



BROADCAST EDUCATION ASSOCIATION

Educating for Tomorrow's Media

BEA Interest Division Policies & Guidelines

This document will help you understand how to create and maintain division activities and keep BEA legally safe, sound and growing. All division Chairs, Vice Chairs, Newsletter Editors/Webmasters, and Paper Competition Chairs will receive a copy. The Chair of each division should make certain that all business is conducted in compliance with these policies and guidelines.

This document was created in response to situations that have arisen over the years and it is a living document for creating projects, conducting elections, and leading the Division membership in an orderly and consistent pattern. It will be up-dated from time-to-time as seen necessary by the Executive Director, Interest Division Representative, Executive Committee, and the Board of Directors.

General Statement

These policies are designed to provide order and accountability for leadership within the Divisions. The work of the Divisions is growing within the BEA and reflects on the overall image of our organization. It is important that Division leadership be knowledgeable as to BEA operations and procedures.

The Divisions are accountable to the BEA Board of Directors in matters of policy, finance, conference organizations and in other matters which would reflect on the overall operation, function and image of BEA.

Take note that BEA will not endorse or sponsor any program, session, project, or activity by a BEA interest division or other entity unless approved by the Board. Use of the BEA name is strictly limited to those events that have been approved by the BEA Board of Directors.

Job Descriptions, Elections & Terms

Interest Division Representative

As the Divisions are directly responsible to the Board, the Interest Division Board Representative (IDR) is to reflect those issues, concerns and matters of Division interest to members of the Board and Executive Committee. The function of the IDR is to facilitate communication between the Board and the Division Chairs. The IDR is to maintain communication with Division Chairs throughout the year, assist as necessary with operations and convention program development.

The IDR attends the Board meetings and following those meetings submits his/her written report to the

Division Chairs. Since reports about Board activities are likely to be construed as BEA policy, the Board's Secretary and BEA's Executive Director should be copied on the correspondence.

The IDR is to assist the Division Chairs and the Convention Program Chair in the organization and execution of the convention program. However, he/she is not responsible for the program and assists only as necessary to help incoming Chairs, and to facilitate communications between Division Chairs and the Program Chair, etc.

The IDR is elected by the Division Chairs in accordance with the BEA Bylaws and BEA Board Policy Handbook. An IDR can sit on the board for up to two two-year terms.

Interest Division Chairs

The Interest Division Chairs communicate to the BEA Board of Directors through the IDR. They are responsible for the overall organization of the Division, the election of officers, activities defined by the Division and convention program panels/workshops sponsored by the Division. The Chair supervises the activities of Interest Division's Vice/Co-Chairs and where necessary works through the Convention Program Chair and the IDR to acquire Board approval of such activities.

The Chairs are elected for either one or two year terms (as stated in individual Interest Division Bylaws), but no Interest Division chair can serve for a period of more than two consecutive terms. They are elected at the annual business meeting each year along with all other Division officers.

The Division Chairs meet annually in conjunction with the convention.

Interest Division Vice Chairs

There are several Vice/Co-Chair positions within each Interest Division. These include Vice Chairs for Paper Competitions, Newsletters/Webmaster (generally the Secretary as well) and, in most BEA divisions, the Festival of Media Arts Competitions. Other Vice Chairs may be appointed by the Division Chair and delegated to lead specific activities and task forces. These appointments are subject to the election of the Division membership should the appointment continue longer than one year. Additional vice chairs may include: membership, research, etc.

The Vice Chair is generally in charge of paper and/or the competitive paper competitions sponsored by the Division.

Separate Vice Chairs may be appointed if the Division is sponsoring multiple competitions (for example: separate vice chairs for the Festival of Media Arts). The Vice Chair of the competitions is responsible for disseminating the "call for papers" (or relevant competitive calls) through as many channels as possible to assure the competitive process. The Vice Chair is responsible for receiving these "papers," or competitive submissions, for facilitating the judging, and arranging the convention program presentation of the winning submissions and chairing the competitive session -- all in accordance with the BEA convention published schedule.

The paper competition is coordinated through the Chair, Vice Chair and Convention Program Chair communication channels. Please visit the section called [Instructions for Paper Competition Chairs](#) for more information.

