

## **Organic Agreement for NCA/AFA Summer Conference on Argumentation**

### **I. Name and Purpose**

- A. This agreement governs operation of the biennial NCA/AFA Summer Conference on Argumentation.
- B. The purpose of the agreement is to establish a structure to manage the Conference.
- C. The Conference is jointly sponsored by the National Communication Association, the American Forensic Association, and the Department of Communication at the University of Utah. In addition to appropriate financial support, the NCA provides support for publication and fulfillment of publications, the AFA provides coordination and website support, the University of Utah provides local hosting and financial management services to the Treasurer.

### **II. Officers**

#### **A. Chair**

##### **1. Duties**

- a. Serve as chief executive officer of the organization
- b. Convene the steering committee and preside at its meetings
- c. Manage the process for selection of the next Director
- d. Provide support including monitoring of timely planning of activities of Treasurer, Director, and Local Host.
- e. Propose updates of the Organic Agreement of the Alta Conference as necessary and supervise compliance with the Agreement

##### **2. Selection of the Chair**

- a. The chair shall be selected by majority vote of the steering committee at the conference prior to the commencement of his/her term.
- b. Normally the chair shall have previously directed the conference.

##### **3. Term of office. The chair shall serve for a term of three conferences.**

#### **B. Director**

##### **1. Duties.**

- a. Establish a Planning Committee and develop a plan for the Conference that will be contained in the Call for Papers.
- b. Arrange wide dissemination of the Call of Papers.
- c. Arrange for a Conference website including the call and other information necessary for submission of research to the conference and arranging for attendance at the conference.

- d. Notify in a timely fashion (early spring) participants whose programs and papers have been accepted and those that have not been accepted.
  - e. Produce program copy, and in cooperation with the Local Host arrange for the printing of programs.
  - f. Manage selection of Conference awards.
  - g. Exