

# OPERATIONAL GUIDELINES

*of the*

**Association for Business Communication**



Last updated and approved by the ABC Board of Directors at the  
2018 Annual Conference in Miami, Florida, USA

October 24, 2018

# 010 INTRODUCTION

## 010-001 OVERVIEW

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### **Bylaw Provision**

The Bylaws provide for *Operational Guidelines* that are approved by the Board of Directors.

### **Board Instructions**

The *Operational Guidelines* are the means by which the Board of Directors provides standing orders or instructions to various officers, functionaries, and groups.

### **Guidance for People New to Positions**

The Association is staffed by volunteers who have varying degrees of familiarity with the operations of the Association. The *Operational Guidelines* are a source of direction for the various officers, functionaries, and groups who are new to their positions.

### **Long-Term Instructions**

The *Operational Guidelines* are long-term and on-going rather than one-time instructions. (Motions of the Board of Directors are used to handle one-time instructions.)

### **Revision**

The Second Vice President reviews and updates the *Operational Guidelines* and recommends changes when necessary. Changes become effective upon approval by the Board of Directors. Revisions made to the committee sections of the *Operational Guidelines* to reflect changes made at a Board meeting or when an ad hoc committee is appointed do not require a vote by the Board for approval.

## 010-002 ORGANIZATION OF MANUAL

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### Structure

The *Operational Guidelines Manual* is divided into “sections.” Sections are divided into “subjects.” Each section covers a major area of the guidelines. For example, section 030 deals with the Board of Directors. Each subject covers a portion of its section. For example, in section 030, the first subject (030-001) covers members of the Board while the eighth subject (030-008) covers the Executive Director. The material in each subject is further divided into topics.

### Numbering

The numbering system permits reference to specific content within the *Operational Guidelines*. For example, to refer to the guideline covering committee chairs, one could say “Turn to 040-002 for that information.”

### Sections

Sections are numbered in tens, for example, 010, 020, 030, etc.

### Subjects

Subjects are numbered in units within each section, for example, -001, -002, -003, etc.

### Topics

Topics are shown as headings at the left margin of pages, for example, “Structure” and “Number.”

### Table of Contents

The Table of Contents in Section 020 is organized by section number. Subjects are listed within their sections.

## 020 TABLE OF CONTENTS

<b>010</b>	<b>INTRODUCTION</b>	
010-001	Overview .....	2
010-002	Organization of Manual .....	3
<b>020</b>	<b>TABLE OF CONTENTS</b> .....	4
<b>030</b>	<b>BOARD OF DIRECTORS</b>	
030-001	Members of the Board.....	7
030-002	Regional Vice Presidents.....	10
030-003	Executive Committee .....	13
030-004	Immediate Past President.....	14
030-005	President .....	15
030-006	First Vice President .....	16
030-007	Second Vice President.....	18
030-008	Executive Director.....	19
030-009	Elections.....	22
030-010	Resignations.....	23
<b>035</b>	<b>APPOINTED POSITIONS</b>	
035-001	Communication and Technology Coordinator.....	24
035-002	Associate Technology Coordinator .....	27
035-003	Diversity and Inclusion Coordinator .....	29
035-004	Employment Opportunities Coordinator.....	31
035-005	Historian and Newsletter Editor .....	32
<b>040</b>	<b>COMMITTEES</b>	
040-001	Overview .....	34
040-002	Committee Chairs .....	35
040-003	Academic Environment Committee.....	37
040-004	Business Practices Committee .....	38
040-005	Conference Procedures Committee .....	39
040-006	Diversity and Inclusion Initiative Committee.....	40
040-007	Finance Committee.....	41
040-008	Graduate Studies Committee .....	42
040-009	International Issues Committee.....	43
040-010	Marketing and Membership Committee .....	44
040-011	Modern Language Association (MLA) Liaison Committee.....	45
040-012	National Communication Association (NCA) Liaison Committee .....	46
040-013	Nominating Committee .....	47
040-014	Proceedings Editorial Review Board .....	48
040-015	Publications Board .....	49
040-016	Research Committee.....	51
040-017	C. R. Anderson Research Fund (CRARF) Committee .....	52
040-018	Student Competition Committee .....	53

040-019	Teaching Committee .....	55
040-020	Technology Committee .....	56
<b>045</b>	<b>SPECIAL INTEREST GROUPS</b>	
045-001	Overview .....	57
<b>050</b>	<b>BUSINESS BETWEEN ANNUAL MEETINGS</b>	
050-001	Empowerment of Executive Committee .....	58
050-002	Report of Interim Executive Committee Meeting .....	59
050-003	Matters Put Forward by Members of the Board .....	60
<b>060</b>	<b>ORGANIZERS OF ANNUAL CONFERENCES</b>	
060-001	Leadership.....	61
060-002	Reports.....	62
060-003	Expenses to Be Charged to Conference .....	63
<b>070</b>	<b>AWARDS</b>	
070-001	Fellow of the Association Award .....	64
070-002	Distinguished Member Award .....	65
070-003	Award of Merit in Memory of Francis W. Weeks .....	66
070-004	Outstanding Teacher-Scholar Award in Memory of Meada Gibbs.....	67
070-005	Outstanding Researcher Award in Memory of Kitty O. Locker.....	68
070-006	Distinguished Publication on Business Communication .....	69
070-007	Spirit of ABC Award in Memory of Bernadine P. Branchaw .....	70
070-008	Outstanding Article Awards.....	71
070-009	Student Competition Awards.....	72
070-010	Outstanding Doctoral Dissertation Award.....	73
070-011	ABC Rising Star Award.....	74
070-012	Ambassador Travel Award.....	75
070-013	ABC/Pearson Award for Teaching with Technology .....	76
070-014	USC Marshall School of Business, Business Communication Award .....	77
070-015	Diversity and Inclusion Award .....	78
070-016	Honorary Member Award.....	79
070-017	Excellence in Communication Consulting Award .....	80
<b>080</b>	<b>EDITORS</b>	
080-001	International Journal of Business Communication .....	81
080-002	Business and Professional Communication Quarterly.....	83
<b>090</b>	<b>REIMBURSEMENT OF EXPENSES</b>	
090-001	President .....	85
090-002	Executive Director .....	86
090-003	Executive Committee Meetings.....	87
090-004	Editors .....	88
090-005	Regional Vice Presidents.....	89
090-006	Committee Chairs .....	90
090-007	Board of Directors.....	91

<b>100</b>	<b>LOGO AND IDENTITY</b>	
100-001	Guidelines for Use.....	92
<b>110</b>	<b>ABC'S ORGANIZATIONAL AFFILIATES</b>	
110-001	ABC's Organizational Affiliates: Criteria, Application Procedures, and Approval Process.....	94

## 030 BOARD OF DIRECTORS

### 030-001 – Members of the Board

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#### Overview of Duties

The Board of Directors determines and implements Association policies. Each member of the Board of Directors:

1. Fully informs himself or herself on key areas of activity of the Association.
2. Provides guidance and direction to the Executive Committee and Executive Director on achieving the objectives of the Association.
3. Acts at all times in what he or she believes to be the best interests of the Association.
4. Acts to preserve the assets of the Association.
5. Promotes the purposes for which the Association was formed.
6. Recommends nominees for Association offices to the chair of the Nominating Committee and recommends possible program reviewers to the program chairs of annual conferences and regional conferences.

#### Bylaws

The Bylaws specify that the Board of Directors:

1. Evaluates Association activities, approves the *Operational Guidelines*, and recommends courses of action to the Executive Committee and the Executive Director (Bylaw 1.1.4).
2. Has the authority to create, eliminate, and redefine regions (Bylaw 1.3).
3. Has the authority to make nominations in addition to those of the Nominating Committee (Bylaw 1.4.6).
4. Considers each nominee separately and approves a list of candidates (Bylaw 1.4.6).
5. Approves the site for the annual conference (Bylaw 3.2.1).
6. Sets or confirms the salary for the Executive Director (Bylaw 3.7.2).

## Evaluation of the Association

To evaluate the activities of the Association, the Board of Directors:

1. Receives and reviews reports at the annual meeting.
2. Receives and reviews a report following the interim Executive Committee meeting.
3. Is polled on extraordinary actions required between meetings of the Board.

## Annual Meeting

The Board meets at least once a year. (Bylaw 1.1.6 makes provision for special meetings other than the meeting at the annual conference.) A Board member who is unable to attend the annual meeting notifies the Executive Director. Members who are not able to physically attend the meeting should participate by conference call or video/web conference. Board members may not send substitutes to represent them. At the meeting held at the annual conference, the Board considers a number of reports, including:

1. Financial performance report.
2. Proposed budget.
3. Auditor's report (when appropriate, typically every three years).
4. Committee and Special Interest Group (SIG) reports.
5. Regional Vice Presidents' reports.
6. Editors' reports.

## Interim Report from Executive Committee

The Executive Committee meets in between annual meetings and distributes a report on that meeting to members of the Board of Directors. (See 050-002 Report of Interim Executive Committee Meeting, Business between Annual Meetings.)

## Extraordinary Actions

The Board empowers the Executive Committee to carry out the business of the Association within certain guidelines (see 050-001 Empowerment of Executive Committee, Business between Annual Meetings). The Executive Committee refers any extraordinary items to the Board (Bylaw 1.1.5).

## Operational Guidelines Approval and Amendment

Members of the Board provide written notice of proposals to amend the *Operational Guidelines* at least 45 days in advance of the annual meeting to the Second Vice President, in conjunction with items 010-001 and 030-007 of the *Operational Guidelines*.



## **Recommendations for Courses of Action**

Recommendations to the Executive Committee and the Executive Director appear as items in the minutes of the annual meeting of the Board of Directors.

## **Regions: Create, Eliminate, and Redefine**

The Board has the authority to create, eliminate, or redefine regions (Bylaw 1.3).

## **Nominations**

Members of the Board have the authority to make additional nominations during consideration of the Nominating Committee's report at the annual meeting. The nominator presents, at or before the Board meeting, in support of such a nomination, a two-page vita comparable to those furnished in support of the Nominating Committee's nominations (format and content to be specified) and evidence that the nominee is willing to serve if elected.

## **Approval of Slates**

The Board considers each nominee individually and approves or rejects that person for inclusion on the ballot.

## **Incoming Board Members**

At least 90 days prior to the annual conference, the Second Vice President and the Executive Director collaborate to invite incoming Board members to observe the Board meeting at the annual conference before they take office. The Executive Director sends them the packet of materials distributed to Board members and/or makes online links available to the documents.

## **Term Limits**

Members of the Board of Directors shall serve up to two consecutive four-year terms with the possibility of reelection after being off the Board of Directors for four years.

## 030-002 Regional Vice Presidents

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### Overview of Duties

In addition to their duties as members of the Board of Directors (see 030-001), the Bylaws specify that Regional Vice Presidents (RVPs):

1. Represent the best interests of their regions at Board of Directors meetings (Bylaw 2.5).
2. Foster the objectives of the Association within their regions (Bylaw 2.5.1)
3. Oversee regional conferences (Bylaw 2.5.1)
4. Nominate members of their region for offices and awards (Bylaw 2.5.1).
5. Select sites and times for regional meetings in conjunction with the Executive Director (Bylaw 3.2.2).
6. Grow membership within the region (Bylaw 2.5.1).

### Term Limits

RVPs shall serve up to two consecutive four-year terms with the possibility of reelection after being off the Board of Directors for four years. If a chair of a committee is elected to Regional Vice President or Second Vice President, then he/she will be required to resign from the position of committee chair.

### RVP Incentive Award

Regional Vice Presidents may apply for the RVP Incentive Award in order to fulfill these duties as well as request \$750 for travel to the annual meeting. RVPs living outside of the United States, or RVPs on different continents other than the conference location, in any given year, may request an adjustment for travel. When the annual conference is held in North America, RVPs from North America may be reimbursed up to \$750 for travel and RVPs from outside of North America may be reimbursed up to \$1,250 for travel. In years when the annual conference is held outside of North America, all RVPs may be reimbursed up to \$1,250 for travel.

### Regional Conferences

**Dates.** Regional Vice Presidents check with the Executive Director on meeting dates so as to preclude, as much as possible, two regional conferences on the same day. If possible, Regional Vice Presidents schedule ABC conferences so as not to coincide with the meeting dates of such conferences as the Conference on College Composition and Communication (CCCC) and the National Business Education Association (NBEA).

**Joint Conferences Encouraged.** If they so desire, Regional Vice Presidents arrange joint conferences with other regions and/or other associations.

**Program Chair.** Regional Vice Presidents name program chairs for their regional conferences. Program chairs follow the practices and policies in the *Guidelines for ABC Program Chairs*.

