



CONSTITUTION

of the

ILLINOIS COMMUNICATION AND THEATRE ASSOCIATION

1. ARTICLE 1: NAME

The name of this not-for-profit organization is the Illinois Communication and Theatre Association.

2. ARTICLE 2: PURPOSE

- 2.1. The Association shall promote the common concerns of its members, work to enhance their professional stature, and endeavor to advance communication and theatre education.
- 2.2. The Association shall interest itself in the standards and welfare of communication and theatre education.

3. ARTICLE 3: MEMBERSHIP

- 3.1. People or institutions interested in the purposes of the Association are eligible for membership upon payment of the proper dues.
- 3.2. The Association recognizes five types of membership: Regular, Student, Associate, Retired Regular, and Lifetime.

4. ARTICLE 4: OFFICERS AND DUTIES

- 4.1. Officers and Selection Process.

- 4.1.1. The elected officers of this Association shall be Second Vice President (who shall succeed to the offices of First Vice President, President, and Immediate Past President in the following three years), Executive Vice President, Secretary, Treasurer, and Communications Director. These officers shall be elected by a majority of members voting during the annual business meeting.
- 4.1.2. The appointed officers of this Association shall be the Executive Director, the Secondary Education Chair, the Higher Education Chair, and the Student Liaison. These officers shall be appointed by the President and confirmed by a majority of the voting members of the Executive Board.
- 4.2. **President**
 - 4.2.1. The President shall preside at the general meeting of the Association, shall appoint special committees, and shall perform other duties customary to the office of president.
 - 4.2.2. The term of office for the President shall be one year, succeeding to the office of Immediate Past President in the subsequent year.
- 4.3. **First Vice President**
 - 4.3.1. The First Vice President shall assist the President in the performance of the duties of that office and shall have charge of the convention programs, and, in case of disability on the part of the President, shall assume the President's function. The First Vice President serves as the chair of the convention and assumes all duties of the convention chair including but not limited to: chair of the convention planning committee, convention program schedule, pre-convention mailers, and assist in selection of the convention site.
 - 4.3.2. The term of office for the First Vice President shall be one year, succeeding to the office of President in the subsequent year.
- 4.4. **Second Vice President**
 - 4.4.1. The Second Vice President serves on both the Long Range Planning Committee and the committee on convention planning.
 - 4.4.2. The term of office for the Second Vice President shall be one year, succeeding to the office of First Vice President in the subsequent year.
- 4.5. **Immediate Past President**
 - 4.5.1. The Immediate Past President shall serve a term of one year on the Executive Board and shall be the chair of the Long Range Planning Committee, and the chief parliamentary officer of the Association.
 - 4.5.2. The Immediate Past-President shall update and review the Constitution, By-Laws, & Policy/Procedure Manual.
 - 4.5.3. The term of office for the Immediate Past President shall be one year.

- 4.6. Executive Vice President
 - 4.6.1. The Executive Vice President shall serve as chair of the Awards Committee and the Nominating Committee.
 - 4.6.2. The term of office for Executive Vice President shall be three years. The Executive Vice President can serve consecutive terms
 - 4.6.3. The Executive Vice President shall be chosen from members who have served as President of the Association.
- 4.7. Secretary
 - 4.7.1. The Secretary shall assume such secretarial duties as the Association shall impose, including the taking and distribution of all minutes.
 - 4.7.2. The term of office for the Secretary shall be three years.
- 4.8. Treasurer
 - 4.8.1. The Treasurer shall be the chief budget and finance officer of the Association. The Treasurer shall make all disbursements and explore all possible means of supplementing Association dues.
 - 4.8.2. The term of office for the Treasurer shall be three years.
- 4.9. Communications Director
 - 4.9.1. The Communications Director shall gather and publish information electronically and otherwise through the organization's website, digital newsletter, and other avenues as approved by the Executive Board.
 - 4.9.2. The term of office for the Communications Director shall be three years.
- 4.10. Executive Director
 - 4.10.1. The Executive Director shall maintain and direct all of the activities of the central office, including the handling of the Association mailings, and shall act as official archivist for the Association.
 - 4.10.2. The Executive Director shall serve a term of three years and shall be eligible to serve consecutive terms.
- 4.11. Secondary Education Chair
 - 4.11.1. The Secondary Education Chair shall promote communication and theatre programs, workshops and sessions for the benefit of faculty and students. The Secondary Ed Chair may form a secondary education committee at their discretion.
 - 4.11.2. The term of office for the Secondary Education Chair shall be three years.
- 4.12. Higher Education Chair

