

ASSOCIATION FOR BUSINESS COMMUNICATION
OPERATIONAL GUIDELINES
(Formatted March 12, 2010)

010 INTRODUCTION

010-001 Overview

Each *section* covers a major area of the guidelines. For example, section 030 deals with the Board of Directors.

Bylaw Provision

The bylaws provide for "operational guidelines" that are approved by 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.

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.

The material in each subject is further divided into topics.

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.

Numbering

The numbering system permits reference to individual operational guidelines. For example, if you wanted to refer someone to the guideline covering committee chairs, you would say something like "Turn to Operational Guideline 040-002 for that information."

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.)

Sections

Sections are numbered in tens, for example, 010, 020, and 090.

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

Subjects

Subjects are numbered in units within each section, for example, 001, 002, and 099.

Revisions made to the committee sections of the Operational Guidelines to reflect changes made at the Board of Directors meeting or when an ad hoc committee is appointed do not require a vote by the Board for approval.

Topics

Topics are shown as captions in the left margin of pages, for example, STRUCTURE and NUMBERING on this page.

Organization of Manual Structure

The Operational Guidelines Manual is divided into "sections." Sections are divided into "subjects."

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The table of contents, 020-001, is organized by section number. Subjects are listed within their section.

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030 BOARD OF DIRECTORS

030-001 Members of the Board

Overview of Duties

The Board of Directors determines and implements Association policies.

Each member of the Board of Directors

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

Bylaws. The bylaws specify that the Board of Directors

- Evaluates Association activities, approves Operational Guidelines, and recommends courses of action to the Executive Committee and the Executive Director (bylaw 1.1.4).
- Has the authority to create, eliminate, and redefine regions (bylaw 1.3.2.).
- Has the authority to make nominations in addition to those of the Nominating Committee (bylaw 1.4.6).
- Considers each nominee separately and approves a list of candidates (bylaw 1.4.6).
- Approves the site for the annual convention (bylaw 3.2.1).
- Sets or confirms the salary for the Executive Director (bylaw 3.8.2).

Evaluate Association

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

- Receives and reviews reports at its annual meeting.
- Receives and reviews a report following the mid-year Executive Committee meeting.

- 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.

At the meeting held at the annual convention, the Board considers many reports, including

- Financial performance.
- Proposed budget.
- Auditor's report.
- Committee reports.
- Regional Vice Presidents' reports.
- Editors' reports.

Mid-year Report from Executive Committee. The Executive Committee meets in mid-year (bylaw 2.6.2.) and distributes a report on that meeting to members of the Board of Directors. (See 050-002 Report on Mid-Year Executive Committee Meeting, Business between Annual Meetings.)

Extraordinary Actions. The Board empowers the Executive Committee to carry on 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 by mail, e-mail, fax, or telephone (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 First Vice President for inclusion in the agenda.
- The Second Vice President (who reviews the Operational Guidelines).
- The Executive Director for inclusion in the annual meeting package.

Recommend 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 1.3.2).

Nominations

Additional 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

The Second Vice President invites incoming Board members to observe the Board meeting at the annual convention immediately before they take office. The Executive Director sends them the packet of materials distributed to Board members.

030-002 Regional Vice Presidents

Overview of duties

In addition to their duties as members of the Board of Directors, Regional Vice Presidents have the specific duty to represent the best interests of their regions.

The bylaws specify that Regional Vice Presidents

- Represent the best interests of their regions at Board of Directors meetings (bylaw 2.5).
- Foster the objectives of the Association within their regions (bylaw 2.5.1)
- Oversee regional conferences (bylaw 2.5.1)
- Nominate members of their region for offices and awards (bylaw 2.5.1).
- Select sites and times for regional meetings in conjunction with the Executive Director (bylaw 3.2.2).

Regional Conferences

Locations. Regional Vice Presidents strive to set the locations for regional conferences three years in advance.

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 CCCC and 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 three to five years in advance if possible.

Publicity. As soon as the information is available, each Regional Vice President notifies the Executive Director of the location, date, and the names, addresses (including telephone and fax numbers and email addresses) of the general chair and program chair of the regional conference.

A year before the conference, each Regional Vice President sends camera-ready copy for a one-half page ad for inclusion in the *Quarterly* to the Executive Director.

The Program Chair for each regional conference distributes information to the entire Board of Directors, 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 the Board expects regional conferences to make a profit. Advertising from authors and publishers, a surcharge for nonmembers, and a discount for early registrants are part of good financial management. ABC's Conference Planning Brochure is a good source of information.

If necessary, regional conference organizers obtain advances to cover organizing expenses from the Executive Director.

Regional Vice Presidents, working with the regional meeting chairs, provide the Executive Director with a financial report within 30 days after the regional conference.

Nominees and Potential Committee Members

Regional Vice Presidents send the names of potential nominees for the Board of Directors and awards to the chair of the Nominating Committee and the names of potential committee members to the First or Second Vice President by the designated date (usually a month

before the Executive Committee Meeting in March or April) 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 Executive Director:

- a mid-year report to the Executive Committee--30 days before the mid-year meeting
- a financial report of the regional conference--30 days after that conference
- an annual report to the Executive Board--45 days before the annual meeting for inclusion in the packet to Board members.

Meetings with First and Second Vice President

During the annual convention, 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.

030-003 Executive Committee

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.

