

# **Pennsylvania Communication Association**

## **BY-LAWS**

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## **PENNSYLVANIA COMMUNICATION ASSOCIATION**

### **ARTICLE I: NAME**

The name of this organization is the Pennsylvania Communication Association, Inc., herein known as PCA.

### **ARTICLE II: PURPOSE**

PCA is dedicated to the research in, ethical use of, and education for excellent oral communication in every human activity but especially those in the Commonwealth of Pennsylvania. Specifically, its members seek to:

- Encourage recognition of speech communication and its partner system, listening, as a inherent part of basic human skill.
- Advocate education in competent speaking and listening through the adoption of at least one required course in oral communication in all Commonwealth school districts and institutions of higher learning.
- Encourage competent oral communication and listening across the curriculum in all class activities.
- Encourage people to participate in co-curricular activities that develop speaking and listening skills.
- Recognize communication as an integral and on-going process in the business and organizational world.
- Promote literacy in the performance in and critique of competent mass communication.
- Further recognition of the artistic merits and human growth potential of various performance settings that utilize oral communication
- Train all citizens in critical thinking and effective communication of their ideas.
- Encourage scholarship in and publication of results that investigate various aspects of human interaction.
- Communicate emerging or on-going concerns regarding speaking and listening in its various settings to decision-makers in government, organizations, business, and the arts.

**ARTICLE III: MEMBERSHIP**

**Section 1.** Membership is open to all individuals engaged in, working with, or concerned about the discipline of communication.

**Section 2.** The types of membership in PCA will be: Institutional, Sustaining, Regular, Student, Retired Faculty, and Honorary Life.

**Section 3.** Persons applying for membership in the Institutional, Sustaining, Retired Faculty or Regular categories become members upon written application and payment of current dues. Membership is for one year, commencing September 1 and expiring August 31.

**Section 4.** Honorary Life membership is granted automatically to all former PCA presidents who are members at the time of their employment retirement. Other honorary life memberships may be conferred upon a member at the time of employment retirement by a majority vote of the Executive Council, when the Council decides that the member's contribution to his/her life's work and PCA warrant special recognition. All Honorary Life members will be notified of their recognition by the executive secretary, and their names will be printed in the yearly PCA convention program.

**Section 5.** Student membership is granted to a graduate or undergraduate student enrolled in a Pennsylvania institution of higher learning in either of two ways:

- a. An individual student may make application and pay the current student dues.
- b. A campus chapter of PCA may enroll its own students as student members if the chapter is certified according to the requirements of Article VIII.

**ARTICLE IV: OFFICERS AND DUTIES**

**Section 1.** The officers of PCA will be a president, vice president, second vice president, executive secretary, treasurer, editor, and two members-at-large.

**Section 2.** The term of office for the president and vice president will be for one year. The term of office for members-at-large will be for two years, and that of the executive secretary, treasurer, and the editor will be for three years, all officers' terms, except that of the editor, commencing at the conclusion of the convention during which they are elected. The editor's term will commence at the convention one year after election. One of the members-at-large will be elected in even years and one in odd-numbered years. The editor will serve as a member of the nominating committee for the purpose of nominating a new editor.

**Section 3.** No officer, with the exception of the members-at-large, treasurer, and the executive secretary, may hold his/her office for more than one successive term, but any officer may run for another officer vacancy.

**Section 4.** The president of PCA will function as its chief executive officer. In that capacity, s/he will perform, but not be limited to, the following duties:

- a. Be responsible for carrying out the will of the members and Executive Council.
- b. Chair all general business and Executive Council meetings, after having prepared their agenda and notified their members.
- c. With the executive secretary and treasurer, oversee the daily business of the organization.
- d. Authorize the treasurer to pay all approved bills, except as otherwise provided in these by-laws.
- e. Represent the organization to all groups and bodies.
- f. Appoint needed committees and their chairs except those constituted differently in accord with these by-laws.
- g. Present written warning to any interest council in violation of Article X, Section 5.

**Section 5.** The vice president will perform, but not be limited to, the following duties:

- a. Succeed to the presidency at the conclusion of the current president's term. In the case of the resignation or disability of the president, the vice president will serve as president for the unexpired term and then begin his/her own presidential term.
- b. Perform any presidential duty as requested by the current president or in the president's absence.
- c. Plan the annual convention held during a vice presidential year with rights to:
  1. Appoint a second vice president who will assist the vice president in all matters related to the effective execution of an annual convention. The second vice president will, by virtue of the office, serve on the Executive Council during his/her appointment year.
  2. Appoint whatever committees s/he and the second vice-president deem necessary for the annual convention. Such committees terminate upon the completion of the annual convention.
  3. Disperse the monies of the annual convention operating budget, this budget set by the Executive Council.
  4. Collect and forward to the treasurer all receipts for expenses incurred.
  5. Act as the final authority on all matters relating to the annual convention, except those exempted by these by-laws.
  6. Appoint the members-at-large to various duties associated with the annual convention and provided for in these by-laws.

**Section 6.** The executive secretary will perform, but not be limited to, the following duties in the maintenance of the day-to-day business of PCA.

- a. Consult with the president in all matters relating to the organization.
- b. Keep all minutes of the organization's meetings.
- c. Maintain all records, committee reports, membership rosters, and correspondence of PCA.
- d. Maintain and transfer to his/her successor a complete digest of decisions containing minutes of all past meetings.
- e. Serve as corresponding secretary for matters relating to PCA or at the request of the president.
- f. Provide annual notification of membership renewal.

**Section 7.** The treasurer will perform, but not be limited to the following duties in the day-to-day duties of PCA.

- a. Consult with the president in all matters relating to the organization.
- b. Prepare the yearly budget and collect all dues and fees.
- c. Pay all the organization's bills approved by the president, except those exempted in these by-laws, and maintain receipts for all payment in accord with good accounting principles.
- d. The treasurer is responsible for presenting a quarterly compilation of the Association's financial status to the President, and members of the ad hoc financial committee, and for submitting the necessary substantiation to that committee at the end of each fiscal year for examination. At the conclusion of each three-year term of office, or upon his/her resignation, the treasurer shall present all necessary substantiation to an external accounting firm for an appropriate analysis.
- e. Prepare a year-end financial report for distribution at the convention general business meeting.

**Section 8.** The editor will be responsible for representing the organization through its journal and other publications as authorized by the Executive Council. His/Her duties in this capacity will consist of, but not be limited to:

- a. Soliciting articles for, editing, and publishing the ANNUAL so that the journal is recognized as an outstanding scholarly work of interest to the diverse members of PCA. In this endeavor, s/he acts to:
  1. Select an editorial board to help insure the best manuscripts for publication.
  2. Serve as the final authority on all editorial policies, except finance.
  3. Disperse the monies budgeted and approved by the Executive Council.
  4. Negotiate with printers, distributors, and other individuals so cost effectiveness for publications is maximized.

- b. Except for the NEWSLETTER, publishing whatever other materials the Executive Council authorizes, so that the highest standards of good written communication are maintained.

**Section 9.** The two members-at-large will perform, but not be limited to, the following duties:

- a. Assist the various officers in the performance of their duties as requested by these people.
- b. Serve as special assistants to the vice president, and at his/her request help in the planning and execution of the annual convention, especially as:
  - 1. Program coordinator
  - 2. Chair of registration
  - 3. Proofreader of the convention program
  - 4. Acknowledger of all advertising.
- c. Aid the membership chair in contacting possible members, seeking out those new to the organization during the convention, and suggesting ways to increase membership in areas under-represented in the organization.
- d. Represent PCA, at the request of the president, before various bodies and organizations.
- e. Serve on the Nominating and Membership Committees.

**Section 10.** The second vice-president will be appointed by the incoming vice-president to serve for one year and be responsible for local arrangements and coordination of convention activities.

## **ARTICLE V: VACANCIES, NOMINATIONS, AND ELECTIONS**

Section 1. Any vacancy occurring during the term of an elected officer, other than that in the office of the president, will be filled by the Executive Council until the next annual convention, at which time the membership will elect an officer to serve the remainder of the unexpired term.

Section 2. The immediate past president of PCA will serve as the chair of the Nominating Committee, along with one member-at-large and whatever additional committee membership the chair deems necessary.

Section 3. The Nominating Committee will submit to the Executive Council for their approval at the spring meeting a slate of at least one name for each officer vacancy. Persons nominated must have agreed to serve if elected and will submit a brief statement of their goals of office for publication in the NEWSLETTER prior to the annual convention.

**Section 4.** In the nomination of an editor and executive secretary, the Nominating Committee must receive from the home institution of the candidate agreement to provide resources necessary for these people to carry out their duties.

**Section 5.** Except in the case of the editor of the ANNUAL, members have the right to offer additional nominations during the annual convention business meeting providing that the nominee has agreed to serve, is given the opportunity to make a brief statement of his/her goals of office, and, in the case of the executive secretary, has secured agreement from the candidate's home institution to provide necessary resources.

**Section 6.** The incoming editor will be elected by the Executive Council at its first meeting at the annual convention of the year prior to the commencement of the editor's term. Candidates for the editorship must secure approval from their institutions for the financial resources necessary to carry out the editor's duties. Elections for all other officers will be held at the annual convention business meeting and overseen by the Nominating Committee. If there are at least two candidates for a given office, the vote will be by secret ballot and a majority of those casting votes will be required for election. In case no candidate receives a majority for two successive ballots, the person with the lowest recorded vote will be dropped in the succeeding ballots until a candidate receives the necessary majority.

**Section 7.** An officer or committee chair can be removed from office if:

- a. A petition signed by at least twenty-five members asks for an impeachment hearing.
- b. The petition must state the specific charge for which removal is sought.
- c. The member so charged must be notified about the specific charges and given the opportunity to respond.
- d. The Executive Council, after considering the charges and hearing the response of the member so charged, votes by a two-thirds secret ballot decision in favor of removal.
- e. The president will chair the Executive Council during the hearing unless s/he is the officer charged. In such a case, the vice president will chair.

## **ARTICLE VI: THE EXECUTIVE COUNCIL**

**Section 1.** The Executive Council will consist of the officers of the organization, the Interest Council Chairs or Chairs-Elect, the Advertising Manager, chairs of all standing committees who are not already members of the council, and, if the president elects to appoint an Archivist, this person attends ex-officio, non-voting.

**Section 2.** The Members of the Executive Council whose duties are not specified elsewhere in these by-laws are:

- a. The advertising manager, with the help of the members-at-large, will solicit advertising copy, propose rate schedules for approval by the Executive Council, and oversee effective publication of advertising for the ANNUAL, the convention program, and all other PCA publications. The advertising manager is appointed by the president, in consultation with the editor, for a three-year term to run concurrently with that of the editor.
- b. The membership chair is responsible for overall coordination of recruitment of new members. The chair, with the aid of the members-at-large, designs and executes an on-going campaign to maintain current members and attract new ones, especially in areas where membership is under-represented in PCA. The chair is to maintain with the executive secretary an accurate computerized member list, updated at least twice a year. The term of office for the membership chair is for one year, to run concurrently with that of the president.
- c. The states advisory council (SAC) chair. This person serves as PCA's representative to the National Communication Association. S/He brings Pennsylvania's issues of importance to the attention of the national body, its boards, councils, and committees. S/He also serves as the course of information from the national organization to PCA.

**Section 3.** As the governing body of the organization, the Executive Council members are responsible for the individual duties their various positions require and for the overall administration of PCA. In this general capacity, the Council will decide by a majority vote of the members present, except in the case of a removal hearing, to:

- a. Approve all financial budgets for the organization
- b. Set membership fees in all categories.
- c. Aid the officers in the execution of their duties by offering advice and assistance.
- d. Approve new interest councils and disband existing councils.
- e. Arrange affiliation/disaffiliation with national/state/local associations concerned with the same purposes as those of PCA.
- f. Approve the selection of a speaker of the year, the winners of the Donald Ecroyd, the William Tacey, Jeanne Lutz, the Carroll Arnold, Robert T. Oliver, and the Harvey R. Kelley Awards.
- g. Provide whatever guidance and service PCA requires, upon request of its officers.
- h. Serve as a hearing board in the case of officer or chairperson removal.
- i. Serve as the final decision-maker in the case of disputed termination of an ad hoc committee.
- j. Approve student chapters of PCA.

**Section 4.** The Executive Council will meet at least twice each year, one of those meetings to coincide with the annual convention. The President will notify the members in writing of the time and place of such meetings and send each an agenda at least three calendar weeks before the scheduled meeting. A quorum of the council will be a majority of its members.

## **ARTICLE VII: COMMITTEES AND COMMITTEE DUTIES**

**Section 1.** The standing committees of PCA are: Nominating Committee, Membership Committee, William Tacey School of the Year Committee, Donald Ecroyd Research and Scholarship Committee, Robert T. Oliver Lifetime Achievement Award, the Harvey Kelly Excellence in Teaching Award Committee, Carroll Arnold Distinguished Service Award Committee, K-12 Communication Education Committee, Jeanne Lutz High School Speaker of the Year Committee, Governmental Affairs Liaison Committee, Freedom of Speech Committee, Public Relations Committee, and Newsletter Committee.

