

ILLINOIS SPEECH AND THEATRE ASSOCIATION

Constitution

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Addendums

Policy Manual	1985 with revisions in 1986, 2000, 2001
Mission Statement	2004
Strategic Goals	2004

Constitution

ARTICLE 1: NAME

The name of this organization is the Illinois Speech and Theatre Association.

ARTICLE 2: PURPOSE

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

ARTICLE 3: MEMBERSHIP

- 3.1 Any person or intuition interest in the purposes of the Association is eligible for membership upon payment of the proper dues
- 3.2 The Association recognizes five types of membership: Regular, Associate, Student, Life, Sustaining, and Honorary.

ARTICLE 4: OFFICERS AND DUTIES

4.1 Officers and Selection Process.

- 4.1.1 The officers of this association shall be a second vice-president, first vice-president, president-elect, president, past-president, executive vice-president, secretary, treasurer, Journal editor-elect, Journal editor, newsletter editor and executive secretary.

4.1.2 The elected officers shall include the second vice-president, executive vice president, secretary, treasurer, Journal editor-elect, and newsletter editor, and these shall be elected by a majority of members voting by mail ballot.

4.1.3 The second vice president shall succeed to the office of first vice president; the first vice president shall succeed to the office of president-elect; the president elect shall succeed to the office of president; the president shall succeed to the office of past president; the Journal editor-elect shall succeed to the office of Journal editor.

4.1.4 The executive secretary shall be nominated by the president and confirmed by a majority of the voting members of the Executive Board.

4.2 President

4.2.1 The president shall serve as chief executive officer of the Association; shall arrange, establish and preside at all business meetings of the Executive Board; shall preside at the annual business meeting of the Association; shall appoint special committees; and shall discharge the responsibilities normally adhering to the office.

4.2.2 The term of office for the president shall be one year.

4.3 Second Vice President

4.3.1 The second vice president shall join the first vice president and president elect to form the Committee on Convention Planning, and shall assist the first vice president and president-elect in the performance of their duties.

4.3.2 The term of office for the second vice president shall be one year.

4.3.3 The office of second vice president shall be filled alternately from the membership in the elementary and secondary schools and in the colleges and universities.

4.4 First Vice President

4.4.1 The first vice president shall continue to serve on the Committee on Convention Planning with the second vice president and president-elect, and shall assist the second vice president and president-elect in the performance of their duties.

4.4.2 The term of office for the first vice president shall be one year.

4.5 President-elect

4.5.1 The president-elect shall chair the Committee on Convention Planning, shall be in charge of the Association's upcoming annual convention program, and shall assist the president in the performance of the duties of that office.

4.5.2 The term of the president-elect shall be one year.

4.6 Past President

4.6.1 The past president shall serve as chief parliamentary officer of the Association and guardian of the Constitution, shall serve as chair of the Long-Range Planning Committee, shall evaluate major activities of the Association and report these findings to the board, and shall assist the president in the performance of the duties of that office.

4.6.2 The term of office for the past president shall be one year.

4.7 Executive Vice President

4.7.1 The executive vice president shall serve as chair of the Awards Committee and chair of the Nominating Committee, shall assist the president in the performance of the duties of that office and in the event of disability on the part of the president, shall assume the president's function.

4.7.2 The term of the executive vice president shall be three years, and the election of the executive vice present shall alternate with the elections of the office of secretary and the office of treasurer.

4.7.3 The executive vice president shall be chosen from members who have served the Association and/or profession with distinction for more than fifteen years.

4.8 Secretary

4.8.1 The secretary shall perform such secretarial duties as the Association shall impose, including the taking and distribution of all minutes, and shall discharge the responsibilities normally adhering to the office.

4.8.2 The term of office for the secretary shall be three years, and the election of the secretary shall alternate with the elections of the office of executive vice president and the office of treasurer.

4.9 Treasurer

4.1.3 The treasurer shall act as the chief budget and finance officer of the Association, shall make all disbursements for the Association, shall explore all possible

means of supplementing Association dues, and shall discharge the responsibilities normally adhering to the office. The treasurer shall arrange for an independent audit of the Association's finances before the end of the treasurer's term.

4.1.4 The term of office for the treasurer shall be three years, and the election of the treasurer shall alternate with the elections of the office of executive vice president and the office of secretary.

4.2 Journal Editor

4.2.3 The Journal editor shall gather and publish materials in the Journal of Illinois Speech and Theatre Association which is to be distributed periodically at the discretion of the Executive Board. The editor shall recommend a business manager and an editorial board to the Executive Board for approval.

4.3 Journal Editor-Elect

4.3.3 The Journal Editor- elect will be a non-voting member of the Executive Board and will be a member of the Journal editorial board.

4.3.4 The Journal Editor- elect shall be elected by the membership one year in advance of assuming the duties of Journal editor.

4.4 Newsletter Editor

4.4.3 The Newsletter editor shall gather and publish materials in the Newsletter periodically as approved by the Executive Board.

4.4.4 The Newsletter editor shall be elected for a term of two years.

4.5 Executive Secretary

4.5.3 The executive secretary shall maintain and direct all of the activities of the central office, including the handling of the Association mailings, and shall act as official archivist for the Association.

4.5.4 The term of office shall be three years, and the executive secretary shall be eligible to serve consecutive terms.

ARTICLE 5: COMMITTEES AND COMMISSIONS

5.1 Committee and Commission Appointments

5.1.1 With the exception of the Committee of Convention Planning, the Executive Board shall confirm the nomination and/or acknowledge the election of a chair-elect and/or members for each committee and commission.

5.1.2 The length of term for the chair-elect of each committee and commission shall be one year, followed by one year as a chair and one year as a past chair.

5.1.3 The committee and commission chairs may appoint members to the committee/commission with the approval of the committee/commission membership and/or the Executive Board.

5.1.4 The chairs shall serve as voting members of the Executive Board.

5.2 Executive Committee

5.2.1 The voting members of the Executive Board shall consist of the second vice president, the first vice president, the president-elect, the president, the secretary, the treasurer, the Journal editor, the Newsletter editor, the executive secretary, and the chairs (or their delegates) of all standing ISTA committees and commissions.

5.2.2 The Executive Board is empowered to conduct Association business. All such business shall be reported for the information and approval of the membership at the annual convention.

5.3 Nominating Committee

5.3.1 Nominating Committee members shall be appointed by the executive vice president and approved by the Executive Board.

5.3.2 Members shall serve one-year terms.

5.3.3 The committee shall be chaired by the executive vice president.

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

5.3.5 The Nominating Committee shall submit a slate of nominees to the Executive Board for approval and to the membership to be voted upon by mail ballot.

5.4 Long-Range Planning Committee

5.4.1 The Long-Range Planning Committee shall consist of two immediate past presidents, two immediate past executive vice presidents, and two additional members appointed by the chair for one-year terms.

5.4.2 The committee shall be chaired by the current past president.

5.4.3 The committee shall meet at least once a year to discuss long range objectives for the Association. It shall report once a year to the Executive Board.

5.5 Awards Committee

- 5.5.1 Awards Committee members shall be appointed to one-year terms by the Executive Vice President and approved by the Executive Board.
- 5.5.2 The committee shall be chaired by the Executive Vice President.
- 5.5.3 The committee can be broken down into subcommittees to consider each of the ISTA Awards separately (see Bylaws, Article 5).
- 5.5.4 The committee or appropriate subcommittee shall consider each of the nominees and recommend to the Executive Board through the Executive Vice President that a minimal number of awards be made or that no award be made for that year.

5.6 Convention Program Committee

- 5.6.1 The Committee on Convention Planning shall be made up of the second vice president, the first vice president and the president-elect.
- 5.6.2 The committee shall be chaired by the President- Elect.
- 5.6.3 The primary function of the Committee of Convention Planning includes convention site, theme and program sections.
- 5.6.4 To assist the committee in planning and securing programs for the annual convention and in any other ways deemed fit by their chair, additional committee members shall be appointed to one-year terms by the president-elect, with the approval of the second and first vice presidents.

5.7 Commissions

- 5.7.1 Commissions may be created or discontinued at the discretion of the Executive Board. Such commissions shall serve the purpose of managing on-going activities related to specific disciplines.
- 5.7.2 These commissions shall be self-sustaining bodies promoting and improving participation within the disciplines.
- 5.7.3 Commissions shall report annually to the association and periodically to the Executive Board for its approval.
- 5.7.4 The chair of each commission shall be a voting member of the Executive Board.

5.8 Special Committees

5.8.1 The president shall appoint special committees as the need arises, as directed by the Executive Board or by the Association. These committees shall be appointed for specific tasks and will function until the completion of the task.

ARTICLE 6: MEETINGS

6.1 Membership Meetings

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

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

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

6.2 Executive Board Meetings

6.2.1 The Executive Board shall hold at least two meetings annually.

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

ARTICLE 7: FINANCES

7.1 Dues

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

7.1.2 Annual dues shall cover the period of the fiscal year of the Association.

7.2 Financial Records

7.2.1 The fiscal year shall be from convention to convention.

7.2.2 Financial records of the association shall be audited at the of each treasurer's term of office.

ARTICLE 8: AMENDMENTS

- 8.1 This constitution may be amended at the annual business meeting of the Association by a majority of the legal votes provided that the membership has been notified of the proposed changes at least thirty days in advance of the meeting by publication in an official publication of the Association.
- 8.2 This constitution may be amended at the annual business meeting of the Association by three-fourths of the legal votes cast when no advance notice has been provided as in section 8.1 above.

