

# OPERATIONAL GUIDELINES

*of the*

**Association for Business Communication**



**Last updated and approved by the ABC Board of Directors**

**December 9, 2022**

# 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 OG and Bylaw Committee 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.

### 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 (030-007) 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 fives, for example, 010, 020, 030, 035, 040, 045, 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”.

### Table of Contents

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

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## 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. Becomes fully informed 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 the member 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.

#### Responsibilities

Refer to Bylaws 1.1.4, 1.3.2, 1.4.6, 3.2.1 and 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 meeting held at the annual conference, including:
  - a. Financial performance report
  - b. Auditor's report (when appropriate, typically every three years)
  - c. Committee reports
  - d. Regional Vice Presidents' reports
  - e. Editors' reports.
2. Is polled on extraordinary actions required between meetings of the Board.

## **Board Meetings**

Refer to Bylaws 1.1.3 and 1.1.10. Members who are not able to physically attend the annual meeting should participate by conference call or video/web conference. Board members may not send substitutes to represent them.

## **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 Meetings). The Executive Committee refers any extraordinary items to the Board.

## **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 Vice President, in conjunction with item 5 010-001 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 meetings of the Board of Directors.

## **Incoming Board Members**

At least 90 days prior to the annual conference, the 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

Refer to Board of Directors (030-001) and Bylaws 2.2.4, 2.5 and 3.2.2.

### Term Limits

Refer to Bylaws 1.3.4, 1.3.5 and 1.4.10.

### RVP Incentive Award

Regional Vice Presidents may apply for the RVP Incentive Award in order to fulfill these duties as well as request up to \$750 for travel to their Region's Regional Conference and up to \$750 for travel to the Board meeting at the annual conference. 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 Board, members in the region, and others from inside and outside the region who might attend the conference.

**Financial Matters.** 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 Vice President. All submissions are due by April 1 each year.

## **Regional Ambassadors**

Regional Vice Presidents may work with Ambassadors (to encourage membership in certain parts of the region). Ambassadors may apply for up to \$750 to travel to the Region's regional conference. Ambassadors are appointed by the Board at the request of the RVP. Appointments are for two years and can be renewed.

## **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 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 Board meeting at the Annual Conference for inclusion in the packet to Board members.

## **Meetings**

**Board Meeting.** As officers of the organization and members of the Board of Directors, the Regional Vice Presidents are invited to participate in the Board meetings. RVPs who are not able to attend the meeting at the Annual Conference 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.

**Regional Vice Presidents' Meeting.** Four times a year the Regional Vice Presidents meet with the Vice President to coordinate regional activities, discuss membership, and promote the interests of the Association. RVPs not able to attend the in-person meeting at the Annual Conference must inform the 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 at the Annual Conference 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 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.

## 030-003      Executive Committee

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### 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.

### Responsibilities

Refer to Bylaws 2.8 and 3.3.4).

### Executive Committee Meetings

Refer to Bylaw 2.5.2.

### 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 (030-001) and as a member of the Executive Committee (030-003), the Immediate Past President chairs the Nominating Committee. At Board 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.

The Immediate Past President, in coordination with the President, will conduct an annual performance review of the Executive Director (ED). Newly appointed EDs will be reviewed every year for the first two years, and then **every two years** afterwards in a manner mutually convenient for all three persons; an exception to this policy would occur if the ED, the Executive Committee, or the Board request an annual review. They will report their evaluation along with any recommendations to the Board of Directors during the meeting at the Annual Conference.

### 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.

### Overview of Duties

The President is the Chief Executive Officer of the Association. Refer to Board of Directors (030-001), Executive Committee (030-003) and Bylaws 2.2.1, 2.5.3, 2.6.3, 3.3.1, 3.3.4, 3.7.3 and 4.3.1.

The President consults with the Executive Director and annual conference program chair(s) as outlined in the *Guidelines for ABC Program Chairs*.

### Oversight

Each term, the President will charge the 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 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 Board meeting at the Annual Conference.

### Agenda for Executive Committee and Board Meetings

The President prepares the agenda for all meetings of the Executive Committee and Board meetings.

The President circulates a draft agenda to all members of the Executive Committee and Board requesting that they add agenda items, if required, and 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.

### Overview of Duties

Refer to Board of Directors (030-001), Executive Committee (030-003) and Bylaws 2.7.1, 3.3.1, 3.3.2, 3.3.3 and 3.3.5.

