

## *Article 6: Amendments*

Section 1. This constitution and its bylaws may be amended by the affirmative votes of two-thirds of the members participating in any meeting at which a proposed amendment or amendments is or are presented for action by the members.

Section 2. The Chair shall prepare and distribute the text of the proposed amendment or amendments at least four weeks before the meeting at which the amendment or amendments is or are presented for consideration and action.

## *Article 7: Promulgation*

Section 1. This constitution and its bylaws attached shall become effective upon adoption by a two-thirds affirmative vote of those members present and voting at the annual members meeting of 2006.

## *Article 8: Dissolution*

Section 1. The organization may be dissolved by a two-thirds vote of the executive committee and by a two-thirds vote of the membership present and voting at any annual meeting.

# *Bylaws*

## *Article 1: Membership*

Section 1. Classification of membership:

- a. Regular members, who shall be staff members of institutions engaged in journalism and mass communication history education at the college undergraduate or graduate level, or persons in related professional activities who have an interest in mass communication history teaching and/or research.

Section 2. Funds of the Division shall be deposited with the AEJMC Treasurer (~~Article 2, Section 7, AEJMC Bylaws~~), who will provide the facilities of his or her office for their accounting. Other funds will be deposited in appropriate separate accounts.

Section 3. A regular member is one whose dues are paid in advance of the annual meeting.

Section 4. Only regular members are entitled to voting rights.

Section 5. Membership in the Division does not carry with it membership in AEJMC (Article 2, Section

3, AEJMC Bylaws).

## *Article 2: Meetings*

Section 1. The annual meeting of the Division shall be held concurrently with that of AEJMC.

Section 2. Special meetings of the Division may be called and held in connection with any plan or activity designed to carry out the stated functions of the Division, upon concurrence of a quorum of the Executive Committee.

Section 3. Decisions of the Division and its Executive Committee shall be by majority vote of members present and voting.

Section 4. Robert's Rules of Order shall be the manual for parliamentary procedure in meetings of the Division.

Section 5. Each regular member of the Division shall be entitled to one vote in elections, and to one vote on all issues or proposals presented at an annual or special meeting of the Division.

Section 6. The Executive Committee shall meet at least once annually during the annual AEJMC Convention and at such other times as its membership shall determine. For purposes of conducting business of the Division, the Chair may present propositions to the Executive Committee and poll its membership by mail or phone. Such balloting shall constitute performance of the advisory function of the Executive Committee between annual meetings.

## *Article 3: Nominations and Elections*

Section 1. The current Vice-Chair, who normally is the incoming Chair of the Division, shall, with consultation with the Chair and other persons whom he or she may wish to consult (especially a ~~Secretary/Newsletter Editor~~ **Second Vice-Chair** seeking the Vice-Chair position) shall present a list of nominees to the Chair of the Division prior to the annual meeting.

Section 2. The Chair will conduct the election of the officers. Nominations to the position of ~~Secretary/Newsletter Editor~~ **Second Vice-Chair/Research Chair** may be made from the floor of the annual meeting. Nominations to the position of Vice-Chair/Program Chair may be made from the floor of the annual meeting if the ~~Secretary/Newsletter editor~~ **Second Vice-Chair/Research Chair** is not, for any reason, assuming the Vice-Chair/Program Chair position.

Section 3. Elections shall be conducted at the annual meeting. Only members of the Division shall be entitled to vote in the election.

Section 4. A candidate for office shall be deemed elected if he or she receives more votes than those cast for any other candidate for the office.

Section 5. Upon successful completion of a term of office as Vice-Chair, the holder of that office shall automatically succeed to, and possess all the rights and responsibilities of, the office of Chair. His or her term as Chair officially begins October 1, although a new Chair normally assumes most or all of his/her duties as of the close of the annual members meeting during the calendar year during which he/she will become Chair.

Section 6. Upon successful completion of an elected term of office as ~~secretary~~ **Second Vice-Chair/Research Chair**, the holder of that office shall automatically succeed to, and possess all the rights and responsibilities of,

the Vice-Chair unless he/she is unable or unwilling to assume the Vice-Chair position. His or her term as Vice-Chair officially begins on October 1, although a new Vice-Chair normally assumes most or all of his/her duties as of the close of the annual members' meeting during the calendar year during which he/she will become Vice-Chair.

## *Article 4: Terms and Duties of Officers*

Section 1. The Chair, Vice-Chair and **Second Vice-Chair** ~~Secretary~~ of the Division shall serve for one year beginning October 1, although new officers normally assume their duties (with the exception of writing a post-convention supplement to the Division's annual report) as of the end of the annual members meeting immediately preceding that date.