Leadership and Direction

The Executive Committee provides leadership and direction for the Association

Bylaws

The bylaws provide that the Executive Committee is responsible for:

- The orderly succession of Executive Directors (bylaw 2.9).
- Causing the bylaws to be reviewed when the appointment of a new Executive Director becomes necessary (bylaw 2.9.1).
- Reviewing the performance of *ad hoc* committees annually and appointing new chairs if progress is deemed inadequate (bylaw 3.3.2).

Mid-Year Meeting

The Executive Committee's mid-year 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 Convention

The Executive Committee chooses the Program Chair(s) and Local Arrangements Chair(s), if any, for annual conventions.

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 Past President

Overview of duties

In addition to the duties as a member of the Board of Directors and as a member of the Executive Committee, the Past President chairs the Nominating Committee. 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 "Past President," serves as a member of the Board of Directors and of the Executive Committee, and fulfills the normal responsibilities of the Past President.

030-005 President

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 and as a member of the Executive Committee, the bylaws provide that the President

- Presides at meetings of the Board of Directors and Executive Committee (bylaw 2.3.1).
- Calls special meetings of the Executive Committee (bylaw 2.6.3).
- Arranges to fill vacancies on the Board of Directors (bylaw 2.7.3).
- Publishes a list of committee members and charges for committees (bylaw 3.3.2)
- Creates ad hoc committees (bylaw 3.3.5)
- Authorizes reimbursement for expenses (bylaw 3.7.1).
- Recommends bonuses for headquarters staff (bylaw 3.8.3).
- Receives and processes proposals for bylaw changes (bylaw 4.2).

Parliamentarian

The President appoints the parliamentarian for meetings.

Oversight

The President will appoint a two-person committee, which will include the second vice-president, to review the bylaws yearly and suggest changes. Changes will be submitted to the Executive Director 45 days in advance of the annual convention 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 (EC).

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 EC members about 30 days before the annual meeting.

Other Agenda Items

The President asks EC members to add agenda items, if required, when they receive the draft agenda.

030-006 First Vice President

Overview of duties

In addition to the duties as a member of the Board of Directors and as a member of the Executive Committee, the bylaws state that the First Vice President

- Performs the functions of the President should the President be unable to do so (bylaw 2.3.2).
- Appoints committee chairs, chair of the Publications Board (bylaw 3.3.1), and chair of the Web Board (bylaw 3.6) for the following year when he or she will serve as President.
- Appoints committee members and charges committees (bylaw 3.3.4)) for the following year when he or she will serve as President.
- Consults with the President on committee chair appointments (bylaw 3.3.2).
- Encourages members to serve on committees (bylaw 3.3.3).

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 at least before January 1.

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

The First Vice President is responsible for appointing the chairperson of the Web Board.

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. Before January 1, the First Vice

President receives 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 convention to provide guidance and support, as necessary.

030-007 Second Vice President

Overview of duties

In addition to the duties as a member of the Board of Directors and as a member of the Executive Committee, the Second Vice President

- Performs the functions of the First Vice President should the First Vice President be unable to do so (bylaw 2.3.3).
- Encourages members to serve on committees and reports any interest to the First Vice President (bylaw 3.3.3).
- Makes changes in the committee sections of the Operational Guidelines to reflect changes directed by the Board of Directors at the annual meeting or by the President should an *ad hoc* committee be appointed.

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. 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 to reflect changes made at the Board of Directors meeting or by the President when an *ad hoc* committee is appointed.

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 convention to provide guidance and support, as necessary.

Letter to Incoming Board Members

The Second Vice President invites incoming Board members to observe the Board meeting at the annual convention immediately before they take office.

030-008 Executive Director

Overview

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.

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

- Maintains and makes available to all members the minutes of meeting of the Board and records of mail, email, fax, and telephone transactions (bylaw 1.1.9).
- Appoints honorary members nominated by dues-paying members (bylaw 1.2.1.5).
- Nominates and obtains Board approval for continuing honorary memberships (bylaw 1.2.1.5).
- Serves as nonvoting ex officio member of the Nominating Committee (bylaw 1.4.1).
- Appoints tellers to count votes for elections of directors and officers (bylaw 1.4.8).
- Publishes the names of persons elected (bylaw 1.4.9).
- Serves as managing director of all regular and special publications of the Association (bylaw 2.4.1).
- Oversees all regular and special funds (bylaw 2.4.2).
- Serves as ex officio member of the Publications Board, with full voting privileges (bylaw 3.4).
- Coordinates production of special publications with the Publications Board (bylaw 3.5.2).
- Authorizes reimbursement for expenses (bylaw 3.8.1).
- Recommends bonuses for headquarters staff (bylaw 3.8.3).

Additional Duties

The Executive Director also

- Informs sponsors of ABC awards of the names of the recipients of those awards.
- Maintains a current copy of the Bylaws and Operational Guidelines, incorporating any changes approved by the membership of the Board, respectively.
- Compiles and distributes materials for the annual meeting to current and incoming Board members about 30 days before the meeting.
- Notifies the Nominating Committee of any resignations of officers or Board members.
- Serves as General Chair of the annual convention.
- Approves extraordinary spending requests, in collaboration with the ABC president.
- Provides a compilation report of the association's financial status to the Executive Committee and to the Board of Directors at the annual meeting (bylaw 2.4.2)

030-009 Elections

Procedure For Elections

The Nominating Committee nominates two people for each election for Second Vice President or Regional Vice President and at least one-and-one-half people for every at-large Board member to be elected.