The Vice Chairs are elected for either one or two year terms (as stated in individual Interest Division Bylaws), but no Interest Division vice chair can serve for a period of more than two consecutive terms. They are elected at the annual business meeting each year along with all other Division officers.

The Vice Chair for the paper competition normally assumes the role of the Division Chair at the end of his/her term. In other words -- they are the "Chair Elect."

The Vice Chair for Newsletters/Webmaster sometimes also acts as the secretary for the Divisions. He/she is responsible for the minutes of the business meetings and the publication and communication of Division newsletters/website throughout the year. Such newsletters are generally published and communicated following the convention in the late spring, prior to the call for papers & program proposals in late summer and prior to the convention in April. Divisions are not limited in the number of newsletters and or website updates.

Vice Chairs may be appointed by the Division Chair to serve as leaders for specific Division activities. These include Vice Chairs in charge of: membership development, unique paper competitions and research opportunities.

Topics of Importance --Alphabetical Order

These guidelines are to keep Division leadership, BEA Board and staff all coordinated to promote a united effort and act professionally and responsibly.

Advertising, Exhibits & Sponsorships

All advertising, exhibits and sponsorship solicitation for Division activities must be coordinated through the BEA office sales/marketing manager. BEA has a rate card for advertising in BEA publications and exhibiting and sponsorship at BEA events.

Convention Business Meetings

These meetings are held during the convention to conduct the business of each Division. Specifically, it is to elect the officers of the division and plan for the year. Anyone elected to a leadership position in a BEA division must be or become an individual member of BEA and a member of the division for which they serve as a leader.

It is recommended that a business agenda be prepared for distribution at the meeting, as well as a slate of officers. These can be used as a handout and will help facilitate orderly business. This should be done by the Division Chair with the assistance of the Secretary.

Following the business meeting items the elections will be conducted by the outgoing Division Chair. Nominations will be open, and they may be received from the floor and a proper election should be conducted with Roberts Rules of Order governing the general process.

Convention Program Sessions/Convention Program Chair

(1) The current Division Chairs elect the Convention Program Chair in February each year. This is facilitated by the IDR and Executive Director in accordance with the BEA bylaws and deadlines established by the BEA board of directors. Following the election the formal appointment is made by the BEA Board of Directors.

The Convention Chair works directly with the Division Chairs in organizing and preparing the Convention Program. The Convention Chair will reserve two (2) or three (3) specific time periods for each Division for the presentation of competitive papers, Festival of Media Arts competitions and a business meeting.

The Convention Chair also solicits program materials from Divisions co-sponsoring panels, workshops and convention activities; and, the general membership of BEA. The responsibility for the program rests directly with the Convention Chair and the Executive Director.

(2) The Division Chair works through his/her Division to propose convention sessions to the Convention Chair. Program planning occurs primarily at the convention division business meeting, with calls for panels/paper publicized through BEA and Division newsletters.

The call and facilitation of the competitive papers/productions is also the responsibility of the Division Vice Chair with support from the BEA staff. The Division Chair, the Program Chair and Division Vice Chair, with support from the Executive Director maintain direct communication throughout the program planning process to assure deadlines are met and that the program is developing on time.

(3) Deadlines regarding sessions and paper competitions are published in the BEA Newsletter as well as Division newsletters.

Convention sessions, paper competition deadlines and audio-visual deadlines are NOT arbitrary. They are based on years of planning, printing and coordinating efforts, the vendors, NAB, and BEA Division deadlines. These deadlines are critical.

(4) The business meeting is the responsibility of the Division Chair and should be conducted as previously described.

(5) The Division Chairs meets in pre and post-convention sessions to conduct business, plan and coordinate convention activities. This meeting is conducted by the IDR and the Convention Program Chairs.

Convention: Call for Papers

The Broadcast Education Association invites scholarly papers from academics, students and professionals for presentation at its annual convention, __ (date) _____ in Las Vegas, Nevada. Paper competitions are conducted by each of BEA's 17 Interest Divisions. Each division selects up to four papers for presentation. In addition, a few papers are selected by divisions for inclusion in a Scholar-to-Scholar poster session.