**Publicity.** As soon as the information is available, each Regional Vice President notifies the Executive Director of the location, date, and contact information of the general chair and program chair of the regional conference. Regional Vice Presidents are encouraged to work with program chairs and the Executive Director to publicize regional conferences to all members well before deadlines for proposal/paper submission. The program chair for each regional conference distributes information to the entire Board, members in the region, and others from inside and outside the region who might attend the conference.

**Financial Matters.** Regional Vice Presidents bear in mind that while the Board does not require regional conferences to make a profit, expenses should be minimized and income maximized as much as possible. Advertising from authors and publishers, a surcharge for nonmembers, and a discount for early registrants are part of good financial management. If necessary, regional conference organizers obtain advances from the Executive Director to cover organizing expenses. Regional Vice Presidents, working with the regional program chairs, provide the Executive Director with a financial report within 30 days after the regional conference.

### **Award Nominees and Potential Committee Members**

Regional Vice Presidents send names of potential nominees for the Board of Directors and awards to the chair of the Nominating Committee. Regional Vice Presidents send the names of potential committee members to the First Vice President. All submissions are due by April 1 each year.

### **Regional Membership Committees**

Each Regional Vice President names a Regional Membership Committee to work to increase membership in the region. The Board allocates up to \$100 a year for each committee to defray the cost of a regional newsletter or other membership-building activities.

### **Reports**

Each Regional Vice President submits the following reports of the region's activities and contributions to the ABC budget to the First Vice President:

1. A status report to the Executive Committee is due April 1 each year.
2. A financial report of the regional conference is due 30 days after that conference.
3. An annual report to the Executive Board is due September 1 before the annual meeting for inclusion in the packet to Board members.

### **Required Meetings**

**Annual Board Meeting.** As officers of the organization and members of the Board of Directors, the Regional Vice Presidents are required to participate in the annual Board meeting that is scheduled as

part of the annual conference. RVPs who are not able to attend the meeting in person must inform the Executive Director and plan to participate by conference call or video/web conference. RVPs may not send substitutes as representatives. Any RVP physically missing two annual board meetings shall be considered to have resigned (see Bylaw 2.7.1). In-coming RVPs who will begin their terms on January 1 after the conference are invited to participate in the annual Board meeting as observers to help with their transition to the Board.

**Regional Vice Presidents' Meeting.** During the annual conference, the Regional Vice Presidents meet with the First and Second Vice Presidents to coordinate regional activities, discuss membership, and promote the interests of the Association. RVPs not able to attend the meeting must inform the First Vice President and plan to participate by conference call or video/web conference. Incoming RVPs who will begin their terms on January 1 after the conference are invited to participate in the RVP meeting to help with their transition to their new position.

**Regional Meetings.** During the annual conference, regional meetings are arranged as part of the conference schedule. Regional Vice Presidents are required to lead these meetings to share information with their regional members and elicit their input about regional activities and other issues related to the organization. RVPs not able to attend must inform the Executive Director and plan to participate by conference call or video/web conference.

### Overview of Duties

The Board of Directors empowers the Executive Committee to run the Association between meetings of the Board of Directors as provided for in Section 050, *Business between Annual Meetings*. The Board directs specific actions to be undertaken by passing motions at the annual meeting of the Board of Directors. The Executive Committee ensures that the actions are completed as specified. The Executive Committee provides leadership and direction for the Association.

### Bylaws

The Bylaws provide that the Executive Committee is responsible for:

1. Ensuring the orderly succession of Executive Directors (Bylaw 2.9).
2. Reviewing the Bylaws to ensure appropriate actions are taken when the appointment of a new Executive Director becomes necessary (Bylaw 2.9).
3. Reviewing the performance of ad hoc committees annually and appointing new chairs if progress is deemed inadequate (Bylaw 3.3.2).
4. Meeting at least three times a year (Bylaw 2.6.2): before and after the annual Board meeting and at an interim regional meeting.

### Interim Meeting

The Executive Committee's interim meeting is held in conjunction with one of the regional conferences. After the meeting, the Executive Director submits a summary of the Executive Committee's discussion to each member of the Board of Directors.

### Annual Conference

The Executive Committee chooses the program chair(s) and local arrangements chair(s), if any, for annual conferences.

### Determining Ability to Serve

The Executive Committee determines when absence or disability prevents one of its members from carrying out the duties normally associated with an office.

## **030-004 IMMEDIATE PAST PRESIDENT**

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### **Overview of Duties**

In addition to the duties as a member of the Board of Directors (see 030-001) and as a member of the Executive Committee (see 030-003), the Immediate Past President chairs the Nominating Committee. At the annual meeting and Executive Committee meetings, the Immediate Past President or designee takes minutes of the meeting and has the responsibility to notify affected individuals of actions taken by the Board at the annual meeting. The Immediate Past President, in coordination with the President, will conduct an annual performance review of the Executive Director in a manner mutually convenient for all three persons. They will report their evaluation along with any recommendations to the Board of Directors during the annual meeting.

### **Succession**

If the Immediate Past President is unable to serve the remainder of a term of office due to absence or disability, the Executive Committee appoints another previous President of the Association to fill the vacancy. The person appointed carries the title “Immediate Past President,” serves as a member of the Board of Directors and of the Executive Committee, and fulfills the normal responsibilities of the Immediate Past President.

## 030-005 President

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### Overview of Duties

The President is the Chief Executive Officer of the Association. In addition to the duties as a member of the Board of Directors (see 030-001) and as a member of the Executive Committee (see 030-003), the Bylaws provide that the President:

1. Presides at meetings of the Association, the Board of Directors, and the Executive Committee (Bylaw 2.3.1).
2. Calls special meetings of the Executive Committee (Bylaw 2.6.3).
3. Arranges for the Board to fill vacancies on the Board of Directors (Bylaw 2.7.3).
4. Creates ad hoc committees (Bylaw 3.3.5).
5. Recommends bonuses for headquarters staff (Bylaw 3.7.3).
6. Receives and processes proposals for Bylaw changes (Bylaw 4.3.1).
7. Consults with the Executive Director and annual conference program chair(s) as outlined in the *Guidelines for ABC Program Chairs*.
8. Appoints the Chair of the Publications Board (Bylaw 3.3.1).

### Oversight

Each year, the President will charge the Second Vice President with review of the Bylaws. The charge will include recommending any necessary changes, as specified by 030-007 in the *Operational Guidelines*. The Second Vice President will submit any necessary changes to the Executive Committee and Executive Director 45 days in advance of the annual conference in accordance with Bylaw 4.3.1.

The President, in coordination with the Immediate Past President, will conduct an annual performance review of the Executive Director in a manner mutually convenient for all three persons. They will report their evaluation along with any recommendations to the Board of Directors during the annual meeting.

### Agenda for Annual Meeting of Executive Committee

The President prepares the agenda for the annual meeting of the Executive Committee.

**Time Required for Items.** The President circulates a draft agenda to all members of the Executive Committee requesting that they indicate the time required for items for which they are responsible. Adequate time is allowed for members to reply and for the final agenda to be ready to reach the Executive Committee members about 30 days before the annual meeting.

**Other Agenda Items.** The President asks the Executive Committee members to add agenda items, if required, when they receive the draft agenda.

### Overview of Duties

In addition to the duties as a member of the Board of Directors (see 030-001) and as a member of the Executive Committee (030-003), the Bylaws state that the First Vice President:

1. Performs the functions of the President should the President be unable to do so (Bylaw 2.3.2).
2. Appoints committee chairs, excluding the chair of the Publications Board (Bylaw 3.3.1).
3. Appoints committee members and charges committees (Bylaw 3.3.4)
4. Publishes a list of committee members and charges for committees (Bylaw 3.3.4).
5. Encourages members to serve on committees (Bylaw 3.3.3).
6. Maintains and updates a record of committee assignments to help track ABC member participation in committee activities.

### Agenda for Annual Meeting

The First Vice President prepares the agenda for the annual meeting of the Board of Directors.

**Time Required for Items.** The First Vice President circulates a draft agenda to all members of the Board and committee chairs requesting that they indicate the time required for items for which they are responsible. Adequate time is allowed for members to reply and for the final agenda to be ready to reach Board members about 30 days before the annual meeting.

**Other Agenda Items.** The First Vice President asks Board members to add agenda items, if required, when they receive the draft agenda.

### Committee Membership and Charges

The First Vice President is responsible for appointing committee members and chairs, and making committee charges for the coming year. Appointment of new chairs will be made at the annual meeting.

The President is responsible for appointing the chairperson of the Publications Board from among the elected members.

### Oversight of Interest Groups

The First Vice President initiates interest groups by either (a) designating a member as a coordinator of an interest group and asking him or her to convene a group or (b) granting recognition to an interest group that applies for recognition. By April 1 and September 1, the First Vice President receives status



reports from Interest Group coordinators and determines whether the interest groups meet the criteria for continued recognition or should be dissolved.

### **Letter to Outgoing Chairs**

The First Vice President writes to outgoing committee chairs thanking them for their service to the Association.

### **Meeting with Regional Vice Presidents**

The First and Second Vice Presidents meet with the Regional Vice Presidents at the annual conference to provide guidance and support, as necessary.

## 030-007 Second Vice President

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### Overview of Duties

In addition to the duties as a member of the Board of Directors (see 030-001) and as a member of the Executive Committee (see 030-003), the Second Vice President:

1. Performs the functions of the First Vice President should the First Vice President be unable to do so (Bylaw 2.3.3).
2. Encourages members to serve on committees and reports any interest to the First Vice President (Bylaw 3.3.3).
3. Reviews and updates the *Operational Guidelines* and the Bylaws.

### Committee Membership

The Second Vice President assists the First Vice President to evaluate proposals for committee membership and charges.

### Operational Guidelines Revisions

The Second Vice President reviews and updates the *Operational Guidelines* and recommends changes when necessary. At least 60 days before the annual meeting, the Second Vice President invites Board members to propose any changes they deem necessary. Changes become effective upon approval by the Board of Directors.

The Board does not vote on revisions made to the committee sections of the *Operational Guidelines*. These sections are shaped by the First Vice President in response to advice from the Board and the Executive Committee and to the Association's needs.

### Bylaw Revisions

The Second Vice President reviews the Bylaws and recommends any necessary revisions.

### Meeting with Regional Vice Presidents

The First and Second Vice President meet with the Regional Vice Presidents at the annual conference to provide guidance and support, as necessary.

### Invitation to Incoming Board Members

At least 90 days prior to the annual conference, the Second Vice President and the Executive Director collaborate to invite incoming Board members to observe the Board meeting at the annual conference immediately before they take office. The Executive Director sends them the packet of materials distributed to the Board members and/or makes online links available to the documents.

### Overview of Duties

The Executive Director is the Chief Administrative Officer and Chief Financial Officer of the Association. The Executive Director is responsible for the day-to-day operations of the Association.

### Procedure for Appointment and Reappointment

If the Executive Director chooses to resign from the position or if the Executive Director's performance is found to be less than satisfactory, the President will appoint a task force to:

1. Review the Executive Director's job description for continued appropriateness.
2. Produce a list of qualifications for the position.
3. Prepare a position announcement.

The task force will submit its report to the Executive Committee within 90 days; the President will:

1. Establish a search committee.
2. Formally announce the search and publish the position announcement.

Candidates must be available for interviews by the search committee; finalists will be interviewed by the Executive Committee. The Executive Committee will present acceptable candidates to the Board of Directors, who will select the Executive Director by majority vote.

### Duties Specified in Bylaws

In addition to the duties as a member of the Board of Directors and as a member of the Executive Committee, the Bylaws provide that the Executive Director:

1. Maintains and makes available to all members the minutes of meetings of the Board and special ballots (Bylaw 1.1.9).
2. Appoints honorary members nominated by dues-paying members (Bylaw 1.2.1.5).
3. Nominates and obtains Board approval for continuing honorary memberships (Bylaw 1.2.1.5).
4. Serves as non-voting ex-officio member of the Nominating Committee (Bylaw 1.4.1).
5. Publishes the names of persons elected (Bylaw 1.4.9).
6. Serves as Managing Director of all regular and special publications of the Association (Bylaw 2.4.1).

7. Oversees all regular and special funds (Bylaw 2.4.2).
8. Serves as ex-officio member of the Publications Board, with full voting privileges (Bylaw 3.4).
9. Coordinates production of special publications with the Publications Board (Bylaw 3.5.2).
10. Authorizes reimbursement for expenses (Bylaw 3.7.1).
11. Recommends bonuses for headquarters staff (Bylaw 3.7.3).