The Board considers for approval each individual nominee.

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 mailed/emailed to all members. Members may vote electronically or return ballots by mail, email, or fax.

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.

030-010 Resignations

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 2.71).

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 convention.

040 COMMITTEES

040-001 Overview

Committee Structure

The Association works through its committees. There are both standing and *ad hoc* committees.

Tenure

Standing Committees. The First Vice President appoints the chairs and members of standing committees for a period of three years. The First Vice President has authority to reappoint chairs 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 January 1 to December 31 except for the Publications Board and the Web Board, which operate from the end of the annual convention through the next annual convention.

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. A person serving as vice chair of the committee is eligible to become chair.

Meeting at Annual Convention

Committees meet during the annual convention.

040-002 Committee Chairs Duties

Committee chairs are responsible for

- Meeting objectives of their committees as specified in this section.
- Carrying out the charge(s) issued annually by the First Vice President.
- Providing ideas for future charges.
- Reporting progress to Executive Committee periodically.
- Reporting progress the Executive Committee for its mid-year meeting.
- Reporting annually to the Board of Directors.

- Recommending potential committee members to the First Vice President.
- Evaluating members of their committees and recommending rotation, removal, retention, or appointment to vice-chair or chair and identifying interested parties and talent for leadership (bylaw 3.3.7).

Contact with Executive Committee

Committee Chairs keep the Executive Committee apprised of the activities of their committees. They send copies of all committee correspondence to the Executive Committee.

The Executive Committee encourages Committee Chairs to seek its advice and counsel directly, whenever needed.

Reports Required

Mid-Year Report to Executive Committee. This report lists the mandate of the committee and the various charges given by the former First Vice President (current President) for the current year. The Committee

Chair reports the attainment of, or progress towards, these goals and describes the performance of committee members. Reports are to be submitted electronically.

The mid-year report suggests possible charges for the current First Vice President to give to the committee for next year.

The mid-year report holistically evaluates the committee members' work and consults with the First Vice President about renewing appointments of the members and recommending potential new members, vice-chairs, and chairs.

The Committee Chair sends copies of the report to Executive Director at least 30 days before the mid-year meeting.

Annual Report to the Board of Directors. This report lists the mandate of the committee and the various charges given by the former First Vice President (current President); reports the attainment of, or progress toward, these goals; and if desired, recommends actions for the Board to take. The Committee Chair prepares the report. and submits it electronically to the Executive Director at least 45 days

in advance of the annual convention. The effective committee sells its recommendations/proposals to the Board rather than simply expecting endorsement at the annual meeting.

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 3.3.7**).

Committee Chairs will submit evaluations of the performance of their committee members in the mid-year report (due to the Executive Director 30 days before the mid-year meeting of the Executive Committee). Reports are to be submitted electronically.

The evaluation stresses each committee member's part in attaining the committee's goals. The basic question is: how well is the committee member performing the task assigned? The Committee Chair recommends one of the following for each committee member: retention on the committee, rotation off, removal from the committee, or appointment as chair of vice-chair. Since one-third to one-tenth of a committee's members normally rotate each year, the Committee Chair recommends for rotation even some of those members who have been contributing fully if they have other responsibilities or if they have served on the committee for several years.

Reports Formats

Reports follow formats that can be downloaded electronically as Word templates from the ABC website . 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.

040-003 Association to Advance Collegiate Schools of Business (AACSB) Liaison

Duties

The Association to Advance Collegiate Schools of Business (AACSB) Liaison Committee

- Keeps informed about issues concerning business communication curricula.
- Maintains active interaction and good relations with AACSB in order to achieve visibility for ABC as an authoritative source about business communication.
- Informs the ABC Board of any AACSB actions or potential actions concerning business communication.

- Informs ABC members about AACSB policies and procedures that affect or may affect business communication.

Membership

Members are from AACSB schools.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-004 Business Practices

Duties

The Business Practices Committee

- Studies and disseminates information about business communication practices in corporations and other organizations.
- Gathers from businesses and disseminates to teachers practical business communication materials for the classroom.
- Works to increase interaction between business communication teachers and practitioners.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual meeting, for distribution to Board members about 30 days before the annual meeting.

See **040-002** for details about each reports purpose, content, and format.

040-005 Community College

Duties

The Community College Committee

- Encourages community-college faculty to join the Association, participate in its conventions, and submit articles to its publications.
- Sponsors projects, programs, and events especially relevant to community-college faculty. Sponsors panels or workshops at annual and, when possible, regional ABC conventions.
- Represents the interest and concerns of community-college faculty to the Association.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-006 Convention Procedures

Duties

The Convention Procedures Committee

- Develops and refines policies, guidelines, and procedures for annual conventions.
- Ensures continuity of information flow from past to present to future convention chairpersons.
- Works to achieve smooth coordination and good communication between the convention's general chairperson (Executive Director) and its program chairperson(s).
- Develops marketing and promotion strategies for annual conventions.
- Advises the executive director on site selection for future conventions.

Membership

Members are past, current, and future program chairs of the annual convention and regional conferences. The Executive Director, who serves as general chairperson of annual conventions, is an *ex-officio* member of this committee.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.

- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-007 Diversity Initiative

Duties

The Diversity 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, welcome all members and participants, embraces a commitment to diversity, and actively seeks members of all backgrounds.

The Diversity Initiative Committee

- Works to increase membership and participation among historically under-represented groups in ABC.
- Sponsors projects, programs, and events related to diversity issues, challenges, and opportunities. Sponsors panels at annual and, when possible, regional ABC conferences.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-008 Graduate Studies

Duties

The Graduate Studies Committee

- Gathers and disseminates curriculum information about graduate-level courses and programs related to business communication, especially at the doctoral level.

- Collects and disseminates information about programs where students may write master's theses and doctoral dissertation dealing with business communication and/or professional writing.
- Sponsors projects, programs, and events of special interest to graduate students and faculty in graduate programs.
- Encourages graduate students and graduate faculty to join the Association, participate in its conventions, and submit articles to its publications.

- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-011 Nominating

Duties

The Nominating Committee

- Oversees the election of Directors and Officers (bylaw 1.4).
- Manages the process of selecting recipients of Association awards specified in the Operational Guidelines (bylaw 1.4).
- Solicits recommendations for people to fill elected offices (bylaw 1.4.3).
- Nominates people to fill the necessary at-large and Regional Vice President positions, and the position of Second Vice President (bylaw 1.4.4).
- Nominates members for the Publications Board (bylaw 3.4.1).and Web Board (bylaw 3.6.1).
- • Solicits and evaluates 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 3.7.3).
- Submits, so as to reach the Executive Director 45 days before the annual convention a list of individuals selected to receive nominations and awards, along with the reasons for their selection, including at minimum a two-page vita, for Board approval (bylaw 3.7.3).

Criteria

The Nominating Committee's attention is directed to

- Bylaws 1.4.5, 3.3.7, and 3.7.1 which set out Criteria to be considered when selecting nominees.
- Operational Guidelines 070-001, 070-002, and 070-003 for the specific criteria for each award.

Membership

The committee consists of the three most recent past presidents and the Executive Director, who is an *ex-officio*, non-voting member (bylaw 1.4.1). The Past President chairs the committee (bylaw 1.4.1).

Membership

Members include graduate students and faculty who teach in graduate programs offering courses or research opportunities in business communication.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-010 Modern Language Association Convention

Duties

The Modern Language Association (MLA) Convention Committee

- Organizes and oversees the ABC session(s) at the MLA Annual Convention.
- Promotes the field of business communication in the MLA.

Membership

Members should be members of both the ABC and the MLA.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.

Report to the Board

The Nominating Committee's report to the Board includes a list of continuing Board members and the year each term expires.

040-012 Publications Board

Duties

As specified in the bylaws, the Publication Board

- Recommends editors of Association publications to the Board (bylaw 3.5.1).
- Evaluates the regular and special publications of the Association (bylaw 3.5.1).
- Evaluates the editors of the publications (bylaw 3.5.1).
- Evaluates the statements of editorial policy and procedures provided by the editors (bylaw 3.5.1).
- Proposes and selects timely special publications (bylaw 3.5.2).
- Coordinates production of special publications with the Executive Director (bylaw 3.5.2).
- Coordinates with the editors special issues of the *Journal of Business Communication* and *Business Communication Quarterly* (operational guidelines 08-001 and 08-002). The guidelines for special issues may be found on the ABC web site.
- Assists the editors in effective transition when new editors are selected.
- Evaluates publications to determine the recipients of awards for publications specified in the Operational Guidelines (bylaw 3.5.3).
- 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 seven members elected by the Board of the Directors to staggered, three-year terms (bylaw 3.4). Terms begin at the end of the annual convention through the next three annual conventions. In addition, the executive director is an *ex-officio*, voting member (bylaw 3.4). The Convention Proceedings editor is an eighth member of the Publications Board. The incoming President (outgoing First Vice President) appoints the incoming Proceedings Editor to this Board. The President also appoints the Publications Board chair from among the seven elected members (bylaw 3.3.1).

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 Journal of Business Communication and in Business Communication Quarterly

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

Criteria

The criteria for awards are found in Operational Guidelines 070-006 and 070-008.

Presentation of Awards

The chair of the Publications Board presents the awards at the annual convention.

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 prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-013 Research

Duties

The Research Committee

- Considers research issues in business communication.
- Encourages business communication research.

- Provides Association members with guidance on research topics.
- Selects the recipient of the Outstanding Researcher Award (Operational Guideline 070-005).

Membership

Members are actively involved in business communication research.

Presentation of Outstanding Researcher Award

The chair of the committee presents the Outstanding Researcher Award at the banquet at the annual convention, explaining briefly why the winner has received the award.

Reimbursement

Should the chair be at a school which cannot provide photocopying and mailing needed to select the Outstanding Researcher, ABC either provides these services or reimburses the chair for any out-of-pocket expenses.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-014 Student Competition

Duties

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

- Creating the contest by
 - establishing and updating contest guidelines, rules, and regulations
 - promoting the contest by providing current information for the web site and via email to ABC members
 - coordinating all aspects of each year's contest from selecting the case to announcing the winner
- Selecting and announcing the contest winner(s) by

- recruiting volunteers and businesspersons to read and rank student entries
- establishing and maintaining criteria for assessing contest entries
- collecting, organizing, and coding student entries so authors' names are unknown to all readers
- selecting the student entry/entries that best meet the award criteria as recommended by the panel of businesspersons
- notifying the ABC President and Executive Director who the student award winner(s) and instructor(s) are so that they can notify the student(s)/ instructor(s) and prepare the awards

Membership

Members will serve a two-year term, with the option to serve a second two-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 – March 31.

