

Eastern Communication Association
Health Communication Interest Group Bylaws

Article I – Name

The name of this organization shall be the Health Communication Interest Group (HCIG) of the Eastern Communication Association (ECA). HCIG operates under the constitution and bylaws of ECA (otherwise noted here as “the association”) and shall be bound by all applicable rules and decisions of that association.

Article II – Purpose

The purpose of the HCIG is to promote the research, teaching, health care promotion and the study of health communication from diverse theoretical and methodological approaches, and to facilitate outreach efforts within the field of health communication.

Article III – Membership

Membership in the interest group shall be open to all members of the association who are interested in health communication. Active members are those individuals who are registered members of ECA and the HCIG.

Article IV – Meetings

Section One: An annual business meeting of the interest group shall be held in conjunction with the association’s convention. The time and place of the meeting shall be determined by the Vice-President and Planner of ECA.

Section Two: Those active members of the HCIG present at the interest group business meeting of the annual convention shall constitute a quorum. Active member are those individuals who are registered members of ECA and the HCIG.

Article V – Officers

Section One: The officers of the interest group shall be the Chair, Vice-Chair, and Secretary. These officers shall perform the prescribed duties as specified below.

Section Two: The Chair shall preside at the business meeting of the interest group, shall have planned the programs (i.e., panels and individual papers) for the interest group to be featured at the same annual meeting over which the Chair presides, shall arrange for the dissemination of all unit awards including the “best paper awards,” and shall discharge the duties normally adhering to this position. Those duties include appointment of ad hoc committees and reviewers, election of officers, and any necessary training of incoming officers.

Section Three: The Vice-Chair shall attend all meetings scheduled by the ECA Vice President-Elect for the program planning of the following year’s convention, and shall discharge the duties normally adhering to this position. These duties include undertaking special assignments delegated by the interest group Chair. The Vice-Chair shall plan the programs (i.e., panels and individual papers) for the interest group for the next annual meeting of the association.

Section Four: The Secretary shall be responsible for maintaining a written record of the business meetings of the interest group held at the annual meeting of ECA in the two years following the Secretary’s election. It shall also be the responsibility of the Secretary to maintain a record of attendance and to solicit names of potential reviewers, program chairs, and program respondents on behalf of the Vice-Chair. The Secretary shall be responsible for transmitting these records to the Chair, and to the Executive Secretary of the association, within a reasonable period following the business meeting of the interest group. The Secretary shall copy and distribute minutes to interest group members in attendance at the annual business meeting.

Section Five: Officers shall be elected at the annual business meeting. The term of office shall for Chair and Vice-Chair shall be one year, and the term of office for Secretary is two years. Officers shall assume their positions at an appropriate time near the end of the business meeting at which they were elected. Only individuals who are members of the association and unit (as designated at the time of convention registration and membership renewal) are eligible for office in the HCIG.

Section Six: Succession shall be automatic from Vice-Chair to the Chair during the business meeting at the annual convention.

Section Seven: The outgoing Chair of the HCIG shall serve as the interest group's representative to the Nominating Committee, except in cases of scheduling conflicts which shall be resolved by the Vice-Chair representing the interest group on the Nominating Committee.

Section Eight: If at any time the current Chair is unable to complete her or his position, those responsibilities will fall onto the immediate past Chair.

Section Nine: Paper reviewers for the HCIG will be nominated and elected at the annual business meeting and must be active members of the association and interest group.

Article VI – The Executive Committee

Section One: The officers of the interest group shall constitute an Executive Committee.

Section Two: The Executive Committee shall have general supervision of the affairs of the interest group between its annual meetings and shall perform such other duties as are specified by these bylaws.

Section Three: The Executive Committee shall meet at the call of any one of its officers and with knowledge of the Chair. Business may be conducted by regular mail, phone, fax, or Internet.

Article VII – Representative to the ECA Representative Council

Section One: Each interest group shall elect a Representative to the association's Executive Council in accord with the principle of rotating membership on that body.

Section Two: An Executive Council member of the HCIG shall serve a two-year term.

Section Three: An Executive Council member of the HCIG is responsible for attending all meetings of that body at the association's convention and at other prescribed times during the year when the ECA Executive Council convenes.

Section Four: The Executive Council member shall present timely reports to his or her interest group about the deliberations at the Executive Council and undertake any special tasks assigned by the President of ECA.

Article VIII – Parliamentary Authority

American parliamentary practice as set forth in the most recent edition of Robert's Rules of Order, Newly Revised shall govern the conduct of the interest group and the procedures at its meetings.

Article IX – Amendment of the Bylaws

Section One: These bylaws may be amended at any meeting of the interest group by a majority vote of active members of the HCIG, provided a previous notice of at least thirty days has been given, or by a two-thirds vote without thirty days' notice.

Section Two: Proposed amendments to these Bylaws shall be presented to the membership during the interest group business meeting at the annual convention unless otherwise determined by the Chair who will then notify the membership accordingly. Such an amendment shall be adopted immediately after it is approved by a two-thirds majority of the members present.

Presented to HCIG Membership: XXX

Adopted by the HCIG Membership: XXX