### **Additional Duties**

The Executive Director also:

1. Informs award sponsors of the names of the recipients of the awards.
2. Maintains a current copy of the Bylaws and *Operational Guidelines*, incorporating any changes approved by the membership of the Board, respectively.
3. Compiles and distributes materials for the annual meeting to current and incoming Board members within 30 days of the meeting.
4. Notifies the Nominating Committee of any resignations of officers or Board members.
5. Provides a compilation report of the Association's financial status to the Executive Committee, to the Finance Committee and to the Board of Directors at the annual meeting (Bylaw 2.4.2).
6. Works with the Executive Committee to propose sites for the annual meeting for Board approval; identifies suitable hotel locations for the selected sites.
7. Serves as the General Chair of the annual conference (see 060-001).
8. Works with Regional Vice Presidents to arrange the times and places for regional meetings (Bylaw 3.2.2).
9. Maintains the archives of the organization.

### **Duties Regarding an Executive Direction Transition**

When there is a change of Executive Directors, the outgoing Executive Director works with the Executive Committee to ensure that an orderly transition to the incoming Executive Director occurs. Such a transition includes:

1. Providing all financial, membership, and tax records within 60 days of transition (for past two and current calendar years).
2. Forwarding all mail upon receipt and working with the U.S. Post Office to transition all mail.

3. Assisting with change of name on all accounts.
4. Coordinating for shipment of ABC archives (all data older than three calendar years).
5. Providing a file with all relevant data for prior conference planning and records of all minutes.
6. Providing a list of all steps involved in planning for annual conference.

### **Procedure for Elections**

The Nominating Committee nominates two people for each election for Second Vice President, two people for each Regional Vice President whose term is expiring, and two people for every at-large Board member to be elected. The Board considers for approval each individual nominee. A single nominee cannot run for two positions simultaneously nor serve in two concurrent positions with terms that overlap.

If they so desire, members of the Board nominate additional candidates from the floor, providing they have the nominee's consent to run and a two-page vita or a brief biographical statement.

All candidates approved by the Board will be presented to the membership. The ballot indicates clearly how many candidates each member may vote for.

The Executive Director ensures all relevant information about the candidates is posted on the website and, at a minimum, emailed to all members (see 030-008). Members vote electronically.

### **Breaking a Tie**

The Board of Directors decides any tie vote by a mail, email, fax, or telephone ballot (Bylaw 1.4.8).

### **Dissemination of Results**

The Executive Director notifies candidates and publishes the results of the election (see 030-008).

## **030-010 Resignations**

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### **Resignations from the Board of Directors**

The Board considers that Board members who miss two annual meetings have resigned.

Any Board member who can no longer serve so indicates by submitting a resignation to the President (Bylaw 2.7).

### **Resignations from the Executive Committee**

Upon majority vote of the Executive Committee, the Committee considers that any Executive Committee member whose absence or disability prevents carrying out his or her duties has resigned.

### **Notification of Nominating Committee**

When a vacancy is created by a resignation, the Executive Director notifies the chair of the Nominating Committee so that the committee is able to begin the work of nominating candidates to fill any vacancy.

### **Terms of Persons Filling Vacancies Created by Resignations**

A Regional Vice President elected to fill a vacancy resulting from resignation will serve a four-year term regardless of the amount of time remaining on the previous person's term. A replacement Director-at-Large will serve until the end of the next annual conference.

## 035 APPOINTED POSITIONS

### 035-001 Communication and Technology Coordinator

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#### Overview of Duties

The Communication and Technology Coordinator serves as ABC's chief technology officer and chairs the Technology Committee. In that role, he/she:

1. Coordinates the activities of the Technology Committee to fulfill annual charges.
2. Manages the user/member experience of the Association's website ([businesscommunication.org](http://businesscommunication.org)) and the underlying Association Management Software (AMS) in cooperation with ABC HQ (Executive Director and Business Manager).
3. Manages the technologies and applications associated with the ABC website including coordination of the integration of the website and other applications or software.
4. Learns and becomes proficient in the current Association Management Software (AMS) to enable effective coordination with the Executive Director's office, committee chairs, and conference chairs/co-chairs to facilitate ABC's business operations and conferences.
5. Researches and manages the implementation of software and applications to meet the Association's strategic goals.
6. Assists the Executive Director and Business Manager in supervising any third party contracted to oversee the maintenance of systems and applications.
7. Provides creative leadership to ensure the online technologies in use enable the Association to advance its mission by serving its members.
8. Coordinates with the Marketing and Membership Committee in the oversight and use of the Association's social media platforms.
9. Submits semi-annual status reports to the Executive Director and the Board regarding the Association's current web and social media policy and procedures.
10. Works with the Executive Director's office to provide effective transition when a new Communication and Technology Coordinator is selected.

#### Eligibility

An applicant for the position of Communication and Technology Coordinator must be a current ABC member in good standing. Members of the Executive Committee are not eligible to serve as Communication and Technology Coordinator.



## **Appointment**

A call for nominations will be disseminated. The Executive Committee will review nominees. The ABC Communication and Technology Coordinator will be appointed by the Executive Committee and serve a four-year renewable term.

## **Qualifications**

To serve as the Communication and Technology Coordinator, the applicant must:

1. Be a member of ABC.
2. Have an interest in helping ABC achieve its organizational goals.
3. Have experience in web design or user-interface design (no experience in web programming is required).
4. Have editorial and/or administrative experience.
5. Be comfortable working with both ABC administrators and web programming professionals.

In addition to demonstrating these qualities, applications for the position should include:

1. The applicant's current academic position and a description of his/her duties.
2. A current vita.
3. Goals for the website(s).
4. A description of, and evidence for, the host institution's ability to supplement the financial support provided by the Association.
5. Three letters of reference.

## **Reports**

The Communication and Technology Coordinator submits mid-year and annual reports. The interim report is due April 1; the annual report is due September 1. These two reports are sent to the Executive Director and the First Vice President. They are also posted on the Technology Committee's Community page for functional and archival purposes.

The annual report includes information about the Association's website and includes an accounting of how the Communication and Technology Coordinator has spent the Association's financial support.

## Reimbursement for Expenses

The Association reimburses the Communication and Technology Coordinator for expenses authorized under item 090-004 of the *Operational Guidelines*, subject to limits of the budget as approved by the Executive Director. Additional expenses, such as training sessions to better support the organization's use of its Association Management Software (AMS), may be authorized as well. These expenses would be approved by the Executive Director in consultation with the other members of the Executive Committee.

## 035-002 Associate Technology Coordinator

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### Overview of Duties

The Associate Technology Coordinator's duties include:

1. Assisting the annual conference co-chairs and the ABC HQ staff (Executive Director and Business Manager) by
  - a. Overseeing all virtual sessions during the annual international conference.
  - b. Serving as the primary contact for Audio/Visual support.
2. Offering support during the year for certain key committees, specifically the Teaching and the Diversity and Inclusion (D & I) Committee in posting and disseminating information that is related to the conference and / or furthers the teaching and outreach missions of the association.
3. Assisting the Communications and Technology Coordinator and the ABC HQ staff by
  - a. Managing the user/member experience of [businesscommunication.org](http://businesscommunication.org) and the underlying Association Management Software (AMS).
  - b. Managing the technologies and applications associated with the ABC website including coordination of the integration of the website ([businesscommunication.org](http://businesscommunication.org)) and other applications or software.
  - c. Researching and managing the implementation of software and applications to meet the Association's strategic goals.
4. Serving as a member of the Technology Committee.

### Eligibility

An applicant for the position of Associate Technology Coordinator must be a current ABC member in good standing. Members of the Executive Committee are not eligible to serve as Associate Technology Coordinator.

### Appointment

A call for applications will be disseminated. The Executive Committee will review applications.

## Qualifications

To serve as the Associate Technology Coordinator, the applicant must:

1. Be a member of ABC.
2. Have an interest in helping ABC achieve its organizational goals.
3. Have experience in web design or user-interface design.
4. Have editorial and/or administrative experience.
5. Be comfortable working with both ABC administrators and web programming professionals.

In addition to demonstrating these qualities, applications for the position should include:

1. The applicant's current academic position and a description of his/her duties.
2. A current vita.
3. Goals for the website(s).

## Reimbursement for Expenses

The Association reimburses the Associate Technology Coordinator for travel expenses incurred for the annual international conference up to \$2000.

## 035-003 Diversity and Inclusion Coordinator

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### Overview of Duties

The Diversity and Inclusion Coordinator will:

1. Serve as the Chair of the ABC Diversity and Inclusion Initiative Committee and carry out the charges issued annually by the First Vice President. The Committee is tasked to:
  - a. Work to increase membership and participation among historically under-represented groups in ABC.
  - b. Sponsor projects, programs, and events related to diversity and inclusion issues, challenges, and opportunities. Sponsor panels at the annual ABC conference and, when possible, regional ABC conferences.
  - c. Evaluate nominations with the members of the Executive Committee to determine the recipient of the Distinction in the Practice of Diversity and Inclusion Award.
  - d. Create a database of members' diversity, inclusion, and accessibility input; update the database through regular member surveys; and use the information as a basis for making continuous improvement suggestions to the Board on an on-going basis.
2. Serve as a consultant to the Executive Committee on matters relating to diversity, inclusion, and accessibility efforts. Examples include but are not limited to:
  - a. Identifying accessibility issues for potential conference venues by participating remotely during the Executive Director's walk-through and Conference Co-Chairs' onsite visits.
  - b. Serving as a point of contact during the annual ABC conference to assist with related member needs (e.g., dietary issues, access to resources, etc).
3. Attend the yearly ABC Board meeting during the annual international conference as a non-voting member of the Board of Directors to observe the business of the organization.
4. Participate in the Board's forum communication throughout the year.
5. Provide a status report to the Executive Committee twice a year (April 1 and September 1).

### Eligibility To Serve

Current ABC members with knowledge and expertise in diversity, inclusion, and accessibility issues are encouraged to apply to serve as the ABC Diversity and Inclusion Coordinator. Members with experience on ABC's Diversity and Inclusion Initiative Committee are preferred. Interested applicants will be required to provide the following documents:

1. curriculum vita or professional résumé;
2. at least two letters of recommendation from individuals familiar with the applicants' experiences in diversity, inclusion, and accessibility; and
3. one-page summary of their qualifications specific to the duties of the position.

### **Appointment**

A call for applications will be disseminated to the ABC membership and posted to the ABC website. The Executive Committee will review the applicants, and the ABC Diversity and Inclusion Coordinator will be appointed by the First Vice President. The Coordinator will serve a four-year renewable term.

### **Reports Required**

**Status Report to the Executive Committee.** This report lists the duties of the position and the various charges for the current year. The Diversity and Inclusion Coordinator reports what has transpired since his/her last report (for the Board meeting) and the plans for the current year. Reports are to be submitted electronically to the Executive Director and the First Vice President by April 1 each year.

**Annual Report to the Board of Directors.** This report lists the duties of the position and the various charges for the current year. This report includes recognition of members of the Diversity and Inclusion Initiative Committee who have made substantial contributions to the Diversity and Inclusion Coordinator's efforts and includes suggestions for the next year's charges. The Coordinator prepares the report and submits it electronically to the Executive Director and the First Vice President by September 1 each year. The report should include persuasive rationales for any recommendations/proposals.

## 035-004 Employment Opportunities Coordinator

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### Overview of Duties

The Employment Opportunities Coordinator provides job search assistance to both applicants and hiring institutions or businesses. The Coordinator's duties are to:

1. Forward ABC website postings to headquarters for billing prior to posting.
2. Coordinate postings of positions with the ABC Technology Coordinator.
3. Organize the placement site as well as two notebooks to be available at the annual conference; one with applicant information and one with position information.
4. Accept one-page vitae from graduate students and from any ABC member interested in finding employment options for inclusion in application information notebook. Student vitae can be posted by members or non-members; students do not have to be registered conference attendees.
5. Offer ABC conference attendees the opportunity to peruse both notebooks over Thursday and Friday during the annual conference.
6. Promote screening interviews at the conference.
7. Initiate follow-up contact with correspondent at companies/institutions to determine the success of position postings on the website.
8. Make recommendations to the Board regarding placement issues.

### Reports

The Employment Opportunities Coordinator prepares and submits status reports to the First Vice President by April 1 and September 1.

### Overview of Duties

#### The Historian and Newsletter Editor will:

1. Attend the yearly ABC Board meeting during the annual international conference as a non-voting member of the Board of Directors to observe the business of the organization.
2. Participate in the Board's forum communication throughout the year.
3. Collect information for, edit, and archive the association's newsletters on a quarterly basis.
4. Gather and archive historical ABC documents, such as conference programs, reports, and photographs. Note: the Historian is not expected to attend every ABC regional conference; the Historian should, however, coordinate with the appropriate conference chair(s) or regional vice president to gather the necessary materials for posting on the ABC website.
5. Work with the Marketing and Membership Committee and ABC's Communication and Technology Coordinator to determine historical content of value for both members and visitors to the ABC website.
6. Review ABC's website regularly to ensure historical information is correct, and coordinate updates as needed with ABC's Communication and Technology Coordinator and/or Business Manager. This information would include such things as an on-going record of officers, board members, conference chairs and programs, and award winners each year.
7. Record oral history interviews with past presidents, and post transcripts to the ABC website.
8. Provide a status report to the Executive Committee twice a year (April 1 and September 1).