Award Presentation

The chair of the Student Awards Committee will present the award certificate(s) and scholarship(s) to the student winner(s) at the annual convention. If a student winner is unable to attend, the student's instructor may accept the award on the student's behalf.

Reimbursement

For a committee chair located at a school that cannot provide the photocopying and mailing services needed to select student winner(s), ABC will either provide these services or reimburse the chair for documented out-of-pocket expenses.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-015 TEACHING

Duties

The Teaching Committee

- Gathers and disseminates information about pedagogy in business communication.
- Sponsors projects, programs, and events to improve pedagogy in business communication.
- Selects the recipient of the Outstanding Teacher Award in Memory of Meada Gibbs (Operational Guideline 070-004).

Membership

Members have a strong commitment to teaching.

Presentation of Outstanding Teacher Award

The chair of the committee presents the Outstanding Teacher Award in Memory of Meada Gibbs at the annual convention explaining briefly why the winner has received the award.

Reimbursement

Should the chair be at a school which cannot provide photocopying and mailing needed to select the Outstanding Teacher, ABC either provides these services or reimburses the chair for any out-of-pocket expenses.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual meeting, for distribution to Board members about 30 days before the annual meeting.

See **040-002** for details about each report's purpose, content, and format.

040-016 EMPLOYMENT OPPORTUNITIES

Duties

The Employment Opportunities Committee provides job search assistance to both applicants and hiring institutions or businesses. It:

- Forwards ABC website postings to headquarters for billing prior to posting
- Coordinates postings of positions with ABC website editor
- Organizes placement site as well as two notebooks to be available at the annual

conference: one with applicant information and one with position information

- Offers ABC conference attendees the opportunity to peruse both notebooks over Thursday and Friday during the annual meeting and promotes screening interviews at the conference
- Initiates follow-up contact with correspondent at companies/institutions to determine the success of position postings on the website
- Makes recommendations to the Board regarding placement issues

Membership

Members include those interested in placement issues.

Reimbursement

For a committee chair located at a school that cannot provide the photocopying and mailing services needed to select the student winner, ABC will either provide these services or reimburse the chair for documented out-of-pocket expenses.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-017 UNDERGRADUATE STUDIES

Duties

The Undergraduate Studies Committee

- Gathers and disseminates curriculum information about undergraduate-level courses and programs related to business communication.
- Sponsors projects, programs, and events of special interest to faculty in undergraduate programs, such as accreditation.

Membership

Members teach in undergraduate programs.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual meeting, for distribution to Board members about 30 days before the annual meeting.

See **040-002** for details about each report's purpose, content, and format.

040-018 Web Board

Duties

As specified in the bylaws, the Web Board

- Recommends a web editor for the Association web site. (bylaw 3.6.2).
- Provides guidelines for policy and content relating to the web site to ensure that the web site meets Association goals (bylaw 3.6.2).
- Evaluates the ABC web site regularly to determine that it follows policy and content guidelines (bylaw 3.6.2).
- Evaluates the web editor. In the second year of the Web Editor's first term, the Web Board evaluates the Web Editor's work. If it is satisfactory and if the Web Editor wishes to continue for a second term, the Web Board may recommend to the Executive Committee that the Board of Directors approve the Web Editor for a second term. If the work is unsatisfactory or if the Web Editor does not wish to seek a second term, the Web Board issues a Call for Proposals to serve as Web Editor so that the Board of Directors has a field of applicants from which to select a new Web Editor by the end of the incumbent's term (bylaw 3.6.2).
- Reviews financial support for the web editor prior to appointment and throughout his or her term of office, and proposes changes for approval by the Board whenever the support is inadequate or inappropriate.

Membership

The Web Board has five members elected by the Board of the Directors to staggered, three-year terms (bylaw 3.6). Terms begin at the end of the annual convention through the next three annual conventions. In addition, the Executive Director is an *ex-officio*, voting member (bylaw 3.6). The incoming President (outgoing First Vice President) appoints the chair of the Web Board at the end of the annual convention (bylaw 3.3.2).

Board Meeting

If the Chair of the Web 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 web site and to make the Web Board aware of Board discussions.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

040-019 International Issues

Duties

The International Issues Committee

- Promotes the international focus of the association.
- Sponsors projects, programs, and events to promote international interest.
- Develops efforts to encourage participation of all members in meetings based in different regions around the world.

Membership

Members are selected from all geographic areas of the association.

Reports

The Chair prepares and submits the following reports:

- Mid-Year: To the Executive Director 30 days before the mid-year Executive Committee meeting.
- Annual: To the Executive Director 45 days before the annual convention, for distribution to Board members about 30 days before the annual convention.

See **040-002** for details about each report's purpose, content, and format.

045 INTEREST GROUPS

045-001 Overview

Group Structure

The Association's members pursue a variety of professional objectives through voluntary interest groups. Each interest group is responsible for selecting an appropriate designation for itself and for developing its own agenda. An interest group is not required to submit regular reports to the Board of Directors. However, an interest group must secure prior approval from the Board of Directors in order to represent the Association to external groups or persons. An 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. (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 Coordinator.