In addition, the Vice President maintains and updates a record of committee assignments to help track ABC member participation in committee activities.

### Oversight of Interest Groups

The Vice President initiates interest groups by either (a) designating a member as a coordinator of an interest group and asking the member to convene a group or (b) granting recognition to an interest group that applies for recognition. By April 1 and within 30 days after the annual conference concludes, the 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.

### Operational Guidelines Revisions

The Vice President works with the OG and Bylaw Committee to review and update the Operational Guidelines and Bylaws and recommend changes when necessary. At least 60 days before the meeting at the Annual Conference, the 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 Vice President in response to advice from the Board and the Executive Committee and to the Association's needs.

### Letter to Outgoing Chairs

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

### Meeting with Regional Vice Presidents

The Vice President meets quarterly with the Regional Vice Presidents, one of which will be 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 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.

### 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 that will review the recommendations from the previous three years' reports as they complete the following tasks:

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.
4. 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, refer to Bylaws 1.1.9, 1.2.1.5, 1.4.1, 2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.6, 3.2.2, 3.4, 3.5.2, 3.7.1 and 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 or the Board, respectively.

3. Has access to digital data and takes measures for maintaining the security of ABC data.
4. Makes online links available to materials for the Board meetings to current and incoming Board members.
5. Notifies the Nominating Committee of any resignations of officers or Board members.
6. 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 Conference meeting.
7. Works with the Executive Committee to propose sites for the annual conference for Board approval; identifies suitable hotel locations for the selected sites.
8. Serves as the General Chair of the annual conference (060-001).
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. Ensuring that all records relating to ABC financial, membership and tax are on a shared drive co-owned by the ED and the president. Upon transition of ED, any additional documents that are not on the shared drive are transferred within 30 days for the 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 at least two people for each election for Vice President, at least two people for each Regional Vice President whose term is expiring, and at least two people for every Director at large member to be elected. The Nominating Committee interviews all candidates for all elected officers (Vice President, RVPs, and Directors-at-Large) before they are added to the slate. In nominating Directors at Large the Nominating Committee considers specific ABC leadership needs, including the chairing of Committees.

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.

Members of the Board may 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 emailed to all members. Members vote electronically.

### Breaking a Tie

The Board of Directors decides any tie vote by additional ballot (Bylaw 1.4.8).

### Dissemination of Results

The Executive Director notifies candidates and publishes the results of the election (030-007).



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

Refer to Bylaws 2.6 and 2.6.1.

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

Upon a 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.

### **Inability to serve before Taking Office: Vice President**

Should a winning candidate for the office of Vice President, before taking office, be unable to serve—whether because of resignation, death, or other inability—the Executive Committee shall appoint the candidate receiving the second largest number of votes to serve for the full term. If none of the candidates is able to serve, a special election shall be held to elect a new Vice President.

### **Filling Vacancies Created by Inability to Serve**

If a Regional Vice President is unable to serve, a new Regional Vice President will be elected as soon as possible and will serve a four-year term regardless of the amount of time remaining on the previous person's term. If a Director-at-Large is unable to serve, the procedure for electing a replacement will be started at the Board meeting at the Annual Conference; the Director-at-Large will serve a four-year term regardless of the amount of time remaining on the previous person's term.

## 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. The Communication and Technology Coordinator:

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](https://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. Have an interest in helping ABC achieve its organizational goals.
2. Have experience in web design or user-interface design (no experience in web programming is required).
3. Have editorial and/or administrative experience.
4. 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 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.

## **Board Meetings**

If the Technology Coordinator is not already a member of the Board of Directors, the Board explicitly directs the Coordinator to attend relevant portions of the Board Meetings as an observer to 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 Communication and Technology Coordinator submits mid-year and annual reports to the Executive Director and posts them on the Technology Committee's Community page for functional and archival purposes.. The interim report is due April 1; the annual report is due September 1. 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 are approved by the Executive Director in consultation with the Executive Committee.

## 035-002 Associate Technology Coordinator

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### Overview of Duties

The Associate Technology Coordinator:

1. Assists 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. Offers support during the year for certain key committees, specifically the Teaching and the Diversity, Equity and Inclusion (DEI) Committees in posting and disseminating information that is related to the conference/furtheres the teaching and outreach missions of the association.
3. Assists the Communications and Technology Coordinator and the ABC HQ staff by
  - a. Managing the user/member experience of 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) and other applications or software.
  - c. Researching and managing the implementation of software and applications to meet the Association's strategic goals.
4. Serves 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. Have an interest in helping ABC achieve its organizational goals.