Papers are submitted directly to the relevant divisions as either "Debut" or "Open" papers. First and second place winners in the "Debut" category receive \$200 and \$100 from the "BEA general funds" to help defray their costs of attending the convention.

The "Debut" Category is open only to those who have never previously presented a paper at a BEA Convention.

b. First and second place winners in the "Open" category may be awarded money but that money will be taken from that particular Interest Division Revenue Fund Account.

The "Open" Category is open only to those who have previously presented a paper at a BEA Convention.

The BEA convention spotlight is intended as a focus for the convention, but does not imply that competitive papers must conform.

Submission Requirements: Papers should not exceed 30 double-spaced pages in length, including references and tables. Use APA style or a style suited to the discipline. Papers must be accompanied by an abstract not to exceed 250 words. The same paper cannot be submitted to more than one division during the same year. The author's name, institution address, phone number and email should not appear on the paper to ensure the blind review process. The author(s) of the papers will be linked to the paper through the All Academic submission system. The cover page should have the title of the paper and the division to which the paper is submitted, and whether it is an "open" or "debut" entry. Any papers without such designation will be considered in the open category. The title should be printed on the first page of the paper and on running heads on all subsequent pages.

Posting Winning Papers

Winning papers will be posted on the BEA web site by default. By completing the paper submission process, the submitter acknowledges BEA's intent to post their paper. For multiple authorship, it is assumed that the submitter has made all co-authors aware of BEA's default paper posting policy. Those who do not wish to have their paper posted on the organization's website must opt out of this policy by selecting the "opt out of paper posting policy" option during the submission process. Prohibiting web posting will not affect consideration of the paper for convention presentation.

Authors who permit their papers to be posted on the BEA web site retain the copyright of their papers and are free to submit them for publication elsewhere. Further, the online posting of their papers does not prohibit subsequent publication in official BEA publications.

Convention Attendance

At least one author of an accepted competitive paper must attend the convention to present the paper.

Correspondence

(1) Any correspondence and/or contacts exploring relationships with corporate entities within or outside of the division must be presented through BEA to assure coordination with on-going national fundraising and program development efforts.

(2) Current email addresses of division members may be obtained by calling or emailing BEA's office manager.

(3) Divisions are responsible for writing, duplicating, emailing and basic dissemination of all their correspondence. General correspondence is the responsibility of the division leadership.

(4) Authorized publication, contract or commitment of BEA's name, entity, and funds for division purposes requires written permission from the BEA Executive Director.

(5) Press releases concerning the work of a division are to be reviewed, coordinated and released through by the BEA.

(6) The logo may be used on division newsletters, as designed on the logo sheet. The logo is a registered trademark and cannot be altered. It should appear on all or of newsletters.

(7) Division newsletter editorials, if any, must be accompanied with the "disclaimer" stating that the editorial reflects the thoughts of the editor and not necessarily those of BEA.

Division Elections

(1) Elections are conducted at the Division's Business meeting held in conjunction with the convention. Elections are conducted as previously described (see Convention Business meeting).

(2) Anyone elected to a leadership position in a BEA division must be an individual member of BEA and a member of the division for which they serve as a leader:

Interest Division Leadership positions are: Chair, Vice-Chair, Newsletter Editor, or Paper Competition Chair or any division office or leadership position. A list of active members will be provided by BEA at the time of convention.

(3) Persons must be division members at the beginning of the interest division meeting at the annual convention to be elected or vote in the business meeting election of division officers. The Division officers are in charge of the election and must announce the eligibility and procedure prior to beginning the elections.

(4) It is suggested that a section of the pre-convention division newsletter state the membership criteria and the election criteria as written above, so that all persons are members of the BEA and the division before they arrive at convention and elections commence.

Formation of a New Division

A BEA interest division may be formed through written petition of the BEA Board of Directors facilitated by the IDR and the BEA Executive Director. The petition should state the mission, goals and activities of the proposed interest division and signatures of BEA members who wish to constitute the division. The petition should state how the division will correspond to and enhance the BEA stated goals and mission to its membership. The BEA Board of Directors will consider the petition at the next board meeting after reviewing the petition and the presentation of the petition by the IDR. The IDR will report the board's decision to the petitioning group.