They shall not be eligible to succeed themselves in office, although they may be re-elected to the office after a period of one year. They shall be responsible for planning and carrying out a program designed to accomplish the purposes of the Division. The Division's Teaching Standards Chair and Professional Freedom and Responsibility Chair shall officially serve for ~~one year~~ **two years** beginning October 1, although new officers normally assume most or all of their duties as of the close of the annual members' meeting immediately preceding that date. They shall ~~, with the exception of the Assistant Research Chair's succession to research chair (if the Division has an Assistant Research Chair),~~ be eligible to succeed themselves in office. **The term for editor of *Journalism History* shall be renewable every three and a half years.**

Section 2. The Chair of the Division shall be the Executive Officer of the Division and shall administer its affairs, with the advice of the Executive Committee, including the appointment of any additional officers and necessary committees ~~(such as those to present awards, if any, for teaching, research and/or service)~~. The Chair shall preside at all meetings of the Division and the Executive Committee, when present. He or she shall also preserve order, enforce the Constitution and perform all duties of a presiding officer. He or she shall be a member of the Council of Divisions of AEJMC (Article ~~3~~ **6**, Section ~~3~~ **2** AEJMC Constitution).

Section 3. It shall be the duty of the Vice-Chair to carry out tasks that may be assigned to him or her by the Chair for the purpose of accomplishing the stated objectives of the Division (normally including serving as ~~Research~~ **Program** Chair). In the event of a vacancy in the office of the Chair, for any reason, the Vice-Chair shall assume the title and duties of that office until a new Chair is chosen [at the next regular election two meetings hence]. The Vice-Chair shall preside, in the absence of the Chair, at meetings of the Division and/or the Executive Committee. In the event the Vice-Chair is unable to complete the term of that office, or succeeds to the position of Chair, ~~the secretary~~ **the Second Vice-Chair** shall assume the title and duties of Vice-Chair until the next annual Division meeting. The Chair will then name a new ~~Secretary/~~**Second-Vice-Chair/Research Chair** ~~Newsletter Editor~~ with the advice and consent of the Executive Committee. In the event both the Chair and Vice-Chair are unable to complete their terms, any member of the Executive Committee may convene a meeting of that body and elect Division members to serve as Chair and Vice-Chair until the next annual meeting.

Section 4. The ~~Secretary/~~**Second Vice-Chair** shall **serve as Research Chair and** take and keep the minutes of the Division annual meeting, all Executive Committee meetings and any other Division records, as well as perform any other duties requested by the Division Chair ~~(normally including serving as Editor of the *Chio Among the Media* newsletter)~~. **The Division may also appoint an Assistant Research Chair to help the Second Vice-Chair with the assigning and processing of the blind-reviewing of submitted research papers.**

**Section 5. The duties of the editor of *Journalism History* shall include but are not limited to:**

- **Performing all responsibilities associated with the management of the *Journalism History*, including relations with associate editors, contributors, and reviewers.**
- **Assigning manuscripts and other material, as necessary, to corresponding editors for review.**
- **Scheduling articles for particular issues.**

Section 6. The Division's Executive Committee shall consist of the Division's Chair, Vice-Chair, ~~Secretary/Newsletter Editor~~, **Second Vice-Chair, two Membership co-chairs (also responsible for *Clio* newsletter), and Research, Teaching Standards and Professional Freedom and Responsibility committee chairs** (normally a total of ~~five~~ **seven** persons), with the **editor of *Journalism History* and the** Division's outgoing Chair as ~~an~~ ex-officio, non-voting members. Members of the Executive Committee shall be elected at each annual meeting to serve ~~as~~ **a** term of one year, from October 1 following the annual members meeting until September following the next annual meeting. However, new officers normally assume most or all their duties at the end of the annual meeting preceding October 1.

Section 7. A quorum at a meeting at which all ~~five~~ **seven** members of the Executive Committee have been invited to attend in person shall be ~~three~~ **four**. In the event that the Division has more than ~~five~~ **seven** elected or appointed officers, a quorum will be 60% of the Executive Committee members. For the purposes of conducting the Division's business, the Chair may present propositions to the Executive Committee and poll all its members by mail or phone. Such balloting shall constitute performance of the advisory function of the Executive Committee between annual meetings.

Section 8. Any member of the Executive Committee who does not attend the Association convention may be removed from office upon a recommendation by the Division head and a majority vote of the members attending the annual meeting. Once a position is declared vacant, the members will elect another Division member to fill that unexpired term.

Section 9. ~~The treasurer of the Division shall be the Treasurer of AEJMC~~ **shall act as the treasurer of the Division (Article 5, Section 6, AEJMC By-laws). [Note: There is no mention of a treasurer or financial officer in the AEJMC Constitution/Bylaw, or in any other part of this Constitution/Bylaws of the division.]**

AMENDED, APPROVED AND ADOPTED