ARTICLE 9: PARLIAMENTARY AUTHORITY

The parliamentary authority for this Association shall be the latest edition of Sturgis' Code of Parliamentary Procedure.

ILLINOIS SPEECH AND THEATRE ASSOCIATION

BYLAWS

ARTICLE 1: MEMBERSHIP

- 1.1 Members-General members are all persons paying annual Association
- 1.2 Member Classifications
 - 1.2.1 Students in secondary schools, colleges and universities hold membership on a non-voting basis by paying the appropriate Association dues.
 - 1.2.2 Life members are persons paying the dues set by the Executive Board for this type of membership. Life dues shall be paid in one or five equal payments. After a member has enrolled in the life membership plan, that member's dues shall not change.
 - 1.2.3 There shall be a sustaining membership available that will permit members to support the organization at a somewhat higher level than regular membership provides. In addition to receiving all services offered regular members, sustaining members will pay no convention fee.
 - 1.2.4 Honorary members, nominated by any member to the Awards Committee and with the unanimous approval of the Executive Board, are persons who have contributed significantly to the growth of the Association and the field of speech and theatre.

- 1.2.5 Associate members are part time faculty members who teach less than full time. Associate members hold membership on a non-voting basis by paying the appropriate association dues.

ARTICLE 2: OFFICERS

2.1 Officers

- 2.1.1 The president shall be an ax-officio member of all committees.
- 2.1.2 Newly elected and appointed officers and committee members shall assume their duties immediately after the annual convention.
- 2.1.3 Should any member of the Executive Board, except the president elect, be unable to continue functioning as an officer and board member, the Executive Board shall appoint a member to the vacated position for the remaining time until the annual business meeting.
- 2.2 Election of Officers-Officers of the Association shall be elected by the following procedure:
 - 2.2.1 First, the chair of the Nominating Committee shall canvas the membership in the winter Newsletter for names of nominees for offices;
 - 2.2.2 Second, the Nominating committee will select a single slate and present it to the Executive Board;
 - 2.2.3 Third, the slate of nominees will be published in the spring newsletter along with an explanation of how names may be added to the ballot of candidates; to add nominees to the ballot, five letters of recommendation for each candidate must be sent to the executive secretary.
 - 2.2.4 Fourth, the executive secretary will compile a ballot and forward it to the Newsletter editor who will publish the ballot in September Newsletter;
 - 2.2.5 Fifth, the ballots from the September Newsletter must be returned to the executive secretary no later than 15 days before the annual convention.

ARTICLE 3: COMMITTEES

- 3.1 Each standing committee shall have such number of members as the chair deems necessary to insure the functioning of each committee.
- 3.2 Each standing committee member shall be appointed for a term of two years. Appointments shall be made so as to guarantee two or three new members each year in a rotation sequence.

ARTICLE 4: CONVENTION SITES

- 4.1 The site of the annual convention shall be moved among the various areas of the state subject to the discretion of the Executive Board in making the best possible arrangements at localities within the state or immediate adjacent areas of neighboring states. Priority should be given to in-state sites.
- 4.2 The Executive Board shall establish convention sites at least two years in advance of the convention.

ARTICLE 5: AWARDS

- 5.1 A recipient of the Edith Harrod Award shall have been an active member of the Illinois Speech and Theatre Association and the profession in Illinois for at least five years. The qualifications shall include distinguished service to the Association and outstanding achievement in the profession.
- 5.2 A recipient of the W. P. Sanford Presidential Award shall have given exceptional service to the Association over an extended period of years and shall have made significant contributions to the field of speech and theatre. The Presidential Award shall include a life membership in the Association.
- 5.3 Two Outstanding Student Awards shall be presented.
- 5.31 The high school award, "Richard A. Hunsaker Outstanding Secondary School Speech Student Award" is given to a high school student who has been active in speech and/or theatre activities and who has made significant contributions to the community and school
- 5.32 The college award, "The L.E. Norton Outstanding Higher Education Speech Student Award" is given to an outstanding college major in speech and/or theatre who has made significant contributions to the college and community.
- 5.4 "The Jerry Mathis Outstanding Young Teacher Award" is awarded to a teacher currently teaching in Illinois who has taught five years or fewer in the fields of communication or theatre.
- 5.5 Awards will be presented to the recipients at the annual convention or a substitute location in more appropriate.

ARTICLE 6: AMENDMENTS

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