

Magazine Media Division

Association for Education in Journalism and Mass Communication

CONSTITUTION and BYLAWS

(latest version, amended and adopted August 6, 2016)

Preamble

In accordance with Article 3 of the Constitution of the Association for Education in Journalism and Mass Communication and with Article 2 of the Bylaws of the Association and effective January 1, 1965, a new organization may be created as a Division of the Association. In all instances in which the intentions and purpose of the Association for Education in Journalism and Mass Communication are clearly defined, the constitution and bylaws of said organization (hereinafter referred to AEJMC) shall take precedence over those of this Division.

Article 1: Name and Purpose

Section 1. The name of the organization shall be the Magazine Media Division of the Association for Education in Journalism and Mass Communication.

Section 2. The purpose of the organization shall be the improvement of education in those aspects of journalism normally associated with magazines, including corporate, institutional, business, technical, and consumer publications. To this end, members of the Division shall undertake the following objectives:

- a. To enhance the subject matter of courses related to magazines, and encourage the effectiveness of teaching at the undergraduate and graduate levels.
- b. To foster research and inquiry in these and related areas of mass communication.
- c. To promote a sense of public service and professional responsibility and freedom among practitioners in the magazine industry and those in academe.
- d. To stimulate close relationships between the teachers of these subjects and professional organizations and individuals.
- e. To encourage the adoption and practice of high standards for teachers of these subjects.
- f. To increase the understanding and awareness among professional and academic personnel of the importance of magazines in the communication process.

g. To attract to the study of these subjects a growing number of able scholars.

h. To plan a program annually to further the improvement of and the practice and advancement of magazine journalism.

#### Article 2: Membership

Section 1. Membership shall be by individuals and by educational or professional organizations. Eligible individuals and organizations are those concerned principally with college-level teaching and/or research in those areas listed in Article 1, Section 2, and those in professional activities related to these subject areas.

Section 2. Membership classifications, qualifications, dues and privileges shall be defined in the bylaws.

#### Article 2: Officers

Section 1. The officers of the Division shall be as follows: head, vice head, research chair, teaching chair, professional freedom and responsibility chair, and journal editor. The principal officer of the Division shall be designated as its head and be chosen in the manner prescribed in the bylaws. The head shall perform the duties assigned to that position in the bylaws and such other duties as may from time to time be determined by the Division membership or applied to all Division heads of the Association.

Section 2. The secondary officer of the Division shall be a vice head, who shall perform the duties requested by the head and shall serve as head should the principal officer be absent from the annual meeting or otherwise unable to serve.

Section 3. The officers, the newsletter editor, the student contest co-chairs, and the elected member of the nominating committee shall constitute the Executive Committee of the Division, which shall be vested with the authority to govern the Division and to direct its affairs. The head shall serve as chair of the Executive Committee. The Executive Committee shall have the power to fill vacancies pro tempore in its own membership. The outgoing head of the Division shall serve as an ex-officio, non-voting member of the Executive Committee for one year from the end of his or her term as Division head. The outgoing head shall not be counted in determining a quorum or in polling the Executive Committee by email or phone.

#### Article 3: Dues

Section 1. The officers shall have the right to apprise the need for operating funds, from time to time, and, upon ratification of such proposal by a simple majority of the membership voting at any annual meeting, to raise or lower annual dues as a requirement for membership in the Division.

## Article 4: Meetings

Section 1. Meetings shall be held as prescribed in the bylaws.

## Article 5: Amendments

Section 1. This constitution and its bylaws may be amended by the affirmative votes of two-thirds of the members participating in any meeting at which a proposed amendment or amendments is or are presented for action by the members.

Section 2. The head shall prepare and distribute the text of the proposed amendment or amendments at least two weeks before the meeting at which the amendment or amendments is or are presented for consideration and action.

## Article 6: Promulgation

Section 1. This constitution and its bylaws (attached) shall become effective upon adoption by a two-thirds affirmative vote of those members present and voting at the annual meeting of 1980.

