



History Division Bylaws

Bylaws:

ARTICLE I – Name: The name of this division shall be the History Division.

ARTICLE II – Purpose: The purpose of the division shall be: the improvement of teaching, the fostering of research in the history of broadcasting and electronic media, and the networking of faculty and professionals interested in the history of broadcasting and electronic media. To this end, the History Division shall provide the following:

- 1) A forum for
 - a. the exchange of teaching techniques and materials,
 - b. the presentation of juried and non-juried scholarly research
- 2) A means of evaluation through juried competition of scholarly research.

ARTICLE III – Officers: The governing body of the Division shall be called the Executive Committee and shall consist of: a chair, a vice-chair for the paper competition, co-chair for the newsletter, and a co-chair for the website. The chair shall be the senior coordinating officer on the Executive Committee.

Section 1 – Chair. The vice chair shall succeed the chair on even-numbered years to a two-year term. The duties of the chair shall include:

- 1) Representing the History Division in all BEA convention meetings,
- 2) Chairing the Business Meeting at the annual BEA convention,
- 3) Handling History Division business in the interim between BEA conventions,
- 4) Serving as panel coordinator, overseeing the Executive Committee’s evaluation and ranking of panel proposals, and
- 5) Authorizing expenditure of History Division funds.

Section 2 – Vice-Chair. The vice-chair shall be elected on even-numbered years to a two-year term. Duties of the vice chair shall include:

- 1) Representing the History 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) Assisting the chair in serving as panel coordinator, overseeing the Executive Committee’s evaluation and ranking of panel proposals,
- 5) Handling the annual paper competition. This includes:

Prior to the convention:

- a. Disseminating information about the paper competition,
 - b. Selecting judges for the competition,
 - c. Coordinating the judging procedures including preparing judging forms, distributing tapes or papers to the judges, and tallying judging forms,
 - d. Notifying winners and losers of the competition and providing feedback, and
 - e. Review and evaluation of panel proposals for the History Division. During the convention, the vice-chair, chairs the session in which the winners are presented.
- 6) Assuming the chair's position at the end of the two-year term.

Section 3 – Co-Chair for the Newsletter. The co-chair for the newsletter shall be elected on even-numbered years to a two-year term. The duties of the office shall include:

- 1) Writing or editing all copy to go in the newsletter,
- 2) Preparing, publishing, and distributing the newsletter to History Division members, and
- 3) The review and evaluation of Division panel proposals.

Section 4 – Co-Chair for the Website: The co-chair for the website shall be elected on odd-numbered years to a two-year term. The duties of the office shall include:

- 1) Writing or editing all materials for the website,
- 2) Hosting the site on the chair's university's website or other appropriate forum, and
- 3) Publishing, maintaining, and regularly updating the site.

Section 5 – Procedures for Election of Officers. Nominations will be taken from the floor for each vacant position at the business meeting at the annual BEA convention. Normally, the vice chair moves into the chair's position at the end of the two-year term. Therefore, the chair's position is 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 IV – Newsletter: The newsletter shall be published at least two times per year. Writing, editing, publishing, and distributing the newsletter shall be the responsibility of the co-chair for the newsletter. Publishing and mailing costs of the newsletter shall come from History Division funds. If such funds are not enough to cover the costs, responsibility for the costs shall be borne equally by the chair, the vice chair and the other co-chairs.

ARTICLE V – Paper Competitions: The purpose of the paper competition shall be to provide a juried evaluation of faculty work. The competition shall be open to both members and nonmembers of the BEA. However, all competition winners shall be required to attend the convention or forfeit their award. The paper competition shall follow the BEA guidelines, and shall consist of both open and debut categories. The debut competition shall have a \$200 award for first place and a \$100 award for second place. The open competition shall be available to anyone who would like to submit a paper. There shall be first and second place winners, but no monetary awards. The responsibility for operating the

competition shall fall to the vice-chair of the division, but funding for the awards shall come from the BEA. There shall be at least three judges for the competition with the co-chair making every effort to balance the judges by geographic area. The deadline for entry shall be December 1. Winners shall be notified by February 15.

ARTICLE VI – Division Panels: Panel proposals shall be submitted to the chair during the summer (date to be determined at the Annual meeting). 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 September 1. Upon receipt of the final recommendation of the convention coordinator, the chair shall notify the panel conveners of the decision regarding their proposals.

ARTICLE VII – Changes to Division Bylaws: Bylaw changes must be proposed at least 30 days prior to the annual business meeting. Support (i.e., the equivalent of a second to a motion) from at least one additional division member is necessary. The newsletter co-chair will notify by email all members with the proposed change. Members may email comments to the division chair or comment at the annual meeting. Change requires a majority vote of the membership by written ballot through mail, which will take place within 30 days after the annual meeting.

Note: Bylaws of the History Division comply with the BEA Interest Division Policies and Guidelines