An interest group will retain official recognition so long as (a) the group meets during the annual convention; (b) at least 10 members (identified by name) indicate that they wish to be affiliated with the group. Within 30 days after the conclusion of the annual convention the Coordinator must certify that the group has met the requirements for continued recognition--a written report

should be made to the First Vice President and to the Executive Director.

Tenure

Coordinators. A Coordinator will typically serve a one year term of office, ending at the conclusion of the annual convention. A Coordinator 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 an interest **group is not limited.**

Calendar

Interest groups operate from the end of one annual convention to the next.

Meeting at Annual Convention

Interest groups meet during the annual convention 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

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 on Mid-year Executive Committee

Report Required

The Board requires that the Executive Committee provide a written report to all members of the Board of Directors within thirty days of the completion of the mid-year Executive Committee Meeting.

Content

The report provides the members of the Board of Directors with a mid-year assessment of the "State of the Association" and contains

- Status reports submitted by standing committees.
- Status reports submitted by ad hoc committees.
- Financial status report.
- Status reports submitted by editors.
- Synopsis of Executive Committee discussions.

050-003 Matters Put Forward by Members of the Board

Purpose

The guideline provides 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 Board members to proceed on the request, the Executive Committee

- Makes the information provided available to members of the Board.
- Solicits responses from members of the Board and circulates those responses to members of the Board prior to a mail, e-mail, fax, or telephone ballot.
- Causes a mail, e-mail, fax, or telephone ballot to be held.
- Advises the members of the Board of the results of the ballot.

060 ORGANIZERS OF ANNUAL CONVENTIONS

060-001 Leadership

General

The annual convention is the largest event which 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 conventions to help them plan and budget for their meetings.

General Chair

The Executive Director serves a General Chair of the annual convention.

Program Chair(s) and Local Arrangements Chair(s)

The Executive Committee chooses Program Chairs and Local Arrangements Chairs, three years in advance, if possible.

060-002 Reports

Progress Reports

The General Chair (Executive Director) reports progress on the upcoming annual convention and on future annual conventions to the Board of Directors at the annual meeting and to the Executive Committee at the mid-year meeting.

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

The Program Chair(s) reports progress on the upcoming annual convention to the Board of Directors the year before the convention and again at the mid-year meeting of the Executive committee before the convention.

The report of the Program Chair(s) covers such items as the timetable for convention organization (i.e., dates for call for papers, acceptance letters to speakers), and on-site convention 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 convention, 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 convention. 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.
- Sponsors

Expenses.

The expense categories are

- Hotel expenses including food/beverages.

- Audio-visual.
- Lodging.
- Miscellaneous charges.
- Program.
- Registration.
- Travel.
- Board meeting.

Convention File

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

060-003 Expenses to be Charged to Convention

Purpose

In addition to expenses normally associated with annual

conventions, the Board wishes to specify 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 convention for the Executive Committee members and the Program Chair 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

Purpose

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.

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.

070-002 Distinguished Member Award

Purpose

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.

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 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, contributing to teaching and research.
8. Training program development for business, industry, or government.

070-003 Award of Merit in Memory of Francis W. Weeks

Purpose

The purpose of the Award of Merit in Memory of Francis W. Weeks is to acknowledge, foremost, contributions to the profession, and to recognized outstanding advancement in the discipline of business communication through a singular accomplishment of a series of accomplishments. The Board of Directors has authority to give honorary awards, as long as candidates meet the criteria of the award.

Criteria

The criteria are:

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 (student organizations, study groups, research funding, etc.).
3. Professional development: a) directing symposiums, forums, workshops or conventions, 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 and/or nonmembers 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.

070-004 Outstanding Teacher Award in Memory of Meada Gibbs

Purpose

The purpose of the award is to recognize, encourage, and reward excellence in teaching business communication.

The recipient of the award is a person who, in the judgment of the Selection Committee, has made a significant contribution to business communication teaching methodology and concepts during the three years preceding the presentation of the award.

Criteria

The Selection 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. Publications, conference presentations, and/or research record (publications must include articles in *Business Communication Quarterly* and/or the *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.

Selection

The ABC Teaching Committee selects the recipient of the award.

Description

The award recipient receives a plaque and \$500 cash contributed by 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.

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

Purpose

The 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.

Criteria

Criteria include

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.

Selection

The ABC Research Committee selects the recipient of the award.

Description

The award recipient receives a plaque and \$500 cash, contributed by 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.

070-006 Distinguished Publication on Business Communication

Criteria

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

1. Contributes significantly to scholarship, research, and/or pedagogy.
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 convention at which the award will be presented.

Eligibility

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

Selection

The ABC Publications Board selects the recipient of the award.

Description

The award recipient(s) receives a plaque, one-year full membership in the Association, and a monetary award of \$500 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.

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

Purpose

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

Criteria

The award recognizes, on an extraordinary basis, exceptional members of ABC whose spirit of friendliness and welcome and whose activities in support of that spirit through the whole organization contribute substantially to an atmosphere of welcome and appreciation for both newcomers and continuing members.

Selection

When special circumstances warrant granting the Award,

the Nominating Committee proposes candidates to the Board of Directors, which approves the award.