## Article 7: Dissolution

Section 1. The organization may be dissolved by a two-thirds vote of the membership present and voting at any annual meeting.

## BYLAWS

### Article 1: Membership

Section 1. Classification of membership:

a. Regular members, who shall be staff and faculty members of institutions engaged in magazine education and research at the college undergraduate or graduate level, or persons in related professional activities who have an interest in magazine teaching and/or research.

Section 2. Funds of the Division shall be deposited with the AEJMC Treasurer (Article 2, Section 7, AEJMC Bylaws), who will provide the facilities of his or her office for their accounting. Other funds will be deposited in appropriate separate accounts.

Section 3. A regular member is one whose dues are paid in advance of the annual meeting.

Section 4. Only regular members are entitled to voting rights.

Section 5. Membership in the Division does not carry with it membership in AEJMC (Article 2, Section 3, AEJMC Bylaws).

#### Article 2: Meetings

Section 1. The annual meeting of the Division shall be held concurrently with that of AEJMC.

Section 2. Special meetings of the Division may be called and held in connection with any plan or activity designed to carry out the stated functions of the Division, upon concurrence of a quorum of the Executive Committee.

Section 3. Decisions of the Division and its Executive Committee shall be by majority vote of members present and voting.

Section 4. Robert's Rules of Order shall be the manual for parliamentary procedure in meetings of the Division.

Section 5. Each regular member of the Division shall be entitled to one vote in elections and to one vote on all issues or proposals presented at an annual or special meeting of the Division.

Section 6. The Executive Committee shall meet at least once annually during the annual AEJMC convention and at such other times as its membership shall determine. For purposes of conducting business of the Division, the head may present propositions to the Executive Committee and poll its membership by mail or phone. Such balloting shall constitute performance of the advisory function of the Executive Committee between annual meetings.

#### Article 3: Nominations and Elections

Section 1. The current vice head, who is the incoming head of the Division, shall present a list of nominees to the head of the Division prior to the annual meeting.

Section 2. It shall be the duty of the current vice head to invite nominations and develop a slate of nominees from the Division's regular membership prior to the annual meeting, to present the slate at that meeting, inviting further nominations from the floor, and then to conduct the election of the officers and Executive Committee members. Upon completion of the election, the nominating committee chair shall inform members of the name of the winning candidates.

Section 3. Elections shall be held at the annual meeting. Only members of the Division shall be entitled to vote in the election.

Section 4. A candidate for office shall be deemed elected if he or she receives more votes than those cast for any other contender for the office.

Section 5. Upon successful completion of an elected term of office as vice head, the holder of that office shall automatically succeed to, and possess all the rights and responsibilities of, the office of head. His or her term as head will begin the day immediately following his or her election.

Section 6. Upon successful completion of an elected term of office as research chair, the holder of that office shall automatically succeed to, and possess all the rights and responsibilities of, the vice head. His or her term as vice head will begin the day immediately following his or her election.

#### Article 4: Terms and Duties of Officers

Section 1. The head and vice head of the Division shall serve for one year from the day after election at the annual meeting until the election at the next annual meeting. They shall not be eligible to succeed themselves in office, although they may be re-elected to the office after a period of one year. They shall be responsible for planning and carrying out a program designed to accomplish the purposes of the Division. The Division's newsletter editor and research, teaching standards, professional freedom and responsibility, membership, and student contest co-chairs shall serve for one year from the day after election at the annual meeting until the election of the next annual meeting. They shall be eligible to succeed themselves in office.

Section 2. The head of the Division shall be the executive officer of the Division and shall administer its affairs, with the advice of the Executive Committee, including the appointment of any necessary committees. The head shall preside at all meetings of the Division and the Executive Committee, when present. He or she shall also preserve order, enforce the constitution, and perform all duties of a presiding officer. He or she shall be a member of the Advisory Board of AEJMC (Article 3, Section 3 AEJMC Constitution).

