BEA News Division Bylaws

ARTICLE I—Name

The name of the division shall be the News Division.

ARTICLE II—Purpose

The purpose of the division shall be: the improvement of teaching, the fostering of research in broadcast news and other electronic journalism, and the networking of faculty and professionals interested in theory and practice in these fields.

To this end, the News Division shall provide the following:

1) A forum for

a—the exchange of teaching techniques and materials

b—the presentation of scholarly research and creative activity

2) A means of evaluation through juried competition of scholarly research

and creative activity

ARTICLE III—Officers

The governing body of the Division shall be called the Executive Committee and shall consist of: The Chair, 1st Vice Chair—Convention Programming, 2nd Vice Chair—Paper Competition, 3rd Vice Chair—Communications.

The Chair shall be the senior coordinating officer on the Executive Committee. There shall also be BEA Festival Chairs and Co-chairs to coordinate the student and faculty news competitions.

Section 1—Chair

The Chair shall serve a single two-year term. The duties of the chair shall include, but not be limited to:

1) Representing the News Division in all BEA convention meetings.

2) Chairing the News Division Business Meeting at the annual BEA convention.

3) Handling News Division business in the interim between BEA conventions.

4) Serving as convention program coordinator for the Division, working directly the convention chair and ensuring that all information concerning panels, business meeting, festival awards, paper competition, and any other News Division convention programming is forwarded to the Convention Chair, as well as participants in News Division programming.

5) Authorize expenditures of News Division funds.

Section 2—1st Vice Chair, Convention Programming

The 1st Vice Chair shall succeed the chair at the annual BEA convention, following the News Division business meeting. The duties of the 1st Vice Chair shall include, but not be limited to:

1) Representing the News 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 as panel coordinator—receiving the panel proposals, overseeing the Executive Committee’s evaluation and ranking of panel proposals, and then forwarding that ranking to the chair for presentation to the convention chair.

5) Assisting in producing standing panels.

Section 3—2nd Vice Chair, Paper Competition.

The 2nd Vice Chair, Paper Competition will be elected to one two-year term during the News Division business meeting. The duties of the 2nd Vice Chair shall include, but not be limited to:

2) Disseminating information about the paper competition to News Division membership.

3) Recruiting and selecting judges for the competition.

4) Coordinating the judging procedures including preparing judging forms, distributing papers to the judges, and tallying judging forms.

5) Notifying winners and losers of the competition and providing judges’ feedback on all paper submissions.

6) Forward winner’s information to the Convention Chair, and next ranked papers to the Scholar-to-Scholar coordinator.

7) Reviewing and evaluating panel proposals for the News Division.

8) Chairing the session in which the paper competition winners are presented.

Section 4—3rd Vice Chair, Communications

The 3rd Vice Chair, Communications will be elected to one two-year term at the News Division business meeting. The duties of the 3rd Vice Chair shall include, but not be limited to:

1) Writing and/or editing all copy to go in the newsletter.

2) Publishing and distributing the newsletter to News Division members online three times a year by July 1, November 1 and March 1 if possible.

3) Social media posts of relevant Division business, reminders and announcements.

4) Listserv distribution of relevant Division business, reminders and announcements outside of the newsletter, if needed.

3) Reviewing and evaluating panel proposals for the News Division.

Section 5—BEA Festival Chairs and Co-Chairs, Faculty and Student News Competitions

The BEA Festival Chair for the News Division will be elected to a renewable three-year term by the News Division membership during the business meeting. A slate of Category Chairs and Co-Chairs shall be elected annually at the News Division business meeting. Because of the importance of continuity in the administration of the Festival competitions, Festival Category Chairs and Co-Chairs are not restricted in the number of terms they may serve. The duties of the BEA Festival Chairs and Category Co-Chairs, Faculty and Student News Competitions shall include, but not be limited to:

1) Dissemination of information about festival news competitions among News Division members and BEA member schools.

2) Recruiting and selecting judges for the competition.

3) Coordinate the judging procedures for News Division categories.

4) Collaborate and coordinate with the BEA Festival Committee and BEA Leadership to notify winners and provide judges’ feedback for all submissions.

5) Forward winners’ information that will be included in the program to the convention chair.

6) Serving as the Faculty and Student News Competition representatives on the BEA Festival Committee, and working with the Festival Chair to produce plaques, and perform all other duties and communication/information as required by the Festival rules.

7) Hosting the awards ceremony to present faculty and student news winners.

ARTICLE IV—Procedures for Election of Officers.

Officers are normally elected to two-year terms, and the Festival Chair to a three-year term. Festival Category Chairs and Co-Chairs are elected to one-year terms. In the case of vacancy in the middle of a term, a successor can be elected to fill the balance of the period. Members of the Division are eligible to vote for officers and Festival Chairs and Co-Chairs at the annual meeting. Normally, the Vice Chair succeeds the Chair at the end of the Chair’s two-year term, so the position of Chair is not open for election. Nominations for each vacant position may be made in advance of or during the annual meeting. After nominations are closed at the meeting, the candidate getting the most votes of the division members who are present and voting is elected to the office for each vacant position.

ARTICLE V—Newsletter Procedures

The News Division Newsletter is published three times per year: once during the spring/summer following the convention by July 1, once during the fall semester or quarter by November 1, and once during the spring semester or winter quarter by March 1 prior to the annual convention. The Communications Vice Chair is responsible for writing, editing, publishing, and distributing the letter in electronic form and on the News Division website.

ARTICLE VI—Paper Competition Procedures

The purpose of the paper competition shall be to provide a juried evaluation of scholarly research in the area of broadcast and electronic journalism. The competition shall be open to both members and nonmembers of the BEA. However, all competition winners shall be required to send at least one paper author or representative to present their winning paper at the BEA annual convention. The paper competition shall follow the BEA guidelines, and shall consist of both open and debut categories. The debut competition shall include any papers by authors who have never before submitted a paper to BEA, and shall have a $200 award for first place and a $100 award for second place. The open competition shall include all other papers submitted to the News Division and there shall be first and second place winners, with monetary awards to be determined by the availability of News Division funds. The responsibility for operating the competition shall fall to the 2nd Vice Chair, Paper Competition. There shall be at least three judges for full papers with the 2nd Vice Chair making every effort to balance the judges by geographic area. The deadline for entry shall be December 1st or other date determined by BEA. Winners shall be notified by February 15.

ARTICLE VII—Division Panel Procedures

Panel proposals shall be submitted to the 1st Vice Chair by the fall date determined by BEA. 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 1st Vice 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 1st Vice Chair shall then submit the final panels in rank order to the convention chair by the date determined by BEA. Upon receipt of the final recommendation of the convention chair, the 1st Vice Chair shall notify the panel conveners of the decision regarding their proposals. The News Division chair along with the 1st Vice Chair shall ensure that complete program information, including all panelists, moderators, respondents and presentation titles are forwarded to the Convention Chair by the program deadline, as determined by the Convention Chair.

ARTICLE VIII—Division Bylaw Amendments

News Division Bylaws may be amended by a majority vote of the News Division members present at the annual News Division business meeting during the BEA Convention or at other times as determined necessary by the Executive Committee or Festival Chair. Any News Division member may propose an amendment to the Bylaws. Proposed Bylaw amendments must be communicated in writing (by paper or email) to the News Division Chair at least 30 days before the start of the annual BEA convention. The News Division Chair will distribute the proposed change to the membership via email at least a week prior to the start of the meeting, along with comments and/or the endorsement of the Executive Committee. During the meeting, the proposed amendment will be introduced on the floor. If seconded, it will be discussed and at the conclusion of discussion, then voted on by the News Division members present.

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