

Computational Methods Interest Group

Bylaws

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based on Bylaws of Mobile Communication Interest Group
(Approved at the Business Meeting on June 12, 2016)

Article 1: Name

Section 1. INTEREST GROUP. The name of this section shall be the Computational Methods Interest Group, hereafter referred to as “the Interest Group” in these bylaws.

Section 2. DIVISION. When it achieves Division status within the International Communication Association (hereafter referred to as “the Association” in these Bylaws), the Interest Group shall automatically become the Computational Methods Division, and all mentions of “the Interest group” shall automatically change to “the Division” in these Bylaws. These changes shall take place without any need for a vote by members.

Article 2: Purpose

The Computational Methods Interest Group focuses on research, development, and training on computational social science methods for communication research. In particular, the Interest Group aims to i) promoting original development and usability test of computational methods for social media analytics; ii) bridging developers and end users of computational tools, and algorithms; iii) supporting formal education on computational methods through university curricular; iv) facilitating informal training on computational methods through workshops, webinars, and other venues within and outside ICA; v) encouraging interdisciplinary collaborations on development, training, and research of computational methods among communication, computer science, and other relevant disciplines; vi) raising awareness of ethical/legal issues (e.g., privacy, security, etc.) involved in computational methods, and facilitating dialogues among stakeholders (e.g., developers, researchers, human subjects reviewers, etc.).

Article 3: Membership

Any member of ICA who expresses interest in, and subscribes to, the purposes of the Interest Group is eligible for membership in the Computational Methods Interest Group. Membership requires payment of the dues for the Interest Group when membership to ICA is initiated or renewed. The official membership roster will be maintained by ICA central administration. Only Active Members, i.e. those whose ICA and Interest Group dues are current, shall enjoy voting privileges, or be eligible for nomination, election or appointment to office in the Interest Group, and for travel grants and Interest Group awards.

Article 4: Officers, Nominations, and Elections

Section 1. OFFICERS. Officers of the Interest Group include a Chair, a Vice-Chair, and a Secretary. The Vice-Chair and the Secretary shall be elected in alternate years, each for a term of two years. The Vice-Chair shall be elected in even numbered years and automatically succeeds the Chair for a two-year term, beginning on the last day of the next ICA Annual Conference. The Member at Large shall be appointed by the Executive Committee for a term of two years beginning the last day of the ICA Annual Conference. No officers may immediately succeed themselves in office. Only members of the Interest Group may hold office.

Section 2. ADDITIONAL ELECTED POSITIONS. In addition to a Chair, Vice Chair, and Secretary, the Interest Group will elect whatever other officers its membership deems necessary and desirable.

Section 3. NOMINATIONS. A slate of nominees will be solicited via the Interest Group's listserv, which is comprised of Active Members of the Interest Group. Self-nominations are accepted. The names of at least two nominees who have given their consent must appear on the ballot for each vacant office.

Section 4. ELIGIBLE VOTERS. The election of any officer shall be by vote of only the Active Members of the Interest Group.

Section 5. VOTING PROCESS. Elections shall be by electronic vote on a ballot that is incorporated with the ballot for election of officers of the Association. Such ballots shall be processed and counted, and the results reported according to the procedures employed for the election of officers of the Association.

Section 6. VACANCIES. Unusual vacancies shall be filled by appointment of an Active Member of the Interest Group by the President of the Association. If the unexpired term is for a period of more than six months the Interest Group may initiate through its regular channels a special ballot for the election of an Active Member in the Interest Group to fill the unexpired term.

Section 7. DUTIES OF OFFICERS.

(a) The Chair shall preside at all Interest Group business meetings. In addition the Chair shall create and appoint such temporary committees as deemed necessary; prepare and submit the Interest Group budget to the Executive Committee; represent the Interest Group and provide necessary Interest Group reports at Association Board of Directors Executive Committee and business meetings; submit columns for the ICA monthly newsletter; review and provide recommendations for maintaining the quality of convention programs; and generally perform those duties usually associated with this office.

(b) The Vice Chair shall assist the Chair in administering Interest Group business meetings; participate with the Chair in evaluating the quality of Interest Group convention programs; administer the selection of competitive and noncompetitive papers/programs for conventions and notify contributors and the Association of papers/programs that are selected. The Vice Chair shall also assist the Chair when requested, and assume the duties of Chair in the event of the latter's absence, disability, or request.

(c) The Secretary shall maintain, distribute, and obtain Interest Group approval of minutes for Interest Group business meetings; manage the Interest Group space on the ICA website and other external communication; distribute messages via the Interest Group listserv as appropriate; assist the Chair in administering business meetings; and participate with the Chair in evaluating the quality of Interest Group programs.

(d) The immediate Past Chair shall assist in the work of the Executive Committee, offer advice when requested by the Chair, Vice Chair and Secretary, and work with other members of the Executive Committee to make a smooth transition between outgoing and incoming officers.

Section 8. REMOVAL OF OFFICERS. Any elected officer may be removed from office by the following procedure: at least one-third of the listed members of the Interest Group must sign a petition to the Executive Secretary of the Association requesting a special election, and including nominations for the office in question. The Executive Secretary arranges an extraordinary election within 60 days at the expense of the Interest Group, with the challenged officer(s) on the ballot. The result of the election becomes effective immediately.

Article 5: Committees

Section 1: EXECUTIVE COMMITTEE. The Chair, Vice Chair, Secretary, and immediate Past Chair appointed by the Chair will comprise the Executive Committee. The Executive Committee will:

- A. Assist in the conduct of business related to the Interest Group.
- B. Recommend members of the Interest Group to serve on designated Association committees.
- C. Recommend members of the Interest Group for ICA awards.