4.12.1. The Higher Education Chair shall promote communication and theatre programs, workshops, and sessions for the benefit of faculty and students. The Higher Ed Chair may form a higher education committee at their discretion.

4.12.2. The term of office for the Higher Education Chair shall be three years.

4.13. Student Liaison

4.13.1. The Student Liaison shall provide student perspective relative to communication and theatre programs, workshops, and sessions intended for the benefit of faculty and students.

4.13.2. The term of office for the Student Liaison shall be one year.

5. ARTICLE 5: THE EXECUTIVE BOARD, COMMITTEES, AND COMMISSIONS

5.1. Executive Board

5.1.1. The voting members of the Executive Board shall consist of the President, the First Vice President, Second Vice President, Immediate Past President, Executive Vice President, Secretary, Treasurer, Communications Director, Executive Director, the Secondary Education Chair, and the Higher Education Chair.

5.1.2. The Executive Board is empowered to conduct Association business. All such business shall be reported to the membership through the Association website and/or at the annual convention.

5.2. Standing Committee and Commission Procedures

5.2.1. The President shall nominate and a majority of voting members of the Executive Board shall confirm the nomination of a chair for each standing committee and commission.

5.2.2. The length of term for the chair of each standing committee and commission shall be three years, except for the Convention Program Planning Committee and the Long Range Planning Committee, which shall have one-year terms.

5.2.3. Standing Committee and commission chairs may appoint members to the committee/commission with the approval of the Executive Board.

5.3. Nominating Committee

5.3.1. Nominating Committee members shall be appointed by the Executive Vice President and approved by the Executive Board.

5.3.2. Members shall serve one-year terms, except for the Executive Vice President who serves a three-year term.

5.3.3. The committee shall meet at least once during its term.

- 5.3.4. The committee shall submit a slate of nominees to the Executive Board for approval and to the membership to be voted upon at the annual business meeting.
- 5.4. **Long-Range Planning Committee**
- 5.4.1. The Long-Range Planning Committee shall consist of the Immediate Past President, the Second Vice President, and two additional members appointed by the Chair for one-year terms.
- 5.4.2. The committee shall be chaired by the Immediate Past President.
- 5.4.3. The committee shall meet at least once a year to discuss long range objectives for the Association. It shall report once a year to the Executive Board.
- 5.5. **Awards Committee**
- 5.5.1. Awards Committee members shall be appointed to one-year terms by the Executive Vice President and approved by the Executive Board.
- 5.5.2. The committee shall be chaired by the Executive Vice President, who serves a three-year term.
- 5.5.3. The committee shall meet at least once during its term and recommend to the Executive Board either that a minimal number of awards be made or that no awards be made for the year.
- 5.6. **Convention Program Planning Committee**
- 5.6.1. A Convention Program Planning Committee shall be appointed to one-year terms by the First Vice President.
- 5.6.2. The committee shall be chaired by the First Vice President and includes the Second Vice President and any other member of the organization of the First Vice President's choosing.
- 5.6.3. The committee shall assist the First Vice President in planning and securing programs for the annual convention and in any other ways deemed fit by the chair.
- 5.7. **Special Committees**
- 5.7.1. The President shall appoint special committees as the need arises, as directed by the Executive Board, or by the Association. These committees shall be appointed for specific tasks and will function until the completion of the task.
- 5.8. **Commissions**
- 5.8.1. Commissions may be created or discontinued at the discretion of the Executive Board. Such commissions shall serve the purpose of managing on-going activities related to specific disciplines.
- 5.8.2. These commissions shall be self-sustaining bodies promoting and improving participation within the disciplines.

