

# CONSTITUTION

*Revised October 12, 2021*

## **ARTICLE I – Name**

The name of this organization shall be the Association for Chinese Communication Studies, the official acronym for which is ACCS.

## **ARTICLE II – Purposes**

### **Section 1.**

The purposes of the ACCS shall be to promote teaching excellence and research prosperity, enhance academic exchange, facilitate career development of young scholars and graduate students, and build a sense of community among global scholars in the field of Chinese Communication Studies.

### **Section 2.**

The ACCS is a nonprofit organization. No part of the organization's net revenues shall be used for the private benefit of any individual or group.

## **ARTICLE III – Membership**

General membership in the ACCS shall be open to any person or institution interested in promoting the organization's purposes.

## **ARTICLE IV – Officers**

### **Section 1.**

The officers of the ACCS shall be President, Vice President, Secretary/Treasurer, and Newsletter Editor.

### **Section 2.**

The President, Vice President, Secretary/Treasurer, and Newsletter Editor shall be nominated and elected as specified in the Bylaws.

### **Section 3.**

The Vice President shall succeed to the office of President.

### **Section 4.**

The duties of the officers shall be as specified in the Bylaws.

### **Section 5.**

In the event of the incapacity of an officer, the Executive Board shall, at its discretion, elect a replacement or establish a nomination and election procedure for so doing.

## **ARTICLE V – Executive Board**

**Section 1.**

The Executive Board shall be the principal policy making body of the ACCS and shall be responsible for managing its resources and affairs.

**Section 2.**

The Executive Board shall consist of ACCS President, Vice President, Secretary/Treasurer, Newsletter Editor, the Immediate past Presidents of ACCS, and Chairs of Standing Committee.

**ARTICLE VI – Amendments****Section 1.**

Amendments to this constitution may be initiated by a majority of the Executive Board, by a majority of the Association membership at a business meeting or by a petition addressed to the members of the Association. The petition must be accompanied by statements explicating the rationales of the amendment or revision of the article(s).

**Section 2.**

The Executive Board shall send the proposed changes with explanations and arguments, a ballot, and a request for an email vote to active members. Within 45 days after mailing the proposal, the executive board shall count the votes. The adoption of a proposed amendment requires a two-thirds majority of those active members who cast ballots.

**Section 3.**

This constitution shall become effective after the email ballot by a majority vote of the association.

**BYLAWS****ARTICLE I: Membership****Section 1.**

The Association is a non-profit organization and is financed by membership dues and other contributions. There shall be four classes of membership in the Association: Life, Organizational, Regular, and Student.

**Section 2.**

General membership in the ACCS shall be open to any person or institution interested in promoting the organization's purposes.

**Section 3.**

The full membership of the ACCS shall be those persons who pay the membership dues.

**Section 4.**

The membership dues shall be paid either annually or in a 5-year term at the NCA convention or by mail to the ACCS Secretary/Treasurer.

**Section 5.**

The term of a one-year membership is from November of the current year to November of the subsequent year. A 5-year term runs from November of the first year to November of the fifth year.

**Section 6.**

The categories of membership dues shall be determined by the ACCS Executive Board. The membership dues shall be used for the expense of the organization's activities.

**ARTICLE II: Meetings****Section 1.**

An annual business meeting shall be held at the time and place of the annual convention of NCA.

**Section 2.**

The President shall preside over the annual business meeting. The agenda for the meeting shall be the responsibility of the President in consultation with the Executive Board. All decisions at the meeting shall be under the general direction of the Executive Board with policy implementation and financial obligations subject to the approval of the Executive Board.

**Section 3.**

Additional meetings may be scheduled by the President to discuss policy making and implementation, and financial obligations subject to the approval of the Executive Board.

**Section 4.**

Convention social activities and other expenses shall be under the general direction of the Executive Board with policy implementation and financial obligations subject to the approval of the Executive Board.

**Section 5.**

President shall report the results of elections to the members at the annual business meeting, when the elections were not held during the business meeting

**Section 6.**

ACCS-NCA Program Planner shall report at the annual business meeting: (1) the number of papers and proposals submitted and accepted, and the percentages of acceptance, (2) the average rating scores of papers and panel proposals, and (3) the list of reviewers.

**Section 7.**

ACCS Secretary/Treasurer shall report the details of the budget and expenses at the annual business meeting.

**Section 8.**

Reports from committee chairs at the annual business meeting shall include: the committee responsibilities, accomplishments, problems, and suggestions.

## **ARTICLE III: Nominations, Elections, and Appointment of Officers**

### **Section 1.**

The Executive Board shall be the principal policy making body of the ACCS and shall be responsible for managing its resources and affairs.