### Eligibility To Serve

Any current ABC member is eligible to serve as the Historian and Newsletter Editor.

### Appointment

A call for nominations will be disseminated. The Executive Committee will review nominees. The ABC Historian will be appointed by the First Vice President and serve a four-year renewable term.

### Support

Airline and hotel expenses up to \$1250 will be reimbursed to the ABC Historian to support his/her travel to the annual international conference. An additional \$750 may be reimbursed for airline and/or hotel expenses to attend regional conferences or other ABC events as approved by the Executive Committee. ABC will waive the Historian's registration fees for any ABC conferences attended.



## Reports Required

**Status Report to Executive Committee.** This report lists the duties of the position and the various charges given by the former First Vice President (current President) for the current year. The Historian reports what has transpired since his/her last report (for the Board meeting) and the plans for the current year. Reports are to be submitted electronically to the Executive Director and the First Vice President by April 1 each year.

**Annual Report to the Board of Directors.** This report lists the position's duties and various charges given by the First Vice President. This report includes recognition of members who have made substantial contributions to the Historian's efforts and includes suggestions for the next year's charges. The Historian prepares the report and submits it electronically to the Executive Director and the First Vice President by September 1 each year. The report should include persuasive rationales for any recommendations/proposals.

## 040 COMMITTEES

### 040-001 Overview

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#### Committee Structure

The Association works through its committees. There are both standing (permanent or long-term) committees and ad hoc (temporary or short-term) committees.

#### Tenure

**Standing Committees.** The First Vice President appoints members of standing committees for three-year renewable terms. Committee members should be on staggered terms. Chairs shall be appointed to one-year terms and may be reappointed up to four times for a term limit of five years. The First Vice President has authority to reappoint chairs (Bylaw 3.3.2) and members.

**Ad Hoc Committees.** The First Vice President appoints the chairs and members of ad hoc committees for the period required for them to complete their assignment.

#### Calendar

Committees operate from the time of their appointment by the First Vice President to December 31.

#### Rotation

Membership on committees rotates. Depending on the size and function of the committee, one-third to one-tenth of the members change each year. Leadership also rotates.

#### Meeting at Annual Conference

Committees collaborate throughout the year to complete their charges and meet during the annual conference.

### Overview of Duties

Committee chairs are responsible for:

1. Meeting objectives of their committees as specified in this section.
2. Carrying out the charge(s) issued annually by the First Vice President.
3. Submitting status reports to the First Vice President by April 1 and September 1 every year.
4. Providing ideas for future charges.
5. Recommending potential committee members to the First Vice President.
6. Commenting on members of their committee who have provided meritorious service and recommending rotation, removal, retention, or appointment to vice chair or chair and identifying interested parties and talent for leadership (Bylaw 3.3.6).

### Contact with Executive Committee

Committee chairs keep the Executive Committee apprised of the activities of their committees. The Executive Committee encourages committee chairs to seek its advice and counsel directly, whenever needed.

### Reports Required

**Interim Report to Executive Committee.** This report lists the mandate of the committee and the various charges given by the First Vice President for the current year. The committee chair reports what has transpired since the committee's last report (for the Board meeting) and the committee's plans for the current year. Reports are to be submitted electronically to the First Vice President by April 1.

**Annual Report to the Board of Directors.** This report lists the mission of the committee and the various charges given by the First Vice President. This report includes recognition of committee members who have made substantial contributions and includes suggestions for the next year's committee charges. The report should include persuasive rationales for any recommendations or proposals. The committee chair prepares the report and submits it electronically to the the First Vice President by September 1.

**Evaluation of Committee Members.** The Nominating Committee is directed by the Bylaws to place a great deal of significance on service to the Association (see Bylaw 3.3.6). In annual reports, committee chairs should commend committee members who have made substantial contributions to committee work. Committee chairs should also make recommendations to the First Vice President about membership decisions for the upcoming year.

## **Reports Formats**

Reports follow a format that is provided by the First Vice President. A common format greatly facilitates the work of the Board.

If the committee has recommendations for Board action, and if the report is more than one page, the report begins with a one-page Executive Summary containing the proposed motion and its rationale.

### Overview of Duties

The Academic Environment Committee helps promote business communication as an academic discipline by:

1. Gathering and disseminating information about workplace issues that are affecting business communication faculty (e.g., class size; teaching load; reappointment, promotion, and tenure (RPT) criteria; etc.).
2. Collecting and sharing resources that will enable business communication faculty to promote their work and their programs in the academy.
3. Working with other ABC committees and the ABC leadership to identify the appropriate credentials for business communication faculty.
4. Promoting the importance of business communication in the business curriculum to administrators, deans, Association to Advance Collegiate Schools of Business (AACSB), and other relevant groups.
5. Maintaining active interaction and good relations with AACSB to achieve visibility for ABC as an authoritative source about business communication.
6. Informing the ABC Board of any AACSB actions or potential actions concerning business communication.
7. Informing ABC members about AACSB policies and procedures that affect or may affect business communication.

### Membership

Membership on the Academic Environment Committee is open to any ABC member who is interested in academic environment issues. Committee members serve three-year renewable terms.

### Reports

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## **040-004 Business Practices Committee**

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### **Overview of Duties**

The Business Practices Committee:

1. Studies and disseminates information about business communication practices in corporations and other organizations.
2. Gathers from businesses and disseminates to ABC members practical business communication materials for the classroom as well as relative data for research.
3. Works to increase interaction between business communication instructors, researchers, and practitioners.

### **Membership**

Membership on the Business Practices Committee is open to any ABC member who is interested in business practice issues. Committee members serve three-year renewable terms.

### **Reports**

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## 040-005 Conference Procedures Committee

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### Overview of Duties

The Conference Procedures Committee:

1. Is (co-)chaired by the previous year's program chair(s) of the annual conference (i.e., on January 1, the chair(s) of the most recent annual conference become(s) the (co-)chair(s) of the Conference Procedures Committee).
2. Develops and refines policies, guidelines, and procedures for annual and regional conferences.
3. Ensures continuity of information flow from past to present to future conference chairs.
4. Works to achieve smooth coordination and good communication between the conference's General Chair (Executive Director) and its program chair(s).
5. Develops marketing and promotion strategies for annual conferences.
6. Advises the Executive Director on site selection for future conferences.

### Membership

Membership on the Conference Procedures Committee includes the annual conference program chair(s) of the prior year, the current year, and the next year as well as program chairs of regional conferences. The Executive Director, who serves as General Chair of annual conferences, is an ex-officio member of this committee.

### Reports

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

### Overview of Duties

The Diversity and Inclusion Initiative Committee serves advocacy, consciousness-raising, and recruitment functions, alerting all members and committees of ABC to benefit from inclusiveness in membership, participation, perspectives, and thinking. This committee helps ensure that ABC meets the needs of historically under-represented groups in the profession, welcomes all members and participants, embraces a commitment to diversity and inclusion, and actively seeks members of all backgrounds. The Diversity and Inclusion Initiative Committee:

1. Works to increase membership and participation among historically under-represented groups in ABC.
2. Sponsors projects, programs, and events related to diversity and inclusion issues, challenges, and opportunities. Sponsors panels at annual and, when possible, regional ABC conferences.
3. Evaluates nominations with the members of the Executive Committee to determine the recipient of the Distinction in the Practice of Diversity and Inclusion Award and notifies the recipient as soon as possible (at least 45 days before the conference).

### Membership

Membership on the Diversity and Inclusion Initiative Committee is open to any ABC member who is interested in diversity and inclusion issues. Committee members serve three-year renewable terms.

### Reports

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.



### Overview of Duties

The Finance Committee:

1. Analyzes the financial well-being of the association.
2. Evaluates the auditing efforts of the association.
3. Recommends strategies to improve the association's financial standing.

### Membership

The Finance Committee shall include members who have a strong background or interest in accounting, finance, or business operations. The ABC Executive Director is an ex-officio member.

### Reports

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

### Overview of Duties

The Graduate Studies Committee's responsibilities are to:

1. Gather and disseminate curriculum information about graduate-level courses and programs related to business communication, especially at the doctoral level.
2. Collect and disseminate information about programs where students may write master's theses and doctoral dissertations dealing with business communication and/or professional writing.
3. Sponsor projects, programs, and events of special interest to graduate students and faculty in graduate programs.
4. Encourage graduate students and graduate faculty to join the Association, participate in its conferences, and submit articles to its publications.
5. Solicit nominations for the Rising Star Award and relay nominations to the Executive Committee.

### Membership

Committee membership includes graduate students and faculty who teach in graduate programs offering courses or research opportunities in business communication. Committee members serve three-year renewable terms.

### Reports

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## **040-009 International Issues Committee**

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### **Overview of Duties**

The International Issues Committee's responsibilities are to:

1. Promote the international focus of the Association.
2. Sponsor projects, programs, and events to promote international interests.
3. Develop efforts to encourage participation of all members in meetings based in different regions around the world.
4. Coordinate with Regional Vice Presidents to expand international connections.

### **Membership**

Committee members are selected from all geographic areas of the Association. Committee members serve three-year renewable terms.

### **Reports**

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## **040-010 Marketing and Membership Committee**

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### **Overview of Duties**

The Marketing and Membership Committee's responsibilities are to:

1. Evaluate the present and future marketing position of ABC in relation to competing professional societies.
2. Determine ways to leverage the marketing budget to promote ABC.
3. Review existing marketing strategies and materials of the organization, including those from standing committees such as the Graduate Studies Committee.
4. Identify strategies for attracting new members, retaining existing members, and renewing lapsed members.
5. Assist the Communication and Technology Coordinator with ABC's social media outlets to promote ABC and build a strong online community among members.
6. Implement or spearhead member-recruiting strategies.
7. Coordinate with Regional Vice Presidents on membership-building strategies.
8. Build a database of members' research and consulting areas for the website that enables workplace practitioners, as well as ABC members, to connect with researchers, instructors, and consultants in particular areas of business communication.

### **Membership**

Members of the Marketing and Membership Committee may include any ABC member who is interested in promoting ABC and increasing membership. Committee members serve three-year renewable terms.

### **Reports**

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## **040-011 Modern Language Association Liaison (MLA) Committee**

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### **Overview of Duties**

The MLA Liaison Committee is responsible for:

1. Organizing and overseeing the ABC session(s) at the MLA annual convention.
2. Promoting the field of business communication in the MLA.

### **Membership**

Members of the Modern Language Association Liaison Committee should be members of both ABC and MLA. Committee members serve three-year renewable terms.

### **Reports**

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## **040-012 National Communication Association (NCA) Liaison Committee**

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### **Overview of Duties**

The NCA Liaison Committee will seek opportunities to connect with NCA and explore ways to incorporate business communication presentations in the NCA conference program, such as planning ABC panels at the NCA annual convention.

### **Membership**

The NCA Liaison Committee will be comprised of ABC members who are also members of the NCA.

### **Reports**

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## 040-013 Nominating Committee

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### Overview of Duties

The Nominating Committee's duties are to:

1. Oversee the election of members of the Board of Directors and officers (Bylaw 1.4).
2. Manage the process of selecting recipients of Association awards specified in the *Operational Guidelines* (Bylaw 1.4).
3. Solicit recommendations for people to fill elected offices (Bylaw 1.4.3).
4. Nominate people to fill the necessary at-large and Regional Vice President positions, and the position of Second Vice President (Bylaw 1.4.4).
5. Nominate members for the Publications Board (Bylaw 3.4.1).
6. Solicit and evaluate recommendations for Fellow of the Association, Distinguished Member, Honorary Member, the Award of Merit in Memory of Francis W. Weeks, and the Spirit of ABC Award in Memory of Bernadine P. Branchaw (Bylaw 1.4.3).
7. Submit for Board approval a list of individuals selected to receive nominations and awards. The submissions must include reasons for their selection including a two-page vita, at a minimum. The list of awardees should be submitted to the Board of Directors at least 60 to 90 days before the annual conference so that award winners can be informed at least 45 days in advance (Bylaw 3.6.3).

### Criteria

The Nominating Committee must use items 1.4.5 and 3.3.7 of the ABC Bylaws, which define criteria to be considered when selecting nominees; and items 070-001, 070-002, and 070-003 of the *Operating Guidelines* for the specific criteria for each award.

### Membership

The Nominating Committee consists of the three most recent Past Presidents, the chair of the Publications Board, an at-large Board member or the most recent winner of the Spirit of ABC Award, and the Executive Director, who is an ex-officio, non-voting member (Bylaw 1.4.1). The current Immediate Past President chairs the committee (Bylaw 1.4.1).