5.8.3. Commissions shall report annually to the association and periodically to the Executive Board for its approval.

5.8.4. The chair of each commission shall be a voting member of the Executive Board.

6. ARTICLE 6: MEETINGS

6.1. Membership Meetings

6.1.1. The Illinois Communication and Theatre Association shall hold an annual convention at a time and place to be determined by the Executive Board.

6.1.2. A business meeting of the Association shall be held during the annual convention.

6.1.3. A quorum will consist of all members present and voting.

6.2. Executive Board Meetings

6.2.1. The Executive Board shall hold quarterly meetings each year.

6.2.2. A quorum at any meeting of the board will be constituted when a majority of the voting members is present.

7. ARTICLE 7: FINANCES

7.1. Dues

7.1.1. The annual dues shall be determined by the Executive Board.

7.1.2. The annual dues shall cover a period of one year beginning at the annual convention and ending a year later one day ahead of the next year's annual convention.

7.2. Financial Records

7.2.1. The fiscal year shall be from July 1 to June 30.

7.2.2. At the start of each fiscal year, the President, Treasurer, and Executive Director shall review and approve the financial records of the previous fiscal year.

7.3. Dissolution

7.3.1. In the event of dissolution, the assets of the Association shall be distributed to one or more associations which themselves are exempt as described in section 501[c][3] of the Internal Revenue Code.

8. ARTICLE 8: AMENDMENTS

8.1. This constitution may be amended at the annual business meeting of the Association by a majority of the legal votes cast provided that the membership has been notified of the proposed changes at least thirty days in advance of the meeting by publication in an official publication of the Association.

- 8.2. This constitution may be amended at the annual business meeting of the Association by three-fourths of the legal votes cast when no advance notice has been provided as in section 8.1 above.

9. ARTICLE 9: PARLIAMENTARY AUTHORITY

The parliamentary authority for this Association shall be the latest edition of Robert's Rules of Order

NOTES:

- ARTICLE 4, Officers and Duties, ARTICLE 5, Committees and Commissions, and ARTICLE 7, Finances, were revised and amended November 1985.
- The complete constitution was reformatted and stylistically updated January 1993.
- "ARTICLE 3, 4. & 5 were tentatively revised August 2004.
- The title of Executive Secretary was changed to Executive Director in 2018.
- The title of President Elect was changed to First Vice President and the title of Vice President was changed to Second Vice President in 2019.
- The complete constitution was reformatted and stylistically updated several times: August 2004, 2011, 2014, 2015, 2017, and 2019.
- The position of Journal Editor was eliminated. 2020.9.26.
- ARTICLE 7, Section 7.2.2: Replaced the requirement for an audit with a thorough review and approval of financial records on an annual basis. 2021.9.24.
- The complete Constitution was updated to make capitalization and punctuation consistent; retired membership was added; chair positions were added; officer election and appointment procedures were clarified; general editing was done to ensure consistency with the Policies & Procedures Manual. 2023.9.15.

BYLAWS
of the
ILLINOIS COMMUNICATION & THEATRE ASSOCIATION

1. ARTICLE 1: MEMBERSHIP

1.1. Members

- 1.1.1. Members who are current with annual dues and those with lifetime memberships are considered to be active members.
- 1.1.2. Only active members have access to member-only resources.
- 1.1.3. All active members, except student members, hold voting privileges.
- 1.1.4. Members who have allowed their dues to lapse are considered inactive and do not hold the privileges of membership.