Description

The award recipient receives a plaque and \$500.

070-008 Outstanding Article Awards

Criteria

The ABC Awards for Outstanding Article in the *Journal of Business Communication* and in *Business Communication Quarterly* are each awarded to the author(s) of an article that meets 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 convention at which the award is presented.

Eligibility

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

Selection

The ABC Publications Board selects the recipient of the awards.

Description

The award recipients receive a plaque, a one-year full membership in the association, and a monetary award of \$500 cash 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.

070-009 Student Competition

Criteria

The Student Competition Awards will be presented to undergraduate students whose entries meet the following criteria. 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 (grammar, usage, and mechanics) of standard written English
5. Use an appropriate format and professional document design

Eligibility

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.

Selection

The ABC Student Competition Committee selects the award recipients.

Description

Winners of the award receive \$300 cash contributed by the contest sponsor(s). By existing agreement, the Association for Business Communication permits the sponsors to publicize the names of the awardees in advertising

070-010 Outstanding Doctoral Dissertation Award

Purpose

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 Convention in October or November of 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 JBC or the BCQ. The winner will also receive a one-year membership in ABC.

Selection Criteria

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

Nomination Procedures

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

Nominations

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.

080 EDITORS

080-001 Journal of Business Communication

Tenure

The Editor serves at the pleasure of the Board, normally for a four-year term with the possibility of reappointment for a second term of up to four years.

Procedure for Appointment and Reappointment

The Publications Board recommends a candidate for Editor for Board 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 Editor's first term, the Publications Board evaluates the Editor's work. If it is satisfactory and if the Editor wishes to continue for a second term, the Publications Board recommends that the Board approve the Editor for a second term. If the work is unsatisfactory or if the Editor does not seek a second term, the Publications Board issues a Call for Proposals to edit the Journal so that the Board of Directors has applicants from which to select a new editor by the end of the current Editor's term.

Eligibility

Members of the Executive Committee are not eligible to edit the *Journal*.

Duties

The editor is responsible for

- Choosing an Editorial Review Board, any *ad hoc* reviewers needed, and (if desired) one or more Associate Editors. The editor will encourage every Editorial Review Board member to be a member of the Association.
- Choosing manuscripts, based on the recommendations of the Editorial Review Board or *ad hoc reviewers* who have evaluated the manuscripts in a blind reviewing process.
- 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).
- Choosing appropriate articles, reports, columns, and announcements from the Association and its committees on all topics relevant to members.
- Choosing the book review editor(s) and any editors of columns in collaboration with the Publications Board.
- Submitting edited copy to the Managing Editor in a timely fashion.
- Choosing topics and editors for any special issues in collaboration with the Publications Board.
- Publicizing the *Journal* and solicits manuscripts.
- Conducting necessary correspondence with authors, reviewers, and others.
- Maintaining adequate records of *Journal* activities.
- Providing written statements of editorial policy and procedures to the Publications Board.
- Working with the Publications Board in providing effective transition when new editors are selected.

Reports

The Editor submits mid-year and annual reports. The mid-year report is due 30 days before the date of the mid-year meeting; the annual report is due 45 days before the annual convention. The 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 editor's performance and to understand his or her efforts and challenges. The report also includes an accounting of how the editor has spent the Association's financial support.

Reimbursement for Expenses

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

080-002 BUSINESS COMMUNICATION QUARTERLY

Tenure

The Editor serves at the pleasure of the Board, normally for a four-year term with the possibility of reappointment for a second term of up to four years.

Procedure for Appointment and Reappointment

The Publications Board recommends a candidate for Editor for Board 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 Editor's first term, the Publications Board evaluates the Editor's work. If it is satisfactory and if the Editor wishes to continue for a second term, the Publications Board recommends that the Board approve the Editor for a second term. If the work is unsatisfactory or if the Editor does not seek a second term, the Publications Board issues a Call for Proposals to edit the *Quarterly* so that the Board of Directors has applicants from which to select a new editor by the end of the current editor's term.

Eligibility

Members of the Executive Committee are not eligible to edit the *Quarterly*.

Duties

The editor is responsible for

- Choosing an Editorial Review Board, any *ad hoc* reviewers needed, and (if desired) one or more Associate Editors.
- Choosing manuscripts, based on the recommendations of the Editorial Review Board or *ad hoc reviewers* who have evaluated the manuscripts in a blind reviewing process.
- Choosing appropriate articles, reports, columns, and announcements from the Association and its

committees on all topics relevant to members. Choosing the book review editor(s) and any editors of columns.

- Submitting edited copy to the Managing Editor in a timely fashion.
- Choosing topics and editors for any special issues in collaboration with the Publications Board.
- Publicizing the *Quarterly* and soliciting manuscripts.
- Conducting necessary correspondence with authors, reviewers, and others.
- Maintaining adequate records of the *Quarterly* activities.
- Providing written statements of editorial policy and procedures to the Publications Board.
- Working with Publications Board in providing effective transition when new editors are selected

Reports

The Editor submits mid-year and annual reports. The mid-year report is due 30 days before the date of the mid-year meeting; the annual report is due 45 days before the annual convention. The 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 *Quarterly* to enable the Publications Board to evaluate the editor's performance and to understand his or her efforts and challenges. The report also includes an accounting of how the editor has spent the Association's financial support.