### Reports

The Nominating Committee's report to the Board includes a list of continuing Board members and the year each term expires. The chair collaborates with the committee to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## **040-014 Proceedings Editorial Review Board**

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### **Overview of Duties**

The Proceedings Editorial Review Board publicizes the ABC Conference Proceedings and encourages presenters to submit papers for review, establishes procedures for proceedings submissions, reviews papers, recommends the Best Proceedings Award, and publishes the proceedings on the ABC website.

### **Membership**

The Proceedings Editorial Review Board shall include members who have strong editorial skills and an interest in supporting the conference proceedings.

### **Reports**

The chair collaborates with the Publications Board members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.



### Overview of Duties

As specified in the Bylaws, the Publications Board:

1. Recommends editors of ABC publications to the Board (Bylaw 3.5.1).
2. Evaluates the regular and special publications of ABC (Bylaw 3.5.1).
3. Evaluates the editors of the publications (Bylaw 3.5.1).
4. Evaluates the statements of editorial policy and procedures provided by the editors (Bylaw 3.5.1).
5. Proposes and selects timely special publications (Bylaw 3.5.2).
6. Coordinates production of special publications with the Executive Director (Bylaw 3.5.2).
7. Coordinates with the editors about special issues of the *International Journal of Business Communication* and *Business and Professional Communication Quarterly* (see items 08-001 and 08-002 of the *Operational Guidelines*). The guidelines for special issues may be found on the ABC website.
8. Assists the editors in effective transition when new editors are selected.
9. Solicits nominations for and selects the winner (if any) of the:
  - a. ABC awards for Distinguished Publication on Business Communication,
  - b. Outstanding Article in the *International Journal of Business Communication*, and
  - c. Outstanding Article in the *Business and Professional Communication Quarterly*.

The Publications Board determines recipients for these awards (Bylaw 3.5.3). The chair of the Publications Board notifies the Executive Director of the winners of these ABC awards. The Executive Director will then notify the sponsor of the award, if there is a current sponsor. The criteria for awards are found in items 070-006 and 070-008 of the *Operational Guidelines*.

10. Reviews financial support for editors prior to appointment and throughout their terms of office and proposes changes for approval by the Board whenever the support is inadequate or inappropriate.

### Membership

The Publications Board has nine members elected by the Board of the Directors to staggered three-year terms (Bylaw 3.4). Three-year terms begin on January 1. In addition, the Executive Director is an ex-officio, voting member (Bylaw 3.4). The incoming President (outgoing First Vice President) appoints

the incoming Proceedings Editor to the Publications Board. The President also appoints the chair of the Publications Board from among the nine elected members (Bylaw 3.3.1). If the chair of the Publications Board is not already a member of the Board of Directors, the Board explicitly directs him or her to attend Board Meetings as an observer in order to better inform the Board about ABC publications and to make the Publications Board aware of Board discussions.

## Awards

**Award for Distinguished Publication on Business Communication.** The Publications Board solicits nominations for and selects the winner (if any) of the ABC award for Distinguished Publication on Business Communication. The chair of the Publications Board notifies the Executive Director of the winner of the ABC award. The Executive Director will then notify the sponsor of the award, if there is a current sponsor.

**Awards for Outstanding Article in the *International Journal of Business Communication* and in *Business and Professional Communication Quarterly*.** The Publications Board solicits nominations for and selects the winners of the ABC awards for Outstanding Article in the *International Journal of Business Communication* and for Outstanding Article in *Business and Professional Communication Quarterly*.

## Criteria

The criteria for awards are found in items 070-006 and 070-008 of the *Operational Guidelines*.

## Presentation of Awards

The awards are presented at the annual conference.

## Board Meeting

If the chair of the Publications Board is not already a member of the Board of Directors, the Board explicitly directs him or her to attend Board Meetings as an observer in order to better inform the Board about ABC publications and to make the Publications Board aware of Board discussions.

## Reports

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## 040-016 Research Committee

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### Overview of Duties

The Research Committee's duties are to:

1. Consider research issues in business communication.
2. Encourage business communication research.
3. Provide ABC members with guidance on research topics.
4. Select the recipient of the Outstanding Researcher Award (item 070-005 of the *Operational Guidelines*).

### Membership

Members are actively involved in business communication research. Committee members serve three-year renewable terms.

### Reimbursement

If a chair needs financial support for photocopying and mailings needed to select the Outstanding Researcher, the Association either provides these services or reimburses the chair for any out-of-pocket expenses (as documented with receipts).

### Reports

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## **040-017 C. R. Anderson Research Fund (CRARF) Committee**

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### **Overview of Duties**

The C. R. Anderson Research Fund (CRARF) Committee, which reports to both the ABC Board and the C. R. Anderson Foundation (CRAF) Board, will:

1. Mentor early-career and emerging scholars.
2. Manage the CRARF grant application process.
3. Make recommendations to the C. R. Anderson Foundation Board (which includes the ABC Executive Director, the ABC President, the ABC Immediate Past President, and two other past presidents) about which applicants should receive funds from CRARF.
4. Manage and maintain records concerning the grant recipients' progress and results.
5. Share information about grant applications, grant awards, and grantees' progress with both the ABC Board and the CRARF Board.

### **Membership**

The CRARF Chair is appointed by the incoming ABC President to serve during the President's term of office.

### **Reports**

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

### Overview of Duties

The Student Competition Committee will manage all aspects of the annual student writing contest, including:

1. Creating the contest by:
  - a. Establishing and updating contest guidelines, rules, and regulations.
  - b. Promoting the contest by providing current information for the website and via email to ABC members.
  - c. Coordinating all aspects of each year's contest from selecting the case to announcing the winner.
2. Selecting and announcing the contest winner(s) by:
  - a. Recruiting volunteers and businesspersons to read and rank student entries.
  - b. Establishing and maintaining criteria for assessing contest entries.
  - c. Collecting, organizing, and coding student entries so authors' names are unknown to all readers.
  - d. Selecting the student entry/entries that best meet the award criteria as recommended by the panel of businesspersons.
  - e. Notifying the ABC President and Executive Director who the student award winner(s) and instructor(s) are so they can notify the student(s) and instructor(s) in order to prepare the awards.

### Membership

Members will serve a three-year term, with the option to serve a second three-year term with appropriate approval, and will include five members who have a strong interest in business writing and fostering student achievement.

### Term of Competition

The annual Student Competition year runs from April 1 to March 31.

## **Reimbursement**

If a chair needs financial support for photocopying and mailings needed to select student winner(s), the Association will either provide these services or reimburse the chair for documented out-of-pocket expenses (as documented with receipts).

## **Reports**

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## 040-019 Teaching Committee

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### Overview of Duties

The Teaching Committee:

1. Gathers and disseminates (e.g., on the ABC website, via social media) information about pedagogy in business communication and curriculum information regarding both undergraduate and graduate programs and courses related to business communication. Also, coordinates with the technology coordinators to ensure that the teaching materials on the ABC website are updated regularly.
2. Sponsors projects, programs, and events to improve pedagogy in business communication and of special interest to faculty.
3. Selects the recipient of the Outstanding Teacher-Scholar Award in Memory of Meada Gibbs (item 070-004 of the *Operational Guidelines*) and the Pearson Award for Innovation in Teaching with Technology.

### Membership

Recipients of the Outstanding Teacher-Scholar Award in Memory of Meada Gibbs become de facto Teaching Committee members and serve a three-year renewable term. Other members of the Association may join the Teaching Committee as well.

### Reimbursement

If a chair needs financial support for photocopying and mailings needed to select the Outstanding Teacher-Scholar, the Association either provides these services or reimburses the chair for any out-of-pocket expenses (as documented with receipts).

### Reports

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.

## 040-020 Technology Committee

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### Overview of Duties

The Technology Committee:

1. Reviews the ABC web site (<http://businesscommunication.org>) to advise the Communication and Technology Coordinator regarding ways the Association could improve its web presence and functionality to meet Association goals and serve its members.
2. Reviews media and software available to, but not in use by, the Association with a goal of suggesting ways to add functionality or improve the Association's ability to serve its members.

### Membership

Committee members serve three-year renewable terms. The committee is chaired by the ABC Communication and Technology Coordinator.

### Board Meeting

If the chair of the Technology Committee (Technology Coordinator) is not already a member of the Board of Directors, the Board explicitly directs him or her to attend relevant portions of the Board Meetings as an observer to better inform the Board about the ABC website and to make the Technology Committee aware of technology-related discussions among the Board of Directors.

### Reports

The chair collaborates with the committee members to prepare and submit the reports described in 040-002. The chair is responsible for submitting reports to the First Vice President.



## 045 SPECIAL INTEREST GROUPS (SIGs)

### 045-001 Overview

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#### Group Structure

The Association's members pursue a variety of professional objectives through voluntary Special Interest Groups. Each SIG is responsible for selecting an appropriate designation for itself and for developing its own agenda. An interest group is required to submit a yearly report on activities and a plan for the upcoming year. No evaluation of members is necessary. This report should be submitted electronically to the Executive Director and the First Vice President by April 1.

A Special Interest Group must secure prior approval from the Board of Directors to represent the Association to external groups or persons.

A Special Interest Group may be initiated in either of two ways: (a) the First Vice President may designate a member as coordinator of an interest group and ask her or him to convene a group, or (b) ten or more members may elect a coordinator and apply to the First Vice President for recognition. Once a group has been formed, it is responsible for electing its own chair.

An interest group will retain official recognition so long as (a) the group meets during the annual conference and (b) at least 10 members (identified by name) indicate that they wish to be affiliated with the group.

#### Tenure

**Chairs.** A chair will typically serve a three-year term of office, beginning on January 1. A chair may be reelected.

**Membership.** The number of members in an interest group is neither specified nor limited (beyond the requirement that the group contain at least 10 members). The length of a person's active participation in a Special Interest Group is not limited.

#### Calendar

Special Interest Groups operate from January 1 to December 31.

#### Meeting at Annual Conference

Special Interest Groups meet during the annual conference and are encouraged to sponsor one or more special sessions to attract persons of similar interest.

## 050 BUSINESS BETWEEN ANNUAL MEETINGS

### 050-001 Empowerment of Executive Committee

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#### Overview

The Executive Committee has authority to operate the Association between annual meetings of the Board of Directors under Bylaw 2.6.1.

#### Normal Operating Expenses

The Executive Committee has authority to disburse normal operating expenses. Normally, the Executive Director handles such expenses as part of running the day-to-day affairs of the Association.

#### Capital Expenditures

The Board of Directors empowers the Executive Committee to make capital expenditures not to exceed \$2,500 per item. The Board of Directors approves capital expenditures above \$2,500.

## 050-002 Report of Interim Executive Committee Meeting

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### Report Required

The Board requires that the Executive Committee provided a summary report to all members of the Board of Directors within 60 days of the completion of the interim Executive Committee Meeting.

### Content

The report, coordinated by the President, provides the members of the Board of Directors with an interim assessment of the “State of the Association” and contains:

1. Status Reports submitted by standing committees (First Vice President).
2. Status Reports submitted by ad hoc committees (First Vice President).
3. Financial Status Report (Executive Director).
4. Status Reports submitted by editors (Executive Director via Publication Board Chair).
5. Synopsis of Executive Committee discussions (Immediate Past President).

## **050-003 Matters Put Forward by Members of the Board**

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### **Purpose**

The guidelines provide direction to members of the Board who wish to put forward matters for the consideration of the Board of Directors between annual meetings of the Board.

### **Procedure**

A Board member forwards to Executive Committee members a request for interim action on an item, along with clarification of the relevant data, issues, and arguments.

Upon the unanimous consent of the Executive Committee or a petition from a majority of the Board of Directors to proceed on the request, the Executive Committee:

1. Makes the information provided available to members of the Board.
2. Solicits responses from members of the Board and circulates those responses to members of the Board prior to a ballot.
3. Causes a ballot to be held.
4. Advises the members of the Board of the results of the ballot.

## 060 ORGANIZERS OF ANNUAL CONFERENCES

### 060-001 Leadership

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#### Overview

The annual conference is the largest event that the Association sponsors. It is, therefore, important to keep the Board of Directors apprised of the progress of organizing efforts.

In addition, it is important for future organizers to have information from previous conferences to help them plan and budget for their meetings.

#### General Chair

The Executive Director serves as the General Chair of the annual conference.

#### Conference Chair(s)

The Executive Committee chooses conference chairs two years in advance, if possible. Conference chairs follow the practices and policies described in the *Guidelines for ABC Conference Chairs*. Each conference chair receives a \$1,000 stipend in the year of the conference.

### Progress Reports

The General Chair (Executive Director) reports progress on the upcoming annual conference and on future annual conferences to the Board of Directors at the annual meeting and to the Executive Committee at the interim meeting.