**Section 2.** The Nominating Committee, chaired by the immediate past president, oversees the nomination and election of all officer vacancies as stipulated in Article V.

**Section 3.** The Membership Committee, chaired by the membership chairperson, will consist of one member-at-large and whatever additional persons are deemed necessary by the chair. The committee assists the chair in all phases of recruitment, contact, and welcome to new members.

**Section 4.** The William Tacey School of the Year Committee will have as its members one of the members-at-large appointed by the president, at least one representative of the school winning the award the previous year, the chair of the K-12 Communication Education Committee, and the executive secretary. The committee will solicit nominations and recommend at least two candidate schools to the Executive Council based on the criteria stipulated in the document titled "PCA School of the Year Award."

**Section 5.** The Donald Ecroyd Research and Scholarship Committee, chaired by an appointee of the President, will select at least one nominee by June 30 for approval by the Executive Council according to the criteria and eligibility approved on October 13, 1994.

**Section 6.** The Carroll Arnold Distinguished Service Committee, chaired by the winner of the previous year's award, will solicit nominations and recommend a possible winner to the Executive Council for its approval. The committee will operate under the guidelines adopted on October 25, 1975, except that only a simple majority is needed for approval.

**Section 7.** The K-12 Communication Education Committee will select its own chair from members appointed by the president for a two-year term. The committee, authorized in October, 1986, has as its charge the development of information, training, and program models to offer to school districts statewide. The aim of its work is to implement communication education and encourage co-curricular communication activities in all schools throughout Pennsylvania.

**Section 8.** The Governmental Affairs Liaison Committee will consist of the SAC representative, the chair of the K-12 Communication Education Committee, and whatever other members the president appoints, all serving a two-year term. The chair of this committee will be known as the Liaison Officer and has as his/her special duty the maintenance of a working relationship with decision-makers in government and organizational bodies. To carry out this duty, the committee is charged with establishing and overseeing contacts with such decision-makers in order to further the purposes of PCA.

**Section 9.** The Freedom of Speech Committee will monitor the cases of possible restriction of freedom in the communication of ideas. It is charged with recommending action to the Executive Council in response to such cases

**Section 10.** The Jeanne Lutz High School Speaker of the Year Committee will solicit nominations from high school teachers and submit at least two nominations to the Executive Council for approval at the convention planning meeting in the spring. Members of this committee will be appointed by the president.

**Section 11.** The Public Relations Committee will be charged with developing and implementing a public relations program. The program must be approved by the Executive Council. Members of this committee will be appointed by the president.

**Section 12.** The Newsletter Committee will consist of members appointed by the president and the editor of the NEWSLETTER.

- a. Publish the NEWSLETTER and distribute it to members at least twice a year, once at least six weeks before the annual convention.

**Section 13.** The Robert T. Oliver Lifetime Achievement Award Committee shall consist of a three person committee of members from the Past Officer's Club, appointed by the President, one of whom is to be the current Immediate Past President who will serve as the committee's chair. The Executive Council retains the right to approve or disapprove the committee's recommendation regarding the award recipient. Selection is to be by nomination solicited from the entire membership. The Lifetime Achievement Award (LAA) is meant to honor an exceptional PCA member at, during, or near (within five years) retirement. The award is to be made to honor people in various aspects of communication within which members ordinarily work. Because of its recognition and long-standing work, there is no expectation that the award must be given yearly, as in the case with other PCA awards.

**Section 14.** The Harvey Kelly Excellence in Teaching Award, chaired by the winner of the previous year's award, will solicit nominations and recommend a possible winner to the Executive Council according to the criteria and eligibility approved on October 17, 2003. The purpose of the award is to recognize outstanding teaching in and out of the classroom. The award could be for innovative methods in the classroom, community-based education, demonstrated impact, lifetime accomplishment, or a single exceptional accomplishment. Persons eligible for this award must be members in good standing of the Association and have been nominated for the award by a member of the Association.

**Section 15.** The president may appoint whatever ad hoc committees s/he deems necessary, such committees having responsibility to the president and the Executive Council. Such committees terminate ordinarily when the task for which they were constituted is completed. In case of dispute over the completion of a given task, the Executive Council will decide whether the committee is to continue.