Section 3. It shall be the duty of the vice head to carry out whatever tasks may be assigned to him or her by the head for the purpose of accomplishing the stated objectives of the Division. In the event of a vacancy in the office of the head, for any reason, the vice head shall assume the title and duties of that office until a new head is chosen at the next regular election two meetings hence. The vice head shall preside, in the absence of the head, at meetings of the Division and/or the Executive Committee. In the event the vice head is unable to complete the term of that office, or succeeds to the position of head, the head will then name a new vice head with the advice and consent of the Executive Committee. In the event both the head and vice head are unable to complete their terms, any member of the Executive Committee may convene a meeting of that body and elect Division members to serve as head and vice head until the next annual meeting.

Section 4. A member of the Executive Committee shall take and keep the minutes of the Division annual meeting, all Executive Committee meetings and any other Division records, at the request of the Division head.

Section 5. The Division's Executive Committee shall consist of the Division's head, vice head, newsletter editor, research, teaching standards chair, professional freedom and responsibility chair, and membership chair, the student contest co-chairs, the journal editor and the division's outgoing head as an ex-officio, non-voting member. Members of the Executive Committee shall be elected at each annual meeting to serve a term of one year, from the time of the election at the annual meeting until the time of election at the annual meeting one year hence. In the event any member of the at-large membership of the Executive Committee resigns or is unable to fulfill the functions of the office, the Executive Committee shall fill the vacancy until the next annual meeting, at which time a Division member shall be elected to serve the unexpired term.

Section 6. A quorum at a meeting at which all members of the Executive Committee have been invited to attend in person shall be five. For the purposes of conducting the Division's business, the head may present propositions to the Executive Committee and poll all its members by email or phone. Such balloting shall constitute performance of the advisory function of the Executive Committee between annual meetings.

Section 7. Any member of the Executive Committee who does not attend the Association convention may be removed from office upon a recommendation by the Division head and a majority vote of the members attending the annual meeting. Once a position is declared vacant, the members will elect another Division member to fill that unexpired term.

## **MAGAZINE MEDIA DIVISION JOURNAL**

### **SECTION 1.**

The Division will support the publication of the refereed "Journal of Magazine Media" twice annually. Special issues may be published from time to time, but not more often than once per volume.

### **SECTION 2.**

A portion of each member's annual dues may be used to support the "Journal of Magazine Media."

Separate books will be maintained by the Magazine Media Division Head for "Journal of Magazine Media" revenue and expenditures. All expenditures from the "Journal of Magazine Media" account must be approved by the Magazine Media Division Head. The Division should aim to maintain a balance in the Journal account equal to twice the annual expenses.

### **SECTION 3.**

A Committee of five persons (i.e., an Editorial Selection Committee), including the Committee Chairperson, will oversee selection of Editors of the "Journal of Magazine Media." The Editorial

Selection Committee Chairperson will be appointed by the Magazine Media Division Head, and the Chairperson will select three members of the committee, with the advice and consent of the Division Head. The fifth member of the committee will be the Vice Head of the Magazine Media Division. The Editorial Selection Committee Chair will be a granted status as a member of the Magazine Media Division Executive Committee for that period.

The Editor will oversee production and promotion of the journal, as well as relationships with other relevant entities (e.g., database companies).

Production, promotion, distribution, fulfillment, and subscription management for members and non-member subscribers to the publication will be managed by a Publisher. The relationship with the Publisher will be governed by an agreement between the Division and the Publisher, the terms of which will be revisited prior to the end of each renewal period.

#### SECTION 4.

The Editor of the “Journal of Magazine Media” will be elected by the Division’s membership every three years at the Division’s annual business meeting. Applications for the position will be solicited from Division members in January of the year of the appropriate Division meeting by the Editorial Selection Committee, which will be two years prior to the publication of the new Editor’s first volume.

To be considered for the position, each candidate must be a member of the Division and AEJMC in good standing, and the Editor must remain a member of the Division throughout the term of service.