The General Chair's (Executive Director's) reports cover such items as hotel selection and arrangements, budget (including registration fee), and conference correspondence.

The conference chair(s) provides a progress report on the upcoming annual conference to the Board of Directors the year before the conference and again at the interim meeting of the Executive committee before the conference.

The report of the conference chair(s) covers such items as the timetable for conference organization (i.e., dates for call for papers, acceptance letters to speakers), and on-site conference plans (i.e., a timetable for registration, presentations, coffee breaks, luncheon, and receptions).

### Financial Reports

**Budget Projections.** The Executive Director makes budget projections at least three years before each annual conference, using the categories set out below.

**Actual Revenue and Expenses.** The General Chair (Executive Director) prepares a statement of actual income and expenses within 90 days of the conclusion of the annual conference. The report uses the categories set out below.

The Executive Director distributes copies of the statement of income and expenses to members of the Board.

### Income/Expense

**Income.** The income categories are registration, exhibitors and advertising, and sponsors.

**Expenses.** The expense categories include total expenses including food/beverage, audio-visual, lodging, miscellaneous charges, program, registration, travel, and board meetings.

### Conference File

The Executive Director maintains a conference file that contains all reports submitted by conference organizers, including the actual room "pick-up" (i.e., the number of rooms occupied by ABCers on each night of the conference).

## **060-003 Expenses to Be Charged to Conference**

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### **Purpose**

In addition to expenses normally associated with annual conferences, the Board specifies certain expenditures and how they will be accounted for.

### **Authorized**

The Board of Directors specifically authorizes the Executive Director to charge travel, meals, and accommodation expenses to the annual conference for the Executive Committee members and the conference chair(s) as well as all costs associated with the Board of Directors meeting.

### **Headquarters Staff**

The Executive Director budgets for travel, meal, and accommodation expenses for other headquarters staff and reports these as headquarters' expenses.

## 070 AWARDS

### 070-001 Fellow of the Association Award

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#### Purpose/Description

The Fellow of the Association Award recognizes extraordinary excellence in the discipline of business communication and its related areas of study. It is the most respected honor the Association can award. The award recipient will be recognized at the annual conference with a plaque and a monetary award. This award is sponsored by the Association.

#### Eligibility Criteria

A nominee has contributed in an outstanding manner in one of the following areas and has contributed in a substantial manner in at least two other areas:

1. Teaching, Pedagogy, and Methodology
2. Research
3. Publications
4. Association Leadership
5. Professionalism:
  - a. Graduate and undergraduate program development
  - b. Cooperation with other societies or organizations
  - c. Corporate or institutional training consultancies or program development

#### Nominations/Selection

Any member of the Association may nominate a candidate for the Fellow of the Association Award. The Nominating Committee evaluates nominees, selects the candidate, and submits the suggested recipient to the Board of Directors for approval.

#### Notification

The award winner will be notified at least 45 days before the annual conference.



## 070-002 Distinguished Member Award

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### Purpose/Description

The purpose of the Distinguished Member Award is to acknowledge long-term service to the Association for Business Communication and to the discipline. The award identifies excellence in areas important to the teaching of communication as well as to advancing communication as a discipline. The award recipient will be recognized at the annual conference with a plaque and a monetary award. This award is sponsored by the Association.

### Eligibility Criteria

The candidate qualifies in six areas. The Nominating Committee finds evidence of superior accomplishment in three areas.

1. Publications (one of which must be in the *International Journal of Business Communication*).
2. Teaching innovations or awards.
3. Leadership in academic or business organizations.
4. Leadership and service to community.
5. Leadership in the Association.
6. Participation in professional associations, specifically attending Association regional and international meetings.
7. Consulting and contributing to teaching and research.
8. Training program development for business, industry, or government.

### Nominations/Selection

Any member of the Association may nominate a candidate for the Distinguished Member Award. The Nominating Committee evaluates candidates, selects the candidate, and submits the suggested recipient to the Board of Directors for approval.

### Notification

The award winner will be notified at least 45 days before the annual conference.

### Purpose/Description

The purpose of the Award of Merit in Memory of Francis W. Weeks is to acknowledge, foremost, contributions to the profession, and to recognize outstanding advancement in the discipline of business communication through a singular accomplishment or a series of accomplishments. The Board of Directors has authority to give honorary awards, as long as candidates meet the criteria of the award. The award recipient will be recognized at the annual conference with a plaque. This award is sponsored by the Association.

### Eligibility Criteria

Candidates for this award should demonstrate the following criteria:

1. Service and leadership in the profession.
2. Meritorious single project or multiple projects: a) research (published and unpublished), b) publications (editing, supervising, and sponsoring), c) support organizations (e.g., student organizations, study groups, research funding).
3. Professional development: a) directing symposiums, forums, workshops, or conferences; b) liaison with other societies.
4. Contributions by members and/or nonmembers to the communication discipline in specialty areas such as governmental agencies, charitable organizations, etc.
5. Contributions by members to the communication disciplines and programs in other nations:
  - a. Other national society leadership.
  - b. Sponsorship of ABC in other nations.
  - c. Sponsorship of legislative petitions and bills.
  - d. Other.

### Nominating/Selection

Any member of the Association may be nominated for the Award of Merit. The Nominating Committee evaluates nominations, selects the candidate and submits the suggested recipient to the Board of Directors for approval.

### Notification

The award winner will be notified at least 45 days before the annual conference.

## 070-004 Outstanding Teacher-Scholar Award in Memory of Meada Gibbs

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### Purpose/Description

The purpose of the award is to recognize, encourage, and reward excellence to an ABC member whose teaching has made an outstanding contribution to the business communication discipline. The recipient of the award is a person who, in the judgment of the Teaching Committee, has made a significant contribution to business communication teaching methodology and concepts during the three years preceding the presentation of the award. The award recipient receives a plaque and \$1500 USD cash contributed by a Board-approved sponsor(s). By existing agreement, the Association for Business Communication permits the sponsor(s) to publicize the name of the awardee in advertising. This award is sponsored by the Association and Pearson Learning.

### Eligibility Criteria

The Teaching Committee considers the overall record of the recipient, with primary emphasis on the impact of the recipient's teaching philosophy or methodology in business communication.

Selection criteria include but are not limited to the following areas:

1. Conference presentations and publications (publications must include articles in *Business and Professional Communication Quarterly* and/or the *International Journal of Business Communication*).
2. Current teaching or training experience in business communication courses and/or related courses.
3. Evidence of positive student or participant evaluations.
4. Evidence of positive administrative or peer evaluations.

### Nominations/Selection

Any member of the Association who has not won the award in the past and who is not a current member of the Teaching Committee may nominate a candidate for the Outstanding Teacher-Scholar Award. The ABC Teaching Committee evaluates nominations and selects the recipient of the award.

### Notification

The award winner will be notified at least 45 days before the annual conference.

## 070-005 Outstanding Researcher Award in Memory of Kitty O. Locker

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### Purpose/Description

The Outstanding Researcher Award recognizes and encourages excellence in business communication research. The recipient is an ABC member whose research has made an outstanding contribution to the business communication discipline. The award recipient receives a plaque and \$1500 USD cash, contributed by Board-approved sponsor(s). By existing agreement, the Association permits the sponsor(s) to publicize the name of the awardee in advertising. The award is sponsored by McGraw-Hill Irwin.

### Eligibility Criteria

Candidates for this award should demonstrate the following criteria:

1. Overall contribution of the researcher's cumulative publications in refereed journals and scholarly books.
2. Significance of the research to the field.
3. Overall quality of the research.
4. Heuristic value of the research.

### Nominations/Selection

Nominations should consist of a letter describing the scholar's research and showing how the research meets the award criteria, and the nominees' detailed curriculum vitae. The ABC Research Committee reviews nominations and selects the recipient of the award. Award recipients are defacto members of the ABC Research Committee for a three-year renewable term.

### Notification

The award winner will be notified at least 45 days before the annual conference.

### Purpose/Description

The Distinguished Publication on Business Communication award recognizes an outstanding article, essay, or book that has made a significant contribution to the discipline and was authored by a member of the Association.

The award recipient(s) receives a plaque, one-year full membership in the Association, and a monetary award of \$500 USD cash contributed by Board-approved sponsor(s). By existing agreement, the Association for Business Communication permits the sponsor(s) to publicize the name(s) of the awardee(s) in advertising. This award is sponsored by the Association.

### Eligibility Criteria

The Award for Distinguished Publication on Business Communication is awarded to the author(s) of an article, essay, or book which meets the following criteria:

1. Contributes significantly to scholarship, research, and/or pedagogy. Textbooks are not candidates for this award.
2. Demonstrates originality of thought and careful investigation.
3. Is extremely well written, lucid, and engaging.
4. Has been published in the calendar year preceding the annual conference at which the award will be presented.

Authors are not eligible to receive this award two years in a row.

### Nominations/Selection

Nominations may be made by any ABC member. The ABC Publications Board selects the recipient of the award.

### Notification

The award winner will be notified at least 45 days before the annual conference.

## **070-007 Spirit of ABC Award in Memory of Bernadine P. Branchaw**

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### **Purpose/Description**

The purpose of the Spirit of ABC Award is to acknowledge extraordinary contributions to the friendliness of ABC.

The award recipient will be recognized at the annual conference with a plaque and a monetary award. This award is sponsored by the Association.

### **Eligibility Criteria**

The award recognizes, on an extraordinary basis, exceptional members of ABC who exemplify friendliness and openness to both newcomers and current members. This member's spirit of friendliness shows a genuine appreciation to all individuals who attend ABC activities.

### **Selection**

When special circumstances warrant granting the Award, the Nominating Committee proposes candidates to the Board of Directors, which approves the award.

### **Notification**

The award winner will be notified at least 45 days before the annual conference.

## 070-008 Outstanding Article Award

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### Purpose/Description

The Outstanding Article Award recognizes articles published in the *International Journal of Business Communication* and the *Business and Professional Communication Quarterly*. The award recipients receive a plaque, a one-year full membership in the Association, and a monetary award of \$ 500 USD contributed by Board-approved sponsor(s). By existing agreement, the Association for Business Communication permits the sponsors to publicize the names of the awardees in advertising.

### Eligibility Criteria

Eligible articles must meet the following criteria:

1. Contributes significantly to scholarship, research, and/or pedagogy.
2. Demonstrates originality of thought and careful investigation.
3. Is well written, lucid, and engaging.
4. Is published in the calendar year preceding the annual conference at which the award is presented.

Authors are not eligible to receive this award two years in a row.

### Nominations/Selection

The ABC Publications Board selects the recipient of the awards.

### Notification

The award winner will be notified at least 45 days before the annual conference.

## 070-009 Student Competition Award

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### Purpose/Description

The Student Competition Award recognizes outstanding undergraduate student submissions to the annual ABC Student Competition. Winner of the award receives \$300 USD contributed by the contest sponsor(s). Awards are also given for second and third place. By existing agreement, the Association for Business Communication permits the sponsors to publicize the names of the awardees in advertising.

### Eligibility Criteria

Students must be enrolled in a business communication or other appropriate course at the time of entry, and the faculty member of the course must sponsor the entry.

The winning entries will:

1. Exhibit a clear understanding of the audience, use an appropriate tone and style, and establish the desired relationship.
2. Accomplish the purpose of the message by stating a clear position on the issue and supporting that position with logical points/sub-points, insightful reasons, and/or persuasive examples.
3. Be well-organized and easy to follow, with smooth transitions and headings/bullets/numbered items (if appropriate).
4. Demonstrate superior mastery of vocabulary and superior facility with conventions (i.e., grammar, usage, and mechanics) of standard written English.
5. Use an appropriate format and professional document design.

### Nominations/Selection

Submissions may be made by students of any Association member. The ABC Student Competition Committee selects the award recipient(s).

### Notification

The award winner will be notified at least 45 days before the annual conference.



## 070-010 Outstanding Doctoral Dissertation Award

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### Purpose/Description

The ABC Award for Outstanding Doctoral Dissertation on Business Communication is awarded annually to the outstanding dissertation or thesis in the area of business communication written as part of a doctoral program.

The winning researcher will receive a plaque and a monetary award at the ABC annual conference each year. In addition, the award winner will be encouraged to submit an article based on the dissertation to one of the Association's journals – the *International Journal of Business Communication* or the *Business and Professional Communication Quarterly*. The winner will also receive a one-year membership in ABC.

### Eligibility Criteria

The following criteria must be met for eligibility for the Outstanding Doctoral Dissertation Award:

1. Contributes significantly to scholarship, research, and/or pedagogy of business communication.
2. Demonstrates originality of thought and careful investigation.
3. Uses an accepted research technique for business communication research.
4. Is successfully defended within the two years preceding the annual conference at which the award is presented.

