

Management, Marketing and Programming Interest Division Bylaws

Approved April 16, 2012

Bylaws for the Management, Marketing and Programming Interest Division of the Broadcast Education Association.

ARTICLE I - Name

The name of this Division shall be the Management, Marketing and Programming Interest Division.

ARTICLE II - Purpose

The purpose of the division shall be: the improvement of teaching and the fostering of research in electronic media management, marketing and programming, and the networking of faculty and professionals interested in topics related to management, marketing and programming issues in the broadcasting and electronic media industries.

To this end, the Division shall provide the following:

- 1) A forum for
 - a) The exchange of teaching techniques and materials,
 - b) The presentation of juried and non-juried scholarly research,
- 2) A means of evaluation through juried competition of scholarly research.

ARTICLE III - Officers

The governing body of the Division shall be called the Executive Committee and shall consist of a Chair, a Vice Chair, and a Communications Manager. The Chair shall be the senior coordinating officer on the Executive Committee with the Vice Chair and Communications Manager having equal but subordinate rank.

Section 1 – Chair. The Vice Chair shall succeed the Chair on odd-numbered years for a two-year term of office. The duties of the Chair shall include:

- 1) Representing the Management, Marketing and Programming Interest Division in all BEA convention meetings,
- 2) Chairing the Business Meeting at the annual BEA Convention,
- 3) Handling Management, Marketing and Programming Interest Division business in the interim between BEA conventions,

4) Serving as panel coordinator, overseeing the evaluation and ranking of panel proposals and the issuance of acceptance and rejection notifications.

5) Authorizing expenditure of Management, Marketing and Programming Interest Division funds,

Section 2 - Vice Chair. The Communications Manager shall succeed the Vice Chair for a two-year term. Duties of the Vice Chair shall include:

1) Representing the Management, Marketing and Programming Interest Division in all BEA convention meetings in absence of the Chair, or as designated by the Chair,

2) Assisting the Chair during the business meeting at the annual BEA Convention,

3) Assisting the Chair in handling Division business in the interim between BEA conventions,

4) Assisting the Chair as needed in evaluating and ranking panel proposals,

5) Assuming the Chair's position at the end of the two-year term.

6) Prior to the convention:

a) Promoting and disseminating information about the paper competition,

b) Selecting judges for the competition

c) Coordinating the judging procedures including preparing judging forms, distributing papers to the judges, and tallying judging forms,

d) Notifying winners and losers of the competition and providing feedback.

7) During the convention, chairing of the session in which the paper competition winners are presented.

Section 3 – Communications Manager. The Communications Manager shall be elected on odd-numbered years to a two-year term. This position is the foundation position for establishing leadership within the Management, Marketing and Programming Interest Division. The Communications Manager will begin a duty cycle of two years. After serving in the current position for two years the Communications Manager will assume the position of Vice Chair that will eventually result in the Communications Manager assuming the post of Chair of the Management, Marketing and Programming Interest Division. In this way, the Division has established a cycle of leadership that will change over a six-year period.

The duties of the office shall include:

1) Overseeing the production and dissemination of Division communications across multiple platforms as directed by the Executive Committee, and

2) Taking minutes at the annual meeting and distributing the finished minutes to the membership through the approved platforms within one month of the meeting.

Section 4 – Procedures for Election of Officers. Nominations will be taken from the floor for the vacant Communications Manager position at the business meeting at the annual BEA convention. Normally, the Vice Chair moves into the Chair’s position at the end of the two-year term and the Communications Manager moves into the Vice Chair position. Therefore, the Chair and Vice Chair’s positions are generally not open for election. After nominations are closed, the candidate receiving the most votes of the members who are present and voting will be elected to the vacant position. Should the membership desire to modify the election procedure, a notice of intent to discuss the election procedure will be disseminated by the Communications Manager across all Division communication platforms prior to the BEA Convention.

Section 5 – Procedures for Filling Vacated Offices. If an officer cannot complete his or her elected term or assume the designated progression assignment, the following rules will apply:

Chair: If the Chair cannot complete the two-year term, the Vice Chair will become Chair and serve the remainder of the departing Chair’s two-year term.

At the next annual business meeting, nominations will be accepted for a new Vice Chair and the elected nominee will become Vice Chair for the remainder of the unfilled term. After completion of this interim term, officer terms will return to the normal 2-year rotation.

Vice Chair: If the Vice Chair cannot assume the duties as Chair, the current Chair may be nominated or self-nominated to serve one additional year as interim Chair and oversee an election for a replacement Vice Chair. If the current Chair declines the opportunity to serve as interim Chair, new elections will be held for both Vice Chair and Chair, according to terms for officers described previously.

All other officers: If any of the other officers indicate at the annual business meeting that they cannot complete their term, nominations will be accepted during the business meeting to fill the position for the remainder of the vacated term. If an officer position is vacated during the year (between business meetings) the Division Chair should immediately notify the BEA Executive Director and Interest Division Representative (IDR). Working with the Executive Director and IDR, the Division Chair may seek an interim replacement from within the Division membership to fill the vacant office until the next Division business meeting. The Chair should notify the entire Division membership seeking volunteers to fill the position. If more than one replacement is identified, a committee consisting of the Division Chair, Vice Chair and IDR will select the interim replacement. The interim replacement will serve in the vacated position until the next division business meeting. At the next business meeting, an election will be held to fill the remainder of the vacated term. The interim replacement, as well as anyone nominated from the floor, will be an eligible candidate in this election.

ARTICLE V - Paper Competition

The purpose of the paper competition shall be to provide a juried evaluation of faculty and student scholarship. The competition shall be open to both members and nonmembers of the BEA. However, all competition winners shall be required to attend the convention or forfeit their award. The paper competition shall follow the BEA guidelines and shall consist of both open and debut categories.

The debut category shall be open to anyone who has never submitted a paper to BEA. The debut competition shall have a cash award for first and second place which shall be funded by the BEA headquarters.

The open competition shall be available to anyone who would like to submit a paper. The open competition may have a cash award for first and second place at the discretion of the MMP Chair and Vice Chair. Funds for open competition awards will come from the annual MMP budget. At the discretion of the Vice Chair, a third place Open Competition paper may be presented if submissions and judges scoring warrant the inclusion of a third paper. The responsibility for operating the competition shall fall to the Vice Chair but funding for the awards shall come from the BEA and the Management, Marketing and Programming Interest Division. There shall be at least three judges for the competition with the Paper Chair making every effort to balance the judges by geographic area. The deadline for entry shall be established by the BEA. Winners shall be notified by the date indicated by the leadership of BEA.

ARTICLE VI - Division Panels

Panel proposals shall be submitted by the announced BEA deadline. Both members and nonmembers of the BEA are eligible to submit panel proposals with the understanding that all panel members are planning to attend the BEA annual convention. The Chair shall then forward copies of the proposals to the Vice Chair and the Chair shall coordinate the rank ordering of the proposals. The Chair carries final responsibility for ranking the proposals. The Chair shall then submit the final panels in rank order to the Convention Coordinator by the BEA-announced deadline. Upon receipt of the final recommendation of the Convention Coordinator, the Chair shall notify the panel proposers of the decision regarding their panels.

ARTICLE VII - Amendments

Amendments may be approved by a simple majority of those present at the Business Meeting.

Note: Bylaws of the Management, Marketing and Programming Interest Division shall comply at all times with the BEA Interest Division Policies and Guidelines which shall supersede these bylaws in the event of conflict.