1.2. Member Classifications

- 1.2.1. Regular Members are employed as full time educators or full time professionals.
- 1.2.2. Students in colleges and universities may hold membership on a non-voting basis by paying the appropriate Association dues.
- 1.2.3. Life members are persons paying the dues set by the Executive Board for this type of membership. Life dues shall be paid in one or five equal payments.
 - 1.2.3.1. After a member has enrolled in the life membership plan, that member's dues shall not change.
 - 1.2.3.2. Winners of the W. D. Sandford Award are awarded Life membership in the Association.
- 1.2.4. Associate members must be part-time faculty members who do not hold a full-time faculty position.
- 1.2.5. Retired regular members will have Association dues/fees reduced by approximately half.

2. ARTICLE 2: OFFICERS

2.1. Officers

- 2.1.1. The President shall be an ex-officio member of all committees.
- 2.1.2. Newly elected and appointed officers and committee members shall assume their duties immediately after the annual convention.

2.1.3. If any board position, except the First Vice President, becomes vacant, the Board may appoint a member to the vacated position. If the position is elected, the appointed member will serve until the next annual meeting when an election will be held to fill the position. If the position is normally board-appointed, the appointed member will serve out the remainder of the current term. If the First Vice President position becomes vacant, the Second Vice President will fill the position (becoming President at the next general meeting), and the members will elect both a First and Second Vice President at the next general meeting.

2.2. Election of Officers

2.2.1. The Chair of the Nominating Committee will offer names for Officers of the Association. They shall be elected during the annual business meeting of the convention.

3. ARTICLE 3: COMMITTEES

3.1. Each committee and commission shall have such number of members as the chair deems necessary to insure the functioning of each committee.

4. ARTICLE 4: CONVENTION SITES

4.1. The site of the annual convention shall be moved among the various areas of the state of Illinois subject at the discretion of the Executive Board in making the best possible arrangements at localities within the state.

5. ARTICLE 5: AWARDS

5.1. A recipient of the Edith Harrod Award shall have been an active member of the Illinois Communication and Theatre Association and the profession in Illinois for at least five years. The qualifications shall include distinguished service to the Association and outstanding achievement in the profession.

5.2. A recipient of the Presidential Award W.D. Sanford Award shall have given exceptional service to the Association over an extended period of years and shall have made significant contributions to the field of communication and theatre. The Presidential Award W.D. Sanford Award shall include a life membership in the Association including convention fees.

5.3. Outstanding Student Awards

5.3.1. The high school award, Richard A. Hunsaker Outstanding Secondary School Speech Student Award, is given to a high school student who has been active in speech and/or theatre activities and who has made significant contributions to the community and school.

5.3.2. The college award, The L.E. Norton Outstanding Higher Education Speech

Student Award, shall be given in two categories: to an outstanding college major in speech and/or theatre who has made significant contributions to the college and community, and to an outstanding graduate student in speech and/or theatre who has made significant contributions to the college and community.

- 5.4. The Jerry Mathis Outstanding Young Teacher Award is awarded to a teacher currently teaching in Illinois who has taught five years or fewer in the fields of communication or theatre.
- 5.5. The Connie Link Outstanding Mentorship Award. Named in memory of long-standing member, Connie Link, this award recognizes outstanding mentorship toward new and current ICTA members, assistance in recruitment of new members to the organization and outreach to past ICTA members who are no longer active in the organization. The award recipient must have been an active member of ICTA for at least 5 years.
- 5.6. Awards will be presented to the recipients at the annual convention.

6. ARTICLE 6: AMENDMENTS

- 6.1. These Bylaws may be amended at the annual business meeting of the Association by a majority of those present and voting.

ICTA Bylaws

- ARTICLE 2, Election of Officers, was amended November 1984
- Reformatted January 1993
- Revised & reformatted August 2004, September 2011, July 2019
- Membership was clarified, including adding a retired membership; procedures for filling vacant officer positions were clarified. 2023.9.15