

Bylaws of the Two-Year College/Scholastic Division

May 11, 2020

Presented for ratification by Two-Year/Small College Division members April 4, 1998. Revised & Approved by Two-Year/Small College Division members April 16, 2012. Revised and Approved by Two-Year College/Scholastic Division Members April 29, 2020.

Article I -- Name: The name of the division shall be the Two-Year College/Scholastic Division.

Article II -- Purpose: The Two-Year College/Scholastic Division's mission is to provide a forum for issues unique to the teaching and operation of a program of media education at a community or technical college, or at a high school. Division interests focus on teaching the practical application of the media arts to prepare students for careers.

The primary goals of the Division will be: 1) To share and propagate teaching strategies 2) To enhance and promote the teaching of lower division courses in broadcasting and media arts 3) To promote and encourage the transferability of broadcasting and media arts courses between 2-year and 4-year institutions 4) To facilitate the interaction of faculty with broadcasters and media practitioners 5) To promote the study of broadcasting and media arts across academic disciplines 6) To promote the use of video and audio production facilities to support broadcast and media arts education 7) To promote the showcase of student projects and provide a means for a competition of student projects 8) To develop mutually beneficial partnerships with high schools, such as concurrent enrollment.

Article III – Membership: All Two-Year Community and Technical Colleges offering certificates or degrees;

AND High School and Secondary Technical Education Programs that offer broadcast and media arts-related education are considered members of this division.

Article IV-- Officers - The governing body of the Division shall be called the Leadership of the Two-Year College/Scholastic Division and shall consist of: a chair, a vice chair, a secretary, a membership coordinator, a festival chair, and festival co-chair(s), The chair shall be the senior coordinating officer of the leadership with the vice-chair and all coordinators having an equal but subordinate rank.

Section 1 -- Chair. The vice-chair is eligible to succeed the chair on even-numbered years to a two-year term. When the vice chair cannot succeed the chair, a member of the Division will be elected to the position. The duties of the chair shall include: 1) Representing the Division in all BEA convention meetings, 2) Chairing the Interest Division Meeting at the annual BEA convention, 3) Handling Division business in the interim between BEA conventions, 4) Serving as panel coordinator, overseeing Leadership evaluation and ranking panel proposals, and 5) Authorizing expenditure of Division funds.

Section 2 -- Vice-Chair. The Secretary is eligible succeed the vice-chair on serving for a two-year term. When the secretary cannot succeed the vice chair, a member of the Division will be elected to the position. Duties of the vice-chair include: 1) Representing the Division in all BEA convention meetings in absence of the chair, or as designated by the chair 2) Assisting the chair during the business meeting at the annual BEA convention 3) Assisting the chair in handling Division business in the interim between BEA conventions 4) Assuming the chair's position at the end of the two-year term.

Section 3 -- Secretary: The Membership Coordinator is eligible to succeed the Secretary. The Secretary shall be elected a two-year term. The duties of the office shall include: 1) Taking minutes at the annual interest division meeting 2) Managing the division social media communication or supervising an appointed division webmaster. 3) Providing communication with the division members using the appropriate and official channels as designated by BEA.

Section 4 – Membership Coordinator: The Festival Chair is eligible to succeed the Membership Coordinator The membership coordinator is elected to a two-year term. At the end of his/her term, the membership coordinator is eligible to succeed the secretary. The membership coordinator works with other interest division officers to increase BEA membership in general and in the interest division in particular. The membership coordinator searches institutional directories, identifies institutions with media arts programs, and targets BEA messaging to individual faculty and staff with an interest in media education.

Section 5 – Festival Chair and co-chair(s): The Festival Chair and Co-chair(s) are elected to a two-year term. When possible, one of the co-chairs succeeds the chair at the end of the chair's term. If succession is not possible, an election will be held. Co-chairs are elected by ballot or by acclamation. The Festival Chair and Co-chair(s) coordinate and oversee the judging of the two-year college category in the annual BEA festival of Media Arts. The chair and co-chair(s) also enforce entry guidelines and mediate any disputes.

ARTICLE V – Procedures for Election of Officers: Nominations will be taken from the floor for each vacant position at the interest division meeting at the annual BEA convention. Normally, the vice chair moves into the chair's position at the end of the two-year term. Normally, the secretary moves onto the vice chair's position at the end of the two-year term, and so on. Exceptions include situations when officers of lower positions step out or are removed; and other unique circumstances. Therefore, many positions are generally not open for election. After nominations are closed, the candidate getting the most votes of the members, who are present and voting, will be elected to the office for each vacant position.

ARTICLE VI— Social Media: The social media presence shall be regularly maintained based on the interest of the division. Social media shall contain newsletter information, calls for competition, information from the officers, informative links, and other date of a similar nature. Developing, publishing, providing content, and maintaining the social media presence shall be the responsibility of the officers.

ARTICLE VII-- Division Panels. Panel proposals shall be submitted to the chair by national deadline. Both members and nonmembers of the BEA are eligible to submit panel proposals with the understanding that all panel members are planning to attend the BEA annual convention. The chair shall then forward copies of the proposals to the other members of the Executive Committee and shall coordinate the rank ordering of the proposals. The chair shall then submit the final panels in rank order to the convention coordinator by the approved BEA Board directed deadlines. Upon receipt of the final recommendation of the convention coordinator, the chair shall notify the panel conveners of the decision regarding their proposals.

ARTICLE VIII—Festival of Media Arts. The Division will participate in the annual BEA Festival of Media Arts in the Two-Year College category. The Two-Year College category shall be open to students enrolled, or concurrently enrolled, in a two-year community or technical college. Further rules detailing entry eligibility are contained in the BEA Festival rules at www.beaweb.org/festival. Judges will be chosen by the Festival Chair and Co-chair(s). Judges will not be permitted to evaluate entries from their respective schools. The decision of the Judges will be final. Prizes will be awarded in accordance with BEA Festival rules. The contestants will adhere to all deadlines, entry fees and other rules and regulations pertaining to the competition as to format, length, etc. as delineated in the BEA Festival rules. All Winners will be expected to attend the National Convention to receive their award.

ARTICLE IX-- Production Showcase: In lieu of a paper competition, the interest division will hold a student production showcase to highlight best practices in the classroom and production studio and to share assignment ideas with interest division members. The interest division will select a member of the division (usually the vice chair of the division) to organize and chair this session. The purpose of this session is to highlight student work, discuss and describe assignment objectives, and offer insights into how the assignment worked or could be made better.

Note: The bylaws of the Two Year College/Scholastic Division comply with the BEA Interest Division Policies and Guidelines.