### Nominations/Selection

Entries may be nominated by the researcher or by a nominator. Nomination letters must be received by the chair of the ABC Research Committee by June 15. Nominations must include:

1. A letter of nomination from a faculty member on the doctoral dissertation committee or from the degree granting institution showing how the publication meets the award criteria.
2. An electronic copy of a synopsis of the doctoral dissertation (no more than 20 pages in length).

Finalists for the award will be asked to submit one complete copy of the dissertation.

### Notification

The award winner will be notified at least 45 days before the annual conference.

## 070-011 ABC Rising Star Award

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### Purpose/Description

The Rising Star Award recognizes the meaningful contributions to the mission and membership of the Association and to the field at large through excellent teaching, research, and/or practical applications (e.g., consulting, training). This award is intended for members who have been active in the Association for no more than 10 years and who are currently in good standing.

The award recipient will be recognized at the annual conference with a plaque and a monetary award. This award is sponsored by Sage Publishing.

### Eligibility Criteria

The criteria for ABC members eligible for the ABC Rising Star Award follow:

1. Active membership in ABC for no more than 10 years.
2. Evidence of significant contributions to the mission of ABC through service to the Association.
3. Evidence of excellence in teaching, research, and/or public practice.
4. Evidence of commitment to growing with the Association in the future.

### Nominations/Selection

Nominations are solicited annually by the Graduate Studies Committee. To be considered for this award, the following documents should be submitted in one or two PDF files to the chair of the Graduate Studies Committee, who will forward them to the Nominating Committee:

1. Letter of nomination from senior ABC member.
2. Curriculum vita.
3. Short narrative and portfolio highlighting evidence that the eligibility criteria have been met, including a two-three page narrative argument for why the candidate deserves the award and no more than eight supporting documents, such as syllabi, teaching evaluation summaries, bibliography of publications, etc.

For prior candidates who are being re-nominated, a new letter of nomination is required.

The members of the Nominating Committee will review each application and choose a winner based on the Eligibility Criteria. The recipient will be announced at the annual conference.

### Notification

The award winner will be notified at least 45 days before the annual conference.

## 070-012 Ambassador Travel Award

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### Purpose/Description

The Ambassador Award is intended to help newer ABC members build their careers while also promoting ABC at non-ABC conferences. It provides an opportunity for our Ambassadors to participate in conferences they might not otherwise attend.

### Eligibility Criteria

The criteria for ABC members eligible for the Ambassador Award include:

1. Membership in ABC for approximately five to eight years.
2. Evidence of contributions to ABC through committee work or other service.
3. Evidence that the person is considered an "up and coming" researcher or instructor.
4. Relevance of the conference to ABC's goals, although a conference that the nominee does not usually attend (e.g., due to funding limitations).
5. Publications in an area of research relevant to the conference to be attended.
6. Description of the ways in which the person would represent or promote ABC; this must include participation in the conference program.

### Nominations/Selection

The award winner is chosen by the Executive Committee based on members' self-nominations or nominations from any Board member or committee chair. The approval of the conference is at the discretion of the Executive Committee, subject to ABC's needs and potential benefits to ABC, and the award recipient's demonstrated research interests.

### Notification

The award winner will be notified at least 45 days before the annual conference.

## **070-013 Pearson Award for Innovation in Teaching with Technology**

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### **Purpose/Description**

Pearson Education, Inc., sponsors the award.

The winner will receive free registration to the ABC annual international conference, travel support up to \$1000 USD cash, and a check for \$1500 USD cash. In addition, the recipient will receive a year's membership in ABC. In return, the recipient will present his or her innovative ideas at the following year's conference plenary session.

### **Eligibility Criteria**

The award is chosen by the Teaching Committee (in consultation with Pearson Learning). Candidates for this award must meet the following criteria:

1. Teach business communication at the community college or college level.
2. Demonstrate successful integration of new technologies in the business communication classroom (e.g., increases student engagement with technology, uses of social media, ways to improve student learning using the flipped classroom strategies, and similar topics.).
3. Demonstrate teaching excellence, using student evaluations, peer observations, and a support letter from department chair/other administrators as evidence.

### **Nominations/Selection**

Nominations may be made by any member of the Association. The award recipient is selected by the Teaching Committee (in consultation with Pearson Learning).

### **Notification**

The award winner will be notified at least 45 days before the annual conference.

## **070-014 USC Marshall School of Business, Business Communication Award**

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### **Selection Procedures**

The winner will be calculated by citations over the past five years using both Google Scholar data and ISI information. Research articles from the following journals are eligible: *International Journal of Business Communication*, *Business and Professional Communication Quarterly*, *Journal of Business and Technical Communication*, and *Management Communication Quarterly*.

### **Notification**

The award winner will be notified at least 45 days before the annual conference.

## **070-015     Distinction in the Practice of Diversity and Inclusion Award**

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### **Purpose/Description**

The Award for Distinction in the Practice of Diversity and Inclusion celebrates and recognizes practices that foster community outreach and diversity/inclusion. It honors work outside the classroom, engaging a community that would be deemed non-dominant. This is work that creates partnerships to effect positive social change, whether the change be on an individualized level or on a broader, system-wide, policy level--or a synergistic blend. The chair of the Diversity and Inclusion Committee presents the Distinction in the Practice of Diversity and Inclusion Award during the annual conference.

### **Eligibility Criteria**

The achievements that this award will honor should involve service learning, community service, engaged learning, or some other type of activity that promotes social awareness and the spirit of inclusion. There are many possible constituencies who could be involved in these types of contributions: students in a class or directed study, students in clubs or participating in co-curricular activities, university faculty and administrators involved in curriculum change, consultants who broaden clients' perspectives, or employees coming together to benefit others outside the typical constraints of their jobs.

The work or project should demonstrate the core values of partnership. The participants should learn about and benefit one another. There should be a continual analysis, evaluation, and feedback loop during the partnership, which can be a fixed or ongoing collaboration.

The award purposely takes a broad interpretation of "diversity and inclusion" and service. The committee is open to a wide variety of activities that match the award criteria. The committee will also be happy to give applicants guidance and feedback as they prepare their proposals.

### **Nominations/Selection**

The award is open to any ABC member. People can be nominated or self-nominate. To be considered for this award, submit a short (no more than 1,000 words) description of the project that includes the non-dominant community served, the type of partnership created, any of the many possible types of applied learning involved, the change effected, some of the issues learned, and any plans for moving forward.

### **Notification**

The award winner will be notified at least 45 days before the annual conference.

## **070-016     Honorary Member Award**

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### **Purpose**

The Honorary Member Award is awarded from time to time to honor a business practitioner who has demonstrated extraordinary dedication to excellence in business communication. The recipient will be honored at the Association's annual conference and be given a one-year membership to ABC.

### **Criteria**

The criteria include:

1. High professional achievement.
2. Evidence of superior skill in business communication.
3. Willingness to share his/her expertise with the Association.
4. Support of the Association's mission and proven advancement of communication skill in the workplace.

### **Selection**

Anyone may nominate an individual for this award in response to the Nominating Committee's call for award nominations. The Nominating Committee will evaluate such nominations and, if appropriate, submit a nominee to the Board of Directors for their approval.

### **Notification**

The award winner will be notified at least 45 days before the annual conference.

## 070-017 Excellence in Communication Consulting Award

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### Purpose/Description

The Award for Excellence in Communication Consulting honors the impact of effective professional communication consulting on the corporate, government, and nonprofit worlds. The award also acknowledges the contribution of communication consultants to the ABC community. The award is sponsored by ABC and by the Association for Professional Communication Consultants (APCC). The winner will receive a check for \$1,500, a free registration to the next year's ABC international conference, and an opportunity to present the project at that conference.

### Eligibility Criteria

The winner must be a member of ABC and must either be a full-time consultant or show evidence of significant part-time consulting. Student projects completed for coursework or as a degree requirement are not eligible. Projects completed as "work for hire" must produce permission from the owner to be submitted.

Members may nominate projects in one of three categories:

- Excellence in Writing, for either (1) outstanding writing or revision of a professional document for a client or (2) outstanding writing of a published, communication-related book that is intended for a public audience. Books primarily intended as academic textbooks are not eligible for this award.
- Excellence in Training, for designing and conducting a specific, outstanding communication training program in the workplace.
- Excellence in Digital Media, for a superior electronic communication project characterized by outstanding writing, appealing graphics and/or video, and ease of use. Projects may include a web site, social media project, or online campaign (to build awareness, promote a product, manage a crisis, etc.).

Members of the Evaluation Committee and past award winners are not eligible to receive the award.

### Nominations/Selection

Nominations are solicited annually by the ABC Consulting SIG and are judged by an evaluation committee consisting of previous members of the APCC Board of Directors and previous award winners, who are ABC members. The members of the Evaluation Committee will review each application based on criteria published with the call for nominations and choose a winner based on those criteria. The recipient will be announced at the annual conference.

### Notification

When the winner is selected, the chair of the Committee will share the information with ABC's Executive Director and will notify the winner at least 45 days before the ABC annual conference. The winner will be recognized at the conference.



## 080 EDITORS

### 080-001 *International Journal of Business Communication (IJBC)*

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#### Tenure

The *IJBC* Editor serves at the pleasure of the Board, normally for a four-year term with the possibility of reappointment up to a total of three terms of four years each. Three four-year terms are the maximum for an editor position; however, should the transition/search process stall, ABC's Board can approve an extension of up to one year.

#### Procedure for Appointment and Reappointment

The Publications Board recommends a candidate for *IJBC* Editor to the Board of Directors for approval (Bylaw 3.5.1). The recommendation is accompanied by a rationale, a proposal, and a short vita from each candidate.

In the second year of the *IJBC* Editor's first term, the Publications Board evaluates the *IJBC* Editor's work. If it is satisfactory, and if the *IJBC* Editor wishes to continue for a second term, the Publications Board recommends that the Board of Directors approves the *IJBC* Editor for a second term. If the work is unsatisfactory or if the *IJBC* Editor does not seek a second term, the Publications Board issues a call for nominations so that the Board of Directors has applicants from which to select a new *IJBC* Editor by the end of the current *IJBC* Editor's term.

In the second year of the *IJBC* Editor's second term, the Publications Board evaluates the *IJBC* Editor's work. If it is satisfactory, and if the *IJBC* Editor wishes to continue for a third term, the Publications Board recommends that the Board of Directors approves the *IJBC* Editor for a third term. If the work is unsatisfactory or if the *IJBC* Editor does not seek a third term, the Publications Board issues a call for nominations so that the Board of Directors has applicants from which to select a new *IJBC* Editor by the end of the current *IJBC* Editor's term.

#### Eligibility

Current members of the Executive Committee are not eligible to serve as the *IJBC* Editor.

#### Duties

The *IJBC* Editor is responsible for:

1. Selecting members of the *IJBC* Editorial Review Board, any ad hoc reviewers needed, and (if desired) one or more associate editors. The *IJBC* Editor will encourage reviewers and associate editors to be current members of the Association.
2. Choosing manuscripts, based on the recommendations of the *IJBC* Editorial Review Board or ad hoc reviewers who have evaluated the manuscripts in a blind reviewing process.

3. Choosing any non-refereed submissions such as book reviews, forums, commentaries, calls for proposals for special issues, announcements of research funding, scholarly books, advertisements for academic positions, but excluding all Association business and activities (except for announcements and advertisements inserted at the end of the Journal and on the back cover by the Managing Editor). The ABC Executive Director serves as the Association's Managing Editor (Bylaw 2.4.1).
4. Choosing appropriate articles, reports, columns, and announcements from the Association and its committees on all topics relevant to members.
5. Choosing book review editor(s) and any editors of columns in collaboration with the Publications Board.
6. Submitting edited copy to the Managing Editor in a timely fashion.
7. Choosing topics and editors for any special issues in collaboration with the Publications Board.
8. Publicizing the journal and soliciting manuscripts.
9. Conducting necessary correspondence with authors, reviewers, and others.
10. Maintaining adequate records of journal activities.
11. Providing written statements of editorial policy and procedures to the Publications Board.
12. Working with the Publications Board in providing effective transition when new editors are selected.

## Reports

The *IJBC* Editor submits two reports each year. The interim report is due by April 1; the annual report is due September 1 before the annual conference. The *IJBC* Editor sends these two reports both (1) to the Executive Director for distribution to the Executive Committee and the Board of Directors and (2) to the Chair of the Publications Board.

The annual report includes the number of articles submitted, accepted, and printed and the names of reviewers. The report also includes information about the journal to enable the Publications Board to evaluate the *IJBC* Editor's performance and to understand his or her efforts and challenges. The report also includes an accounting of how the *IJBC* Editor has spent the Association's financial support.

## Reimbursement for Expenses

The Association reimburses the *IJBC* Editor for expenses authorized in item 090-004 of the *Operational Guidelines*, subject to limits in the budget approved by the Board of Directors.