2. Have experience in web design or user-interface design.
3. Have editorial and/or administrative experience.
4. 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 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, Equity and Inclusion Coordinator

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### Overview of Duties

The Diversity, Equity and Inclusion Coordinator will:

1. Work to increase membership and participation among historically under-represented groups in ABC.
2. 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.
3. Evaluate nominations to determine the recipient of the Distinction in the Practice of Diversity, Equity and Inclusion Award.
4. Collect members' diversity, equity, inclusion, and accessibility input at venues such as ABC Connect; use the information as a basis for making continuous improvement suggestions to the Board on an ongoing basis.
5. Consult with ABC Headquarters on accessibility efforts. For example, -provide accessibility checklist for conference venues.
6. Attend the ABC Board meetings as a non-voting member of the Board of Directors to observe and participate in the business of the organization.
7. Participate in the Board's forum communication throughout the year.
8. 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, equity, inclusion, and accessibility issues are encouraged to apply to serve as the ABC Diversity, Equity and Inclusion Coordinator. Members with experience on ABC's Diversity, Equity and Inclusion 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, equity, inclusion, and accessibility
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, Equity and Inclusion Coordinator will be appointed by the 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, Equity and Inclusion Coordinator reports what has transpired since the last report (for the Board meeting at the Annual Conference) and the plans for the current year. Reports are to be submitted electronically to the Executive Director and the 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, Equity and Inclusion Committee who have made substantial contributions to the Diversity, Equity 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 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 Executive Committee by April 1 and September 1.

### Overview of Duties

The Historian and Newsletter Editor will:

1. Attend the ABC Board meetings 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 ongoing 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 Executive Committee and serve a four-year renewable term.

### Support

Airline and hotel expenses up to \$1250 will be reimbursed to the ABC Historian to support 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 current President for the current year. The Historian reports what has transpired since the last report (for the Board meeting at the Annual Conference) and the plans for the current year. Reports are to be submitted electronically to the Executive Director and 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 current 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 President by September 1 each year. The report should include persuasive rationales for any recommendations/proposals.

### Overview of Duties

In addition to Bylaws-3.5.1 and 3.5.2, the Publications Board:

1. Coordinates with the editors about special issues of the *International Journal of Business Communication* and *Business and Professional Communication Quarterly* (08-001 and 08-002 of the *Operational Guidelines*). The guidelines for special issues may be found on the ABC website.
2. Assists the editors in effective transition when new editors are selected.
3. 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*
  - c. Outstanding Article in the *Business and Professional Communication Quarterly*
4. 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*.
5. 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

Refer to Bylaw 3.4. Three-year terms begin on January 1. The Proceedings Editor serves as a member of the Publications Board.

### Board Meeting

If the chair of the Publications Board is not already a member of the Board of Directors, the Board explicitly directs the chair 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

**Status Report to the Executive Committee.** This report lists the duties of the position and the various charges for the current year. The Chair of the Publications Board reports what has transpired since the last report (for the Board meeting at the Annual Conference) and the plans for the current year. Reports are to be submitted electronically to the Executive Director 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 Publications Board

who have made substantial contributions to the Publications Board's efforts and includes suggestions for the next year's charges. The Chair prepares the report and submits it electronically to the Executive Director by September 1 each year. The report should include persuasive rationales for any recommendations/proposals.

## **035-007      Nominating Committee**

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### **Overview of Duties**

Refer to Bylaws 1.4, 3.3.7, 3.4.1 and 3.6.3.

### **Membership**

Refer to 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 reports to the Board.

### Overview of Duties

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

1. Mentor early-career and emerging scholars.
2. Manage the CRARF grant application process.
3. Make recommendations to the Business Communication Research Foundation (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 Business Communication Research Foundation.

### Membership

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

### Reports

**Status Report to the Board of Directors and the Business Communication Research Foundation.** This report lists the duties of the position and the various charges for the current year. The Chair of the CRARF Committee reports what has transpired since the last report (for the Board meeting at the Annual Conference) and the plans for the current year. Reports are to be submitted electronically to the ABC Board shared files by April 1 each year.