After consultation with the Magazine Media Division Executive Committee, the Editorial Selection Committee will circulate its recommendation in the Division newsletter at least two months before the appropriate annual meeting. The Incoming Editor will take on the editorial responsibilities for the Journal one year prior to the publication of the first issue for which he/she is responsible.

#### SECTION 5.

Any person selected as the “Journal of Magazine Media” Editor will serve a three-year term; a limit of two terms will be imposed on the number of consecutive terms an Editor may serve. If for some reason the Editor is not able to serve the complete term, the Editorial Selection Committee, after consultation with the Division Head, will make an interim appointment to complete the unfinished term.

#### SECTION 6.

The Editor makes decisions about all matters related to the content of the Journal. The Editor will establish an Editorial Board, which provides advice and review of material submitted for publication. The Editor will be responsible for the administration of the Journal.

The Editor will serve as a liaison between the Division and the Publisher on Journal matters, and will provide an annual report on the Journal at the AEJMC annual conference. The Editor is responsible for assuring that the Journal follows accepted practices of academic peer review.

#### SECTION 7.

In the event that the Editor is not able or willing to complete his/her duties in a satisfactory manner, the Editor may be removed. In the case that it is deemed necessary to remove an Editor, the Division Head will reconstitute the Editorial Selection Committee (see Section 3) to propose removal. Unanimous agreement of the Editorial Selection Committee is required to submit a proposal for removal to the Division membership. It is intended that these measures be pursued only in the direst of circumstances, such as repeated non-publication of issues or clear violations of peer-review procedures. In the event that an Editor is removed, the Editorial Selection Committee will select an Interim Editor to complete the term, and will include this recommendation with its proposal for removal of the Editor.

#### SECTION 8.

At the Editor's discretion, the Journal may provide space for a forum on a special topic determined by the Editor with input from the Editorial Board. The special topic "symposium" will occur within the standard number of issues of the annual Journal provided by the Publisher.

The Editor may select a Guest Editor with expertise in the chosen topic. The Guest Editor must be a member of the Magazine Media Division. The Guest Editor, in conjunction with the Journal Editor, will be responsible for issuing a special call for papers on the topic.

#### SECTION 9.

The Journal Editor may appoint up to five Associate Editors to serve concurrently.

The associate editor supports the editor in all functions, including through (a) participation in the initial review of all manuscript submissions, intended to provide authors with constructive feedback for improvement if a manuscript is judged not ready to be sent out for peer review; (b) communication with reviewers, including soliciting reviews and sending reminders to ensure a timely peer-review process; (c) participation in the process of identifying new reviewers to expand the available pool as well as identifying for removal from the pool reviewers who have repeatedly failed to respond to requests for review or repeatedly failed to submit timely reviews of assigned manuscripts; (d) participation in the final proofreading process to ensure all manuscripts slated for publication reflect the authors' final revisions and conform to either APA or Chicago style; and (e) other duties as agreed upon by the editor and associate editor. These

duties and responsibilities may be modified as needed if and when the Journal of Magazine Media enters into an agreement with a publisher.

#### SECTION 10.

To motivate and reward service of reviewers, the Journal will give an award of a plaque or certificate to one outstanding reviewer selected each year. The Editor and Associate Editors will form a committee to select the reviewer of the year. Criteria for determining the award will include the number of reviews completed, quality of the review, promptness of review response, and the impact of reviews in nurturing young scholars. In the event of no suitable nomination, the Editors reserve the right not to give the award.

#### SECTION 11.

To recognize and reward authors, the Journal will give an award of a plaque or certificate to one outstanding article published in the Journal during the previous volume year. The Editor and Associate Editors will form a committee to receive nominations and to select the outstanding article of the year. Authors can self-nominate or nominate others. Criteria for determining the award will include the advancement of theory, quality of writing, the number of citations (or downloads), and publicity (if applicable). In the event of no suitable nomination, the Editors reserve the right not to give the award.