### **Tenure**

The *BPCQ* Editor serves at the pleasure of the Board, normally for a four-year term with the possibility of reappointment up to a total of three terms of four years each. Three four-year terms are the maximum for an editor position; however, should the transition/search process stall, ABC's Board can approve an extension of up to one year.

### **Procedure for Appointment and Reappointment**

The Publications Board recommends a candidate for *BPCQ* Editor to the Board of Directors for approval (Bylaw 3.5.1). The recommendation is accompanied by a rationale, a proposal, and a short vita from each candidate.

In the second year of the *BPCQ* Editor's first term, the Publications Board evaluates the *BPCQ* Editor's work. If it is satisfactory, and if the *BPCQ* Editor wishes to continue for a second term, the Publications Board recommends that the Board of Directors approves the *BPCQ* Editor for a second term. If the work is unsatisfactory or if the *BPCQ* Editor does not seek a second term, the Publications Board issues a call for nominations so that the Board of Directors has applicants from which to select a new *BPCQ* Editor by the end of the current *BPCQ* Editor's term.

In the second year of the *BPCQ* Editor's second term, the Publications Board evaluates the *BPCQ* Editor's work. If it is satisfactory, and if the *BPCQ* Editor wishes to continue for a third term, the Publications Board recommends that the Board of Directors approves the *BPCQ* Editor for a third term. If the work is unsatisfactory or if the *BPCQ* Editor does not seek a third term, the Publications Board issues a call for nominations so that the Board of Directors has applicants from which to select a new *BPCQ* Editor by the end of the current *BPCQ* Editor's term.

### **Eligibility**

Current members of the Executive Committee are not eligible to serve as the *BPCQ* Editor.

### **Duties**

The *BPCQ* Editor is responsible for:

1. Selecting members of the *BPCQ* Editorial Review Board, any ad hoc reviewers needed, and (if desired) one or more associate editors. The *BPCQ* Editor will encourage all reviewers and associate editors to be current members of the Association.
2. Choosing manuscripts based on the recommendations of the *BPCQ* Editorial Review Board or ad hoc reviewers who have evaluated the manuscripts in a blind reviewing process.

3. Choosing appropriate articles, reports, sections, and announcements from the Association and its committees on all topics relevant to members. Choosing book review editor(s) and any editors of columns.
4. Submitting edited copy to the Managing Editor in a timely fashion.
5. Choosing topics and editors for any special issues in collaboration with the Publications Board.
6. Publicizing the journal and soliciting manuscripts.
7. Conducting necessary correspondence with authors, reviewers, and others.
8. Maintaining adequate records of journal activities.
9. Providing written statements of editorial policy and procedures to the Publications Board.
10. Working with Publications Board in providing effective transition when new editors are selected.

## Reports

The *BPCQ* Editor submits interim and annual reports. The interim report is due April 1; the annual report is due September 1 before the annual conference. The *BPCQ* Editor sends these two reports both (1) to the Executive Director for distribution to the Executive Committee and the Board of Directors and (2) to the Chair of the Publications Board.

The annual report includes the number of articles submitted, accepted, and printed and the names of reviewers. The report also includes information about the journal to enable the Publications Board to evaluate the *BPCQ* Editor's performance and to understand his or her efforts and challenges. The report also includes an accounting of how the *BPCQ* Editor has spent the Association's financial support.

## Reimbursement for Expenses

The *BPCQ* Editor is reimbursed for expenses authorized in item 090-004 of the *Operational Guidelines*, subject to limits in the budget approved by the Board of Directors.

## 090 REIMBURSEMENT OF EXPENSES

### 090-001 President

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#### Purpose

The Board of Directors explicitly directs the Association to reimburse the President for all travel and accommodations expenses incurred while conducting Association business.

#### Items Authorized

When the President provides receipts, the Association reimburses him/her for:

1. Economy class airfare.
2. Actual accommodation expenses.
3. Expenses for food up to the amount specified by U.S. General Services Administration (GSA) guidelines.
4. Taxi fares to and from airports, airport parking, and miscellaneous expenses.
5. Actual and reasonable entertainment expenses incurred while conducting Association business.

## **090-002 Executive Director**

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### **Purpose**

The Board of Directors explicitly directs the Association to reimburse the Executive Director for all travel and accommodations expenses incurred while conducting Association business.

### **Items Authorized**

When receipts are provided, the Association reimburses the Executive Director for:

1. Economy class airfare.
2. Actual accommodation expenses.
3. Expenses for food up to the amount specified by U.S. General Services Administration (GSA) guidelines.
4. Taxi fares to and from airports, airport parking, and miscellaneous expenses.
5. Actual and reasonable entertainment expenses incurred while conducting Association business.

## **090-003 Executive Committee Meetings**

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### **Purpose**

The Board of Directors explicitly directs the Association to reimburse the Executive Committee for all travel and accommodations expenses incurred while conducting Association business.

### **Items Authorized**

When receipts are provided, the Association reimburses the Executive Committee members for:

1. Economy class airfare.
2. Actual accommodation expenses.
3. Expenses for food up to the amount specified by U.S. General Services Administration (GSA) guidelines.
4. Taxi fares to and from airports, airport parking, and miscellaneous expenses.

**Travel Purpose**

The Board of Directors explicitly directs the Association to reimburse the Journal Editors for eligible travel and accommodations expenses incurred while conducting Association business through promoting their respective journals and networking with potential authors. Journal Editors should contact Program Chairs well in advance of the conferences and request guidance about how they may promote the Association’s journals.

**Items Authorized**

The Editors of the *Journal* and the *Quarterly* each are eligible for half the amount allotted for editors’ travel in the Budget approved by the Board of Directors. When editors provide receipts, the Association reimburses the editors for:

1. Economy class airfare.
2. Actual accommodation expenses.
3. Expenses for food up to the amount specified by U.S. General Services Administration (GSA) guidelines.
4. Taxi fares to and from airports, airport parking, and miscellaneous expenses.

The editors of the *Journal* and the *Quarterly* each are eligible to apply for clerical and editorial support relevant to their institutional circumstances out of funds provided in the Budget approved by the Board of Directors. Prior to an Editor’s appointment, and periodically during his or her tenure, the Publications Board determines if the support is adequate for the institutional circumstances of the Editor and appropriate for the ABC Budget. If not, the Publications Board recommends changes in support for approval by the Board of Directors.

**Expenses Purpose**

The Board of Directors explicitly directs the Association to reimburse the Editors for budgeted clerical and editorial assistance, supplies, and released time from teaching.

**Items Authorized – Technology Coordinator & Proceedings Editor**

The Technology Coordinator is eligible for reimbursement of travel expenses to the annual conference and budgeted clerical expenses. The Proceedings Editor is also eligible for reimbursement of travel expenses to the annual conference and for budgeted clerical expenses. The Board of Directors will consider the Technology Coordinator’s and Proceedings Editor’s requests for additional assistance.



**Regional Newsletter**

With receipts provided, the Association reimburses each Regional Vice President (RVP) up to \$100 a year to defray the cost of regional newsletters or other activities designed to increase membership.

**Travel Expenses**

When the annual conference is held in North America, RVPs from North America may be reimbursed up to \$750 for travel, and RVPs from outside of North America may be reimbursed up to \$1,250 for travel. On years when the annual conference is held outside of North America, all RVPs may be reimbursed up to \$1,250 for travel.

Up to \$750 for RVPs from North America or up to \$1250 for RVPS from outside of North America of the following specific expenses are eligible for reimbursement under this policy:

1. The least expensive airline fare, automobile mileage, or train fare for round-trip travel between the RVP's home and the conference city. Documentation is required as specified by Executive Director.
2. Lodging at the conference hotel, single room rate, from the night before the board meeting through the night after the conference activities end. Documentation is required as specified by Executive Director.

**Purpose**

Committee Chairs normally ask their schools or employers to defray the cost of photocopying, mailing, telephone, and any other activities needed to conduct the committee's business.

However, if fulfilling a committee's charge requires extensive copying and mailing (e.g., the Research and Teaching Committees), and if the Committee Chair's school or employer refuses to defray the cost, the Committee Chair asks the Executive Director to do the copying and mailing necessary to conduct the committee's business, or to reimburse the Chair for out-of-pocket expenses in having the work done.

**Purpose**

Each member of the ABC Board of Directors is eligible to apply to the Executive Director to receive a waiver of the registration fee to attend the annual conference.

# 100 ABC LOGO AND IDENTITY

## 100-001 Guidelines for Use

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### Purpose

The ABC identity must be represented in a consistent manner to build its recognition internationally, providing the Association with a visual signature for all printed and Web communications.

### Overview

Those authorized to use the ABC logo and identity must not alter the specific color, font, letter spacing, proportions, or spatial relationships in any way as all of these elements impact on the presentation of the Identity.

Officers, staff, directors, and Board members must ensure that they follow all approved guidelines when they or external agencies create any communications either in print or electronic copy using the ABC logo and identity.

Refer to the ABC logo and identity guidelines below for approved nomenclature and graphic standards.

### Guidelines

#### The following guidelines must be adhered to:

1. The ABC logo/brand and letterhead are used only for official publications, communications, and advertising purposes of the Association.
2. The ABC letterhead with the logo may be used only by officers, directors, committee chairs, and past presidents of the Association for Association purposes.
3. The ABC logo is to be prominent on all communications, publications (including all conference programs and announcements), and advertising of the Association.
4. The ABC logo use is encouraged by members in their professional communications.
5. The ABC logo/letterhead is the official brand of the Association for Business Communication for any other purpose(s) than those outlined above.



## 110 ABC'S ORGANIZATIONAL AFFILIATES

### 110-001 ABC's Organizational Affiliates: Criteria, Application Procedures, and Approval Process

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#### Benefits of the Affiliates Program

ABC's formal affiliations with other organizations or academic entities (e.g., specialized centers or academic programs apart from the normal departmental structure of the university) enable the organizations' members to benefit from supported interchange with each other, whether in the form of research collaborations, attendance at each other's conferences, or simply learning about the mission and work of a related organization. The affiliated organizations, as a whole, benefit by publicizing and learning from their connections with respected communication-related organizations.

Each affiliation will be somewhat unique, but all such alliances will include:

1. A notice to the two memberships that the organization now has a new affiliate.
2. Information about the affiliate on each other's websites.
3. Posting of announcements of each other's conferences and/or distribution of promotional materials (e.g., brochures, calls for papers) at each other's conferences. (Note: Affiliates may not use logos or wording to indicate mutual sponsorship of each other's conferences or other activities unless collaborative sponsorship of the activity has been specifically agreed upon.)
4. Member pricing at each other's annual conferences or other selected educational events.

The terms of affiliation may also include such benefits as sharing of resources, specific opportunities for collaboration, designated slots on each other's conference programs, advertisements in each other's newsletter and/or journals, and/or periodic opportunities for representatives of the two organizations to meet.

#### Criteria for Affiliation

The following are the criteria to be an affiliate of ABC:

1. Demonstrated interest in an area of or related to business communication.
2. Demonstrated interest in and knowledge about ABC (e.g., discussions with officers, attendance at ABC meetings).
3. Exhibited evidence of high standards in terms of scholarship, teaching, and/or workplace practice.

4. Documented formal organizational structure, with documentation regarding governance (e.g., Bylaws), names, and titles of current officers, and mission statement.
5. Demonstrated stability.

### **Application Procedure**

Any organization seeking affiliation must have been in existence a minimum of three years prior to application. An organization seeking affiliation should submit to the ABC Executive Director:

1. Its articles of incorporation (if an independent nonprofit organization) or verification of its identity within the structure of a university (if an academic center or program).
2. The mission statement of the organization.
3. Its governing documents.
4. A list of the names and titles of its current officers.
5. A one-page rationale explaining why the organization wishes to become an ABC affiliate and why such an affiliation would be of mutual benefit.

### **Approval Process**

The ABC Executive Committee will review the proposal. If they support the affiliation, they will work with the leadership of the potential affiliate to draft a Memorandum of Understanding (MOU) specifying the terms of the affiliation. Once the two parties have drafted the MOU, the Executive Committee will forward the application, the MOU, and the Committee's recommendation to the ABC Board of Directors for their consideration and vote.

If the Board approves the affiliation, the executive directors or highest-ranking leaders of both organizations will sign and date the MOU, which will be kept at ABC headquarters.

### **Review of Affiliations**

Every three years, each ABC affiliate will submit to the ABC Executive Committee, via the Executive Director, a one-page update on the organization (e.g., current leadership and membership and any notable achievements, such as conferences or publications) and a brief assessment of the affiliation with ABC over the preceding two years. At that time, the leadership of the two organizations may decide to revise the terms of affiliation, which will be subject to Board approval.