

History Division

Constitution and Bylaws

Constitution

(2006, amended August 7, 2018)

Commented [EP1]: This will be changed to Aug. 9, 2019 if the proposed amendments are adopted in Toronto.

Preamble



cordance with Article V of the Constitution of the Association for Education in Journalism and Mass Communication and with Article II 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: Executive Committee

Section 1. The officers of the Division shall be as follows: Chair, Vice-Chair, 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 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 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 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.

~~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 4.5. The officers, Teaching Standards Chair, the Professional Freedom and Responsibility Chair, and the ~~two~~ Membership co-chair(s)/~~Clio editors~~ 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 5.6. ~~The Division has four standing committees: Membership, Publications, Book Award, Covert Award, and Dicken-Garcia Award. Duties and makeup of these committees is described in the bylaws.~~

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.

Commented [EP2]: The division's leaders have determined that membership should be a larger committee. Therefore, this section is folded into the discussion of the membership committee.

This deletion necessitates changing sections 5 & 6 below to sections 4 & 5.

Commented [EP3]: As noted in the membership committee section of the bylaws, the committee may have one chair or two. The newsletter still is a charge of the membership committee, but it may not be the responsibility specifically of the chair(s).

Commented [EP4]: Polling of the leadership team seldom occurs by phone anymore; we now use email. We would prefer not to specify a mode of communication, as it always may change.

Commented [EP5]: In addition to making membership a committee, the division's leaders have decided to officially outline the duties and makeup of the awards committees. This language listing the committees replaces what was here about the publications committee, which has been moved to Article 5 of the bylaws.

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~~ became effective upon adoption by a two-thirds affirmative vote of those members present and voting at the annual members meeting of 2006.

Commented [EP6]: 2006 has passed; we changed the tense to reflect that the constitution already is in effect.

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, 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.

Commented [EP7]: Polling of the leadership team seldom occurs by mail or phone anymore; we now use email. We would prefer not to specify a mode of communication, as it always may change.

Article 3: Nominations and Elections

Section 1. The current Vice-Chair, who normally is the incoming Chair of the Division, with consultation with the Chair and other persons whom he or she may wish to consult (especially a 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 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 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 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 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 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 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. 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 6, Section 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 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 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 Second-Vice-Chair/Research Chair 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 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. 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, Second Vice-Chair, ~~two Membership co-chair(s) (also responsible for *Clio* newsletter)~~, and Teaching Standards and Professional Freedom and Responsibility committee chairs (normally a total of seven persons), with the editor of *Journalism History* and the Division's outgoing Chair as ex-officio, non-voting members. Members of the Executive Committee shall be elected at each annual meeting to serve 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 seven members of the Executive Committee have been invited to attend in person shall be four. In the event that the Division has more than 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 AEJMC shall act as the treasurer of the Division.

Article 5: Standing Committees

Section 1. ~~The Membership Committee is responsible for creating the *Clio Among the Media* newsletter,~~

Commented [EP8]: Grammatical correction

Commented [EP9]: Italicizing the journal title to be consistent with other mentions of the journal in this document.

Commented [EP10]: As noted in the membership committee section of the bylaws, the committee may have one chair or two. The newsletter still is a charge of the membership committee, but it may not be the responsibility specifically of the chair(s).

Commented [EP11]: Polling of the leadership team seldom occurs by mail or phone anymore; we now use email. We would prefer not to specify a mode of communication, as it always may change.

Commented [EP12]: This new article outlines the duties and makeup of each committee.

Commented [EP13]: The division's leaders have determined that membership should be a larger committee. This section outlines the committee's duties as well as its makeup.

posting division news to social media, and planning membership initiatives. The committee shall consist of up to five members, including two student members, and will have at least one chair. Faculty members will be appointed by the Executive Committee to staggered two-year terms. Student members will be appointed by the Executive Committee to one-year terms, renewable up to one additional year. The faculty member(s) of the membership committee who are in the second year of their term will serve as chair(s).

Section 2. **The Division shall have a Publications Committee to oversee *Journalism History*, which all members receive as subscribers. This committee shall consist of five members, each serving two-year renewable terms on a staggered basis (after a full committee is established, two shall be selected one year, three the next). Those members shall be proposed by the Executive Committee, striving for representative diversity, and ratified by the Division's membership. **The Executive Committee shall appoint the Publications Committee's chair from among the committee members ratified by the division. The chair shall serve a two-year term.****

Commented [EP14]: This description of the publications committee has been moved from the constitution to this article. Only the boldfaced parts below have been modified. Separate review notes explain each of those changes.