Reimbursement for Expenses

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

080-003 BUSINESSCOMMUNICATION.ORG

Tenure

The Editor serves at the pleasure of the Board, normally for a four-year term; the Board may renew this appointment for a second term of up to four years.

Procedure for Appointment and Reappointment

The Web Board recommends one or more Web editor candidates for Board approval (bylaw 3.6.2). The recommendation is accompanied by a rationale, a proposal, and a short vita from each candidate.

In the second year of the Web editor's first term, the Web Board evaluates the Web editor's work. If it is satisfactory and if the Web editor wishes to continue for a second term, the Web Board may recommend that the Board approve the appointment of the Web editor for a second term. If the work is unsatisfactory or if the Web editor does not wish to seek a second term, the Web Board issues a Call for Proposals to serve as Web editor so that the Board of Directors has a field of applicants from which to select a new Web editor by the end of the incumbent's term.

Eligibility

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

Duties

The Web editor

- Works with the Office of the Executive Director in order to manage and update the content of businesscommunication.org in accordance with the goals in the Strategic Plan;
- Manages and controls the quality of businesscommunication.org to ensure that its content is appropriate, accurate, well-edited and provides a professional view of ABC;
- Manages the user experience of businesscommunication.org in cooperation with the office of Executive Director by:
 - soliciting feedback from users about the design and usability of the businesscommunication.org,
 - reviewing the design of businesscommunication.org and recommending revisions to the Web Board for approval,
 - working with the Web Board and the Executive Director to evaluate and select web designers and programmers when necessary,
 - working collaboratively with web designers and programmers to implement changes to the businesscommunication.org;
- Recommends a vision and policy implementation for businesscommunication.org to the Web Board by:
 - providing creative leadership and ensuring that businesscommunication.org presents ABC effectively and advances the mission of the Association,

- providing written suggestions for web policy and procedures to the Web Board,
- implementing policies passed by the Web Board;
- Proposes and manages the businesscommunication.org budget by:
 - providing the Web Board and Executive Committee with a proposed budget for any web site maintenance, revisions, or redesign and
 - maintaining adequate records of web activities and expenditures;
- Works with the Web Board in providing effective transition when a new Web editor is selected.

The mid-year report is due 30 days before the date of the mid-year meeting; the annual report is due 45 days before the annual convention. The Web editor sends these two reports to both (1) the Executive Director for distribution to the Executive Committee and the Board of Directors and (2) the chair of the Web Board.

The annual report includes information about the businesscommunication.org that will enable the Web Board to evaluate the Web editor's performance and to understand his or her efforts and challenges. The report also includes an accounting of how the Web editor has spent the Association's financial support.

Reimbursement for Expenses

The Association reimburses the Web editor for expenses authorized under Operational Guideline 090-004, subject to limits of the budget as approved by the Board of Directors.

Reports

The Web editor submits mid-year and annual reports.

090 REIMBURSEMENT OF EXPENSES

090-001 President

Purpose

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

- Economy class airfare.
- Actual accommodation expenses.
- Up to \$50 a day for food.
- Taxi fares to and from airports, airport parking, and miscellaneous expenses.
- Actual and reasonable entertainment expenses incurred while conducting Association business.

Amounts Authorized

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

- Economy class airfare.
- Actual accommodation expenses.
- Up to \$50 a day for food.
- Taxi fares to and from airports, airport parking, and miscellaneous expenses.
- Actual and reasonable entertainment expenses incurred while conducting Association business.

090-003 Executive Committee Meetings

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.

Amounts Authorized

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

- Economy class airfare.
- Actual accommodation expenses.
- Up to \$50 a day for food.
- Taxi fares to and from airports, airport parking, and miscellaneous expenses.

090-002 Executive Director

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.

Amounts Authorized

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

090-004 Editors

Journal Editors

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.

Amounts 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

- Economy class airfare.
- Actual accommodation expenses.
- Up to \$50 a day for food.
- 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.

Amounts Authorized – Web Editor & Proceedings Editor

The Web Editor is eligible for reimbursement of travel expenses to the annual convention and budgeted clerical expenses. The Proceedings Editor is also eligible for reimbursement of travel expenses to the annual convention and for budgeted clerical expenses. The Board of Directors will consider the Web Editor's and Proceedings Editor's requests for additional assistance.

090-005 Regional Vice Presidents

Regional Newsletter

With receipts provided, the Association reimburses each

Regional Vice President up to \$100 a year to defray the cost of regional newsletters or other activities designed to increase membership.

Travel Expenses

For travel to the annual convention, ABC will reimburse Regional Vice Presidents' expenses for the annual meeting (i.e., expenses not reimbursed by employers) over \$500 US to an maximum of \$500. Up to \$500 of the following specific expenses are eligible for reimbursement under this policy:

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

090-006 Committee Chairs

Purpose

Committee chairs normally ask their schools or employers to defray the cost of photocopying, mailing, telephone and any other activities need 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's 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.

090-007 Board of Directors

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 convention.

100 ABC LOGO AND IDENTITY

100-001 Guidelines for Use

Purpose

The ABC identity must be represented in a consistent manner to build its national and international

recognition, 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 and 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 Guide below for approved nomenclature and graphic standards.

Guidelines

1. The ABC LOGO/Brand and Letterhead is 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 and may not be used unless by permission from the Executive Director for any other purpose(s) than those outlined above.