Fundraising and Accounting

BEA will not endorse or sponsor any program unless approved by the Board. Use of the BEA name is strictly limited to those events that have been approved by the Board of Directors.

(1) Any Division fundraising must be proposed through the Division Board Representative and the BEA Executive Director. Such activity is subject to the approval of the Board. It is essential that all fundraising be coordinated through the IDR and the Executive Director.

(2) Any fee to be established for any reason involving a BEA division activity must be proposed with a rationale for the fee along with the use of the collected fees to BEA and is subject to Board approval.

(3) All moneys going to BEA activities must be directed through BEA for proper accounting. Any checks for any BEA interest division or convention activities, or paper competition, grant, etc. must be made out to BEA and never to any individual, college, university or entity. (This is in keeping with the IRS rules for non-profit fund collecting activities).

(4) Each Division receives \$500 from BEA's general fund at the beginning of each calendar year. The Executive Director will keep track of accounting for each Division. At any point during the year, division Chairs may ask the Executive Director for a record of their Division's balance.

(5) Any requests for expenditure of Division funds, must be made in writing by the division Chair to the Executive Director, with original receipts for expense incurred. There will be no reimbursements without receipts. This is required for each fiscal audit of the BEA office financial records.

(6) Responsible types of expenses should be determined by the division at the annual convention division business meeting or in consultation during the course of the year with the IDR and the Executive Director.

Membership

Membership lists are maintained by BEA and are available through a request to the BEA staff. Individual memberships run from January 1st to December 31st and include all dues paying members. A person is not a division member just by attending a division meeting or session at the convention. They must pay individual BEA dues. Each individual member may elect to join up to four (4) interest divisions.

Meetings (excluding the Convention)

Any division meetings and activities, other than division sessions planned through the BEA Convention Program Chair, must be planned in coordination with the BEA IDR and the BEA Executive Director.

Such meetings generally include state, regional and district meetings. BEA staff can assist in the planning, coordinating and financing of such meetings.

Responsibility and Accountability

(1) The Broadcast Education Association Interest Divisions are accountable to the BEA Board of Directors through the Board of Directors Division Representative elected by the Divisions and through the BEA Executive Director.

(2) The BEA Interest Divisions function cooperatively to form an integral part of BEA. They are the catalysts for the convention program, projects, research, etc. The Divisions' activities reflect on the entire Association and must be approved by the Board of Directors, through the BEA Executive Director and BEA Division Board Representative. This is essential to assure orderly progress as well as to protect the association legally and financially.

(3) Activities such as fundraising, and any legally binding contracts need the review and approval through the Division Board Representative, the Executive Director, and in appropriate cases, the entire Board.

(4) The divisions provide service to the individual members and the institutional membership representatives by inviting them to join the divisions, and designing and executing activities that are in keeping with the mission, goals, BEA by-laws and articles of incorporation.

(5) Each division should, at a minimum before each spring and fall board meeting, provide written reports of division activities to the IDR for presentation to the board. These reports should reflect active member participation, any ongoing activities and convention activities. These reports are used as part of the evaluation process by the board in assessing the activities of the Divisions. At the same time, the IDR should consult with division Chairs about issues, concerns, and/or changes that should be presented to the full board of directors for discussion and approval.

Website for Divisions

The BEA website is www.beaweb.org. There is a Interest Division button on the homepage and all division leadership contact information and each division's bylaws are posted in that area. Since there are a variety of ways a division can communicate with its members, the type of division website that is posted under each division link can be arranged between the division and the BEA staff. It is recommended that all divisions maintain a division website that can be used primarily for external communication to recruit/inform non-BEA members of the division's activities. The website should also point interested parties to the division's primary avenue for internal communication. It is also recommended that divisions maintain an active presence on BEAConnect for purposes of intra-division communication. All division websites must function in accord with BEA's mission, articles of incorporation, board policy handbook, division guidelines, and within all legal and financial specifications set forth by and for BEA.

Updated October, 2011 by the current Board Interest Division Representative and the BEA Executive Director.