Commented [EP15]: Added to outline how a committee chair is selected and what the term is.

The Publications 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 **3½-year** 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 **but are not limited to** 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.

Commented [EP16]: Added for clarification.

Commented [EP17]: Added for clarification.

Section 3. The Book Award Committee is responsible for selecting the outstanding book on a journalism or mass communication history topic published in the previous year. The committee shall consist of a chair and three judges. The chair shall be selected by the Division's Executive Committee and will serve a term of three years beginning August 15. Once the chair's term expires, a new chair must be selected. However, a person who previously served in the chair position is eligible again after a period of three years. The chair's responsibilities shall include but are not limited to:

Commented [EP18]: Everything from here forward is new to outline the duties and makeup of the award committees.

- Revising and posting the Book Award call for nominations.
- Soliciting nominations.
- Receiving nominations and distributing texts to judges.
- Overseeing the judging process.
- Announcing the committee's selection.
- Presenting the award to the winner at the annual convention.
- Communicating with the Division's leadership team.

The judges will be selected by the Book Award Committee chair and will serve a term of two years beginning August 15. The judge position is renewable for a second two-year term. The terms of the three judges will be staggered. Judges' responsibilities shall include:

- Reviewing each nominated text.
- Submitting reviews to committee chair.
- Discussing nominees and selecting a winner in consultation with fellow judges.

A call for nominations to fill committee openings (chair and/or judge) will be sent to all Division members at least 30 days prior to the annual members meeting.

Section 4. The Covert Award Committee is responsible for selecting the article or chapter in an edited collection that represents the best essay on a journalism or mass communication history topic published in the previous year. The Covert Award Committee shall consist of a chair and four judges. The chair shall be selected by the Division's Executive Committee and will serve a term of three years beginning August 15. Once the chair's term expires, a new chair must be selected. However, a person who previously served in the chair position is eligible again after a period of three years. The chair's responsibilities shall include but are not limited to:

- Revising and posting the Covert Award call for nominations.
- Soliciting nominations.

- Receiving nominations and distributing texts to judges.
- Overseeing the judging process.
- Announcing the committee's selection.
- Presenting the award to the winner at the annual convention.
- Communicating with the Division's leadership team.

Two of the Covert Award judges shall be the current division chair and the most recent past chair. The other two judges will be selected by the Covert Award Committee chair and will serve staggered terms of two years beginning August 15. The judge position is renewable for a second two-year term. Judges' responsibilities shall include:

- Reviewing each nominated text.
- Submitting reviews to committee chair.
- Discussing nominees and selecting a winner in consultation with fellow judges.

A call for nominations to fill committee openings (chair and/or judge) will be sent to all Division members at least 30 days prior to the annual members meeting.

Section 5. The Hazel Dicken-Garcia Award Committee is responsible for selecting the outstanding master's thesis on a journalism or mass communication history topic completed in the previous year. The Dicken-Garcia Award Committee shall consist of a chair and three judges. The chair shall be selected by the Division's Executive Committee and will serve a term of three years beginning August 15. Once the chair's term expires, a new chair must be selected. However, a person who previously served in the chair position is eligible again after a period of three years. The chair's responsibilities shall include but are not limited to:

- Revising and posting the Dicken-Garcia Award call for nominations.
- Soliciting nominations.
- Receiving nominations and distributing texts to judges.
- Overseeing the judging process.
- Announcing the committee's selection.
- Presenting the award to the winner at the annual convention.
- Communicating with the Division's leadership team.

The judges will be selected by the Dicken-Garcia Award Committee chair and will serve a term of two years beginning August 15. The judge position is renewable for a second two-year term. The terms of the three judges will be staggered. Judges' responsibilities shall include:

- Reviewing each nominated text.
- Submitting reviews to committee chair.
- Discussing nominees and selecting a winner in consultation with fellow judges.

A call for nominations to fill committee openings (chair and/or judge) will be sent to all Division members at least 30 days prior to the annual members meeting.

AMENDED, APPROVED AND ADOPTED