### **Section 2.**

The President shall appoint an Ad Hoc Nomination Committee of three members to conduct the election, subject to the approval of the Executive Board.

### **Section 3.**

All nominations for the three elected officers (Vice-President, Secretary/Treasurer, and Newsletter Editor) shall be made by any member of the Association. All nominations shall be made in writing to the Nomination Committee by March 1 of the year.

### **Section 4.**

The Nomination Committee shall forward a ballot to each member by the end of March through the ACCS member email list. The completed ballot shall be then returned to the President by April 15 of the same year.

### **Section 5.**

A plurality vote will elect these officers. The term of all four officers shall begin September 1st of the year in which they are elected.

### **Section 6.**

The President shall appoint the Research Chair, External Affairs Chair, and Student Committee Chair, subject to the approval of the Executive Board.

## **ARTICLE IV: Duties of Officers**

### **Section 1.**

The ACCS officers of the Association shall be President, Vice President, Secretary/Treasurer, Newsletter Editor, and the Immediate Past President.

### **Section 2.**

The ACCS President shall serve a two-year term, preside at business meetings of the Association, be responsible for archiving records about the Association, maintaining liaison with other associations, and shall discharge responsibilities normally adhering to the office.

### **Section 3.**

The ACCS Vice-President will serve a two-year term, then, succeed to the office of President. This officer shall, in cooperation with the officers and appropriate committees, plan the Association activities, and shall discharge responsibilities normally adhering to the office.

**Section 4.**

The ACCS Secretary/Treasurer shall serve two years, prepare minutes of the business meetings, be responsible for the financial management and membership records, other internal communications among the members, and other duties customary for the office.

**Section 5.**

The ACCS Newsletter Editor shall serve a two-year term, be responsible for the Association's Newsletter, and other duties customary for the office.

**Section 6.**

The ACCS Immediate Past President shall serve as the ACCS-NCA Program Planner for a two-year term. A review committee appointed by the Program Planner shall assist the planning process of reviewing, evaluating, and selecting papers and panel proposals for the annual convention in conjunction with NCA. The review committee members shall hold a terminal degree, or at least, an ABD.

**ARTICLE V – Committees****Section 1.**

The ACCS Standing Committees shall include Research Committee, External Affairs Committee, and Student Committee.

**Section 2.**

The ACCS Ad hoc committees for special tasks shall be appointed by the President and approved by the Executive Board, and report to the President.

**Section 3.**

The ACCS Standing Committees includes the Research Committee, the External Affairs Committee, and the Student Committee. The chairs shall be appointed by the President and subject to the approval of the Executive Board.

**Section 4**

Within a month of appointment, each committee chair shall draft and submit to the Executive Board a plan. The Executive Board as a whole may suggest changes to the plan if needed and shall oversee the execution of the proposed plans.

Committee chairs may nominate one or two members to serve on the committee. Committee member nominations shall be submitted to the Executive Board together with the action plan for final approval.

**Section 5.**

The Chair of the Research Committee has the responsibility to initiate and coordinate research efforts among the membership to promote research work related to the interest of ACCS as a whole.

Specifically, the Research Committee Chair shall assist the Immediate Past President in planning the ACCS program for the annual NCA conference. The committee shall actively explore

possibilities of co-sponsoring NCA panels with other divisions and make suggestions to the program planner (the Immediate Past President).

Additionally, the Research Committee is responsible for coordination with ACCS members interested in getting involved in other domestic and international communication conferences.

#### **Section 6.**

The Chair of the External Affairs has the responsibility to promote ACCS to the "outside world" for general recruitment purposes and for gaining and increasing visibility of ACCS. Specifically, the External Affairs Committee Chair shall make contact with organizations that have missions related or similar to that of ACCS.

Additionally, the External Affairs Committee shall coordinate with the Research Committee for matters such as co-sponsoring events or programs with other than communication organizations, and facilitate and coordinate such efforts on behalf of ACCS in dealing with other organizations.

#### **Section 7.**

The Chair of the Student Committee has the responsibility to recruit student members and act as the student representative and advocate. Specifically, this Chair shall regularly collect and report to the Executive Board concerns from ACCS student members, suggestions for better serving students, and any other related matters.

### **ARTICLE VI – Awards**

The granting of any award for scholarship, teaching, and/or service in the name of the Association may be proposed to the Executive Board by any member of the Board.

### **ARTICLE VII – Amendments**

#### **Section 1.**

Amendments to these Bylaws may be initiated by a majority of the Executive Board or by a petition addressed to the Executive Board and signed by ten members of the Association.

#### **Section 2.**

A two-thirds majority vote of the Executive Board shall be required for the adoption of a proposed amendment to these Bylaws.

*Approved May, 2011*