**Annual Report to the Board of Directors and the Business Communication Research Foundation.** This report lists the duties of the position and the various charges for the current year. This report includes recognition of members of the CRARF Committee who have made substantial contributions to the CRARF Committee's efforts and includes suggestions for the next year's charges. The Chair prepares the report and submits it electronically to the Board shared files 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.

#### Committee Purpose and Size

Each committee's description of duties and responsibilities (often called charges) can be found on the committee web page on the ABC website. Each year, the Vice President will review the charges and update them as necessary in consultation with the Executive Committee and other leaders as appropriate.

#### Tenure

**Standing Committees.** The Vice President appoints members of standing committees for three-year renewable terms ending December 31. Committee members should be on staggered terms. Depending on the size and function of the committee, one-third to one-tenth of the members change each year. Chairs shall be appointed to two-year terms and may be reappointed up to three times for a term limit of six years.

**Ad Hoc Committees.** The President appoints the chairs and members of ad hoc committees for the period required for them to complete their assignment and not to exceed the President's tenure.

#### Membership

Membership on committees is open to any ABC member who is interested in promoting that committee's work.

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.

Graduate Studies Committee membership includes graduate students and faculty who teach in graduate programs offering courses or research opportunities in business communication.

Members of the MLA Liaison Committee will be members of both ABC and MLA.

Members of the NCA Liaison Committee will be members of both ABC and NCA.

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



The Student Competition Committee will include five members who have a strong interest in business writing and fostering student achievement.

Recipients of the Outstanding Teacher-Scholar Award in Memory of Meada Gibbs become de facto Teaching Committee members.

Committee members of the OG and Bylaws Committee serve two-year terms. The committee is chaired by the Vice President, and includes a member with strong editorial skills and background or interest in bylaws and operations as well as up to two Directors at Large. Terms coincide with the Vice President's terms.

### **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. Carrying out the charge(s) issued annually by the Vice President.
2. Attending quarterly meetings with the President and/or Vice President, three online and the fourth in-person as part of the Annual Conference.
3. Recommending new charges for the following year.
4. Recommending potential committee members to the Vice President.
5. 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.
6. Helping ABC achieve the committee's related strategic plan objectives, if applicable.
7. Keeping the Vice President apprised of the activities of their committees. The Vice President encourages committee chairs to seek advice and counsel directly, whenever needed.
8. Submitting request to schedule the committee meeting at annual conference via the conference submission system.

### Committee Reports

The chair collaborates with the committee members to prepare and submit reports.

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

**Interim Report to Executive Committee.** This report lists the mandate of the committee and the various charges given by the Vice President for the current year. The committee chair reports what has transpired since the committee's last report (for the Board meeting at the annual conference) and the committee's plans for the current year. Reports are to be submitted electronically to community shared files site and to the Committee Chair shared files for the Vice President by April 1 or other to-be-determined date.

**Annual Report to the Board of Directors.** This report lists the mission of the committee and the various charges given by the 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 community shared files site and to the Committee Chair shared files for the 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 Vice President about membership decisions for the upcoming year.

## 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 Vice President within 30 days after the annual conference concludes.

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 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 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 conference and (b) at least 10 members (identified by name) indicate that they wish to be affiliated with the group.

#### Tenure

**Coordinators.** A coordinator will typically serve a three-year term of office, beginning on January 1. 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 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 MEETINGS

### 050-001 Empowerment of Executive Committee

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#### Overview

Refer to Bylaws 2.5.1 and 2.5.3.

#### Normal Operating Expenses

The Executive Director manages day-to-day expenses and the budget. To minimize budget variations, the ED receives approval from the Executive Committee for deviations greater than 1% of the annual budget for 1) spending more, or less, than planned budget expenses, and 2) moving funds between budget lines.

#### 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 provide 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 (Vice President).
2. Status Reports submitted by ad hoc committees (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 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.

### 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 recipient is an ABC member whose research has made an outstanding contribution to the business communication discipline. The recipient receives a plaque and a check for \$1500 USD from sponsor McGraw-Hill Irwin. By existing agreement, the Association permits the sponsor(s) to publicize the name of the awardee in advertising. The recipient will present her/his research at the ABC Annual Conference the year following receipt of the award.