**Section 16.** Each year, the president will issue to the chair of each committee a copy of its charge and provisions for funding, if any. The charge will be based, when applicable, on duties and precedents decided by prior Executive Councils of PCA.

**Section 17.** All chairs of standing committees will submit a written report of their yearly progress in meeting the charge assigned to that committee. Such reports are due to the executive secretary by the annual convention. A summary of this report will be given orally to the membership during the annual convention business meeting. Chairs of ad hoc committees should submit their written reports to the president upon completion of the task for which the committee was constituted. The president may, at his/her option, request the chair to provide an oral summary of the report at the annual convention business meeting.

**Section 18.** No committee may incur expenses without the approval of the Executive Council. Neither may any committee or its individual members speak for PCA or use the organization's name without notification to and approval of the president.

## **ARTICLE VIII: STUDENT CHARTERS OF PCA**

**Section 1.** Any Pennsylvania institution of higher learning may make application to the Executive Council for status as a chapter of PCA. The Council will approve a chapter by a majority vote of its members when an institution meets the following provisions of:

- a. Being an accredited college or university within the Commonwealth of Pennsylvania.
- b. Offering courses and/or degree programs within areas traditionally associated with oral communication.
- c. Subscribing to the same aims of excellence and fulfillment of purpose as those stated in Article II.

- d. Submitting to the Council the standards by which the institution selects its student members and the process through which a student is declared a member.
- e. Applying for chapter status and maintaining the standards by which the chapter was originally declared eligible.
- f. Submitting a set of local by-laws by which the chapter will govern itself. These by-laws must conform to the provisions of the state by-laws which are, in all cases, the superseding document.

**Section 2.** An institution declared eligible as a chapter of PCA will be given a chapter designation name and may:

- a. Submit a yearly list of student members who, paying the PCA student membership fees then current, are declared student members and are issued certificates of membership by the membership chair.
- b. Assess additional local fees for its own use in conformity to its local by-laws.
- c. Alone, or in conjunction with another chapter or chapters, petition the vice president for a program slot at the annual convention. The vice president will decide on the merit of the proposal and its disposition.
- d. Issue local merit awards, honorary titles, and other tokens of recognition to student members in the name of the PCA chapter.
- e. Elect officers to direct the business of the local chapter.
- f. Volunteer its services to PCA in ways appropriate to the purpose of the organization and/or the effective execution of the annual convention.

## **ARTICLE IX: ANNUAL CONVENTION AND MEETINGS**

**Section 1.** At least once each year, at a time and place recommended by the past president, the Executive Council will approve a yearly convention. Such approval must be granted at least two years in advance of the anticipated date. Selection of the location for the convention should be guided by ease of accessibility, cost, and appropriateness of local resources.

**Section 2.** The annual convention should bring together members and prospective members so that:

- a. Programs of highest quality will be presented.
- b. Interest councils can hold their business meetings.
- c. PCA can hold its yearly business meeting, elect persons to vacancies, and attend to the concerns of the organization.
- d. The Executive Council of PCA can meet.
- e. Issues of concern to the organization and the Commonwealth might be discussed and action begun.
- f. Bonds of professional and social affiliation can be established and maintained.

**Section 3.** At the yearly convention, an all-member business meeting, chaired by the president, will convene so that:

- a. Election of persons to vacancies will take place.
- b. The business of the organization needing member approval could be resolved.
- c. Committee reports can be heard.
- d. Member concerns could be heard.

**Section 4.** The Executive Council meetings will take place according to the provisions of Article VI.

- a. Emergency meetings can be called by the president or by petition of one-third of the Council's members.

**Section 5.** Chairs of standing and ad hoc committees will hold their meetings at times and places needed to complete the tasks for which their committees are charged.

## **ARTICLE X: INTEREST COUNCILS AND CLUBS**

**Section 1.** PCA will consist of interest councils whose task it is to provide leadership in the various areas designated in the organization's purposes and the Council's specific objectives.

**Section 2.** Each interest council will consist of five (5) governing members, serving two-year terms. These members, two of whom are elected by the interest council members in even years and three in odd-numbered years, will be called the Interest Council Governing Board. Each interest council will elect its own chair and chair-elect for a one-year term. The chair, aided by the chair-elect, will direct the business of the interest council and act as its spokesperson to the Executive Council, where the interest council has one vote.