Section 2: AWARDS COMMITTEE. Each year the Executive Committee shall appoint a three-person committee to review the papers with the highest aggregate numerical scores from reviewers. The Executive Committee shall select one member of the committee to present the awards at the annual business meeting.

Section 3: NOMINATING COMMITTEE. Each year, the Executive Committee shall appoint a nominating committee to develop a slate of candidates for Interest Group elections. This committee will solicit nominations and self-nominations from Interest Group members, and is

charged with recruiting candidates with the highest qualifications and professional standing for elections. The committee will consist of three members and one alternate member.

Section 4: AD HOC COMMITTEES. The Chair is empowered to establish and appoint members of ad hoc committees to assist in the conduct of the affairs of the Interest Group.

Section 5: ASSOCIATION COMMITTEES. When requested by the President of the Association, the Interest Group Chair is empowered to recommend members of the Interest Group to serve on designated Association committees.

Section 6: TERM OF OFFICE. The term of office of any appointed committee member shall not exceed the term of office of the Chair. Committee members may be reappointed when the new Chair assumes office, with their consent.

Article 6: Dues and Finances

Section 1. ANNUAL DUES. The Executive Committee may propose to the members an annual dues charge for the classes of membership. If approved by the Board of Directors of the Association, this charge shall be adopted upon the affirmative vote of two-thirds of the responding Active Members of the Interest Group, voting electronically. Nonpayment of such dues shall be a basis for termination of membership in the Interest Group, but shall not affect the individual's status as a member of the Association.

Section 2. DISTRIBUTION OF NET ASSETS. In the event the Interest Group is dissolved, the elected officers shall transfer the net assets of the Interest Group to the Board of Directors of the Association, to be used for the work of the Association.

Article 7: Annual Meeting and Reports

Section 1. BUSINESS MEETING. An Annual Business Meeting of the Interest Group shall be held at the time and place of the annual conference of the Association. A simple majority of the Active members at the business meeting determines approval on motions before the Interest Group.

Section 2. OFFICERS' REPORTS. No less than one month prior to the Association's annual conference, the Chair shall circulate a written activity report providing a summary of all activities by the Executive Committee and other committees of the Interest Group. At the the Annual Business Meeting, the Chair and designated committee members shall present a summary of these activities and answer questions from members who are present.

Section 3. RECOMMENDATIONS. Any action recommendations shall be presented to the Board of Directors for vote.

Section 4. MINUTES. The Secretary shall prepare a written report of the Annual Business Meeting for transmission to the members of the Interest Group.

Section 5. PROFESSIONAL MEETINGS. The Interest Group may plan and hold professional meetings at the time of the annual conference, under the general coordination of the President-Elect of the Association.

Section 6. ADDITIONAL EVENTS. The Interest Group may organize and hold a preconference, joint events with other Association sections, or local or regional meetings that serve the mandate of the Interest Group, upon notifying the Board of Directors of the Association. The Executive Committee will establish the fees for any such events.

Section 7. VOTING. At Annual Meetings, the passage of resolutions will not require a vote of the membership at large. Motions approved at the Annual Business Meeting involving (a) a change in Bylaws, (b) election of officers, (c) creation of standing or permanent committees, and (d) Interest Group dues adjustments will require an affirmative vote of two-thirds of the responding Active Members of the Interest Group, voting on a mail or electronic ballot.

Article 8: Program Proposals and Selection

Peer reviews shall be the basis for annual conference program development. The Vice Chair, in consultation with the other members of the Executive Committee, shall recruit qualified members of the Interest Group to review the papers/panel proposals submitted for review. In special cases requiring particular knowledge or expertise, the Vice Chair may recruit individual reviewers who are not Interest Group members.

Article 9: Awards

The Interest Group shall present awards at its annual business meeting.

Section 1: TOP PAPER AWARDS. Five papers which receive the highest numeric score from peer reviewers are sent to the Awards Committee. The Awards Committee selects 1-3 top papers, and the award certificates are presented at the meeting by the officer in charge of the Awards Committee.

Section 2: TOP DISSERTATION AWARD. This award, offered in odd-numbered years, honors a dissertation whose topic falls within the mandate of the Interest Group (as defined in Article 2 of these Bylaws). The dissertation must have been completed (defended) in the two calendar years preceding the nomination deadline. The award is open to all ICA members who are also members of the Interest Group. The review committee judges each nominated dissertation on several criteria including the importance of the problem/topic it addresses, the strength of evidence it presents, and the significance of its conclusions. The committee also considers the

overall contribution of the research to the field and the relationship of the submission to the mission of the Interest Group.

Article 10: Bylaw Amendments

Section 1: INITIATION. Amendments to these Bylaws may be initiated by petition of any three members of the Interest Group, including the members of the Executive Committee. Texts of revisions must be made available to the Chair of the Interest Group two months before the annual business meeting, to enable their timely distribution to the membership.

Section 2: ADOPTION. A two-thirds majority of those members voting in the electronic vote administered by the Association shall be required for adoption of an amendment to the Interest Group Bylaws.

Article 11: Parliamentary Authority

In the absence of any provisions to the contrary in these Bylaws, all business meetings of the Interest Group shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order, Revised.

Article 12: Enabling Clause

These by-laws shall become effective immediately upon approval by a majority vote of the members voting in the electronic vote administered by the Association in fall 2016. If these by-laws are approved, the Executive Committee is authorized to make any additional minor stylistic changes consistent with the intent of the articles proposed. The Executive Committee shall be responsible for formulating necessary policies, procedures, and documents needed to facilitate the functioning of these bylaws.