### **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. At least one of the author(s) must be an ABC member. If no author of the nominated work is a member of ABC, then the author(s) will be given the opportunity to join ABC as part of the nomination process. The nomination will be considered incomplete until at least one author is a member of ABC.
2. Contributes significantly to scholarship, research, and/or pedagogy. Textbooks are not candidates for this award.
3. Demonstrates originality of thought and careful investigation.
4. Is extremely well written, lucid, and engaging.
5. 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. 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. At least one of the author(s) must be an ABC member. If no author of the nominated work is a member of ABC, then the author(s) will be given the opportunity to join ABC as part of the nomination process. The nomination will be considered incomplete until at least one author is a member of ABC.
2. Contributes significantly to scholarship, research, and/or pedagogy.
3. Demonstrates originality of thought and careful investigation.
4. Is well written, lucid, and engaging.
5. 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.

### **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 Nominating Committee. To be considered for this award, the following documents should be submitted in one or two PDF files to the chair of the Nominating Committee, who will forward them to the Nominating Committee members:

1. Letter of nomination from senior ABC member an ABC member who has been active in the Association for a minimum of 10 years.
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     ABC Representative Travel Award

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### Purpose/Description

The ABC Representative Travel 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 ABC Representatives to participate in conferences they might not otherwise attend.

### Eligibility Criteria

The criteria for ABC members eligible for the ABC Representative Travel 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      Innovation in Teaching with Technology**

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### **Purpose/Description**

The winner will receive a check for \$1500 USD. In return, the recipient will present her/his innovative ideas at the following year's conference.

### **Eligibility Criteria**

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, including officers and executives. The award recipient is selected by the Teaching Committee.

### **Notification**

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

### Purpose/Description

The Marshall School of Business sponsors the award with a cash prize and reimbursement to attend an ABC conference. The award is part of Marshall's new Business Communication Thought Leadership Initiative (TLI). The award itself is modeled after a similar award in Marshall's entrepreneurship program that recognizes the top entrepreneurship article.

The goals behind the award are to:

- (a) draw positive attention to the business communication field
- (b) strengthen the journals that support the business communication field
- (c) provide resources and rationales for business communication scholars to build their reputations and successfully gain advancements and promotions at their institution
- (d) honor those scholars who write business communication articles with the most impact.

As part of Marshall's Business Communication TLI, Marshall will provide resource information for business communication scholars including citation counts for top business communication articles.

### 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, Equity and Inclusion Award**

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### **Purpose/Description**

The Award for Distinction in the Practice of Diversity, Equity and Inclusion celebrates and recognizes practices that foster community outreach and diversity/equity/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, Equity and Inclusion Committee presents the Distinction in the Practice of Diversity, Equity 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 and equity. 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, equity 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. The Diversity, Equity and Inclusion Committee will evaluate nominations to determine the recipient of the Distinction in the Practice of Diversity, Equity and Inclusion Award.

### **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      **Award for Excellence in Communication Consulting**

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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 USD and a free registration to the next year's ABC international conference. The recipient will present the award-winning 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.

## **070-018      Margaret (Marty) Baker Graham Research Grant Award**

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### **Purpose/Description**

During her career in higher education, Dr. Marty Graham (Iowa State University) worked diligently to support the advancement of graduate students, particularly female, non-traditional students. Because of her dedication to these students and her understanding of the economic difficulties all graduate students face, her family and friends have endowed the Margaret (Marty) Baker Graham Research Grant. This award will assist doctoral students engaged in research within the discipline of business communication. The winner will receive a check for \$500.

### **Eligibility Criteria**

Any student engaged in collecting data and writing a dissertation in the business communication discipline will be eligible for this award. Preference will be given to those individuals who demonstrate a need for financial support during the late stages of their doctoral programs.

Applicants must be enrolled in a doctoral program pursuing a degree within a business communication related discipline.

To be considered for this award, the following documents should be submitted to the Graduate Studies Committee chair and the ABC Executive Director:

- Letter of application indicating need for research funds
- Current vita
- Description of research project indicating progress achieved toward completion (limit to two pages, single-spaced)
- Photograph
- Names and emails of dean, department chair, and another press release contact.

### **Nominations/Selection**

The committee encourages self nominations, nominations by supervising professors, and/or members of the Association for Business Communication. The Graduate Studies Committee of the Association for Business Communication will review and rank applications. Their recommendation will then be submitted to the Board of the Business Communication Research Foundation for approval and authorization of funds disbursement.

### **Notification**

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

**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.
3. For RVPs and Regional Ambassadors up to \$750 of the same expenses for travel to the Region's Regional Conference are eligible for reimbursement under the same policy.

**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.