**Section 3.** The interest councils act as the focus of opinion, communication, and action of the areas they represent. In this capacity each interest council:

- a. Reviews the objectives set for it by its predecessors, revises them as the members and its governing board see fit, and works throughout the year to make progress in meeting the goals of the objectives.
- b. Informs the Executive Council through the president of concerns raised in Pennsylvania and the broader world dealing with its interest area.
- c. Suggests actions to the Executive Council to resolve problems, maintain standards, and raise questions regarding or stemming from its interest area. Each interest council will be granted at least one program slot by the vice president and additional slots as time and appropriateness permit. The vice president is the final authority on numbers of slots permitted beyond the first.

**Section 4.** A group of persons bound by some interest area within communication will become an interest council when they:

- a. Secure at least twenty signatures of PCA members on a petition designating their intention to begin a new interest council.
- b. Present this petition to the Executive Council through the president.
- c. Hold a business meeting at the yearly convention following their petition presentation. The purpose of this initial meeting is to assess interest, elect a provisional chair and chair-elect, and begin work on specific goals distinct from those of any other interest council.
- d. Present to the Executive Council at a subsequent meeting a written rationale, statement of goals, and request for provisional status. The Council must accept the provisional interest council by a vote of at least two-thirds. Rejection of the petition must be based on perceived lack of interest, duplication of another interest council's work, or goals falling outside the purposes of PCA.
- e. A provisional interest council will share a program with another interest council or other PCA-sponsored slot at the following annual convention.
- f. The provisional interest council will elect its Governing Board, and upon submission of these names to the Executive Council, be approved to full status.

**Section 5.** Each interest council must verify through a report written by its chair to the Executive Council its membership and progress toward achieving its objectives. Action to disband a council will commence by issuing a warning to the Governing Board when, for two consecutive years, any two of the following take place:

- a. Its business meeting is attended by less than five people.
- b. It does not present a program.
- c. It cannot fill its Governing Board or secure election of its officers.
- d. It does not file its report on membership and progress toward objectives.
- e. It petitions to be disbanded.

Any Executive Council member can begin the disbanding process when there is evidence that the actions stated above have not taken place. If the condition(s) that initiated the warning do not improve, the Executive Council will, by a two-thirds vote, disband the interest council.

**Section 6.** An interest council might also petition the Executive Council to combine with another existing council. Both interest councils involved must approve the merger, and a suitable name reflecting the shared interest must be found.

**Section 7.** PCA may, with the approval of its Executive Council and the Association at its regular business meeting, bring into being Association Clubs. Such clubs are associations of people whose interests are rooted in PCA, but whose duties do not fit either committee or interest council constraints. Once approved, such clubs and their duties will be entered into these by-laws, with dates of approval, through the regular amendment procedure.

- a. The Past Presidents Club, predating these procedures and brought into existence in 1987, is chaired by the immediate past president of the Association, who takes office at the conclusion of the presidential term. All former elected Presidents are members of this club at the conclusion of their term of office by virtue of their past officership. The duties of the Past Presidents Club will include but not be limited to:
  1. Serving as a source of information, history, and advice to the organization and its Executive Council.
  2. Providing whatever service to the organization the members deem appropriate and the Executive Council finds helpful.
  3. Presenting a program at the yearly convention if the members choose and the vice president approves.
  4. Meeting at the yearly convention to conduct its business at a time and place set by the vice president and chaired by the immediate past president.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

Parliamentary authority for this organization will be either Robert's *Rules of Order*, newly revised, or Sturgis, *Standard Code of Parliamentary Procedure*, newly revised, in all cases in which they are applicable and in which they are not inconsistent with these by-laws. The president will declare his/her selection of either Robert or Sturgis at the first Executive Council s/he chairs, and the selection will be in effect for that administration.

## **ARTICLE XII: AMENDMENTS**

Amendments to these by-laws require a two-thirds vote at the yearly convention business meeting, providing that notice of such amendment is published in the NEWSLETTER announcing the convention or if such notice is sent to the membership separate from the NEWSLETTER at least thirty days prior to the convention.

These by-laws, approved by the members on the ballot due September 15, 1987, became effective on October 1, 1987.

**Amendment History:**

October 1989

October 1991

October 1992

October 1993

October 1994

October 1995

October 1997

October 1999

October 2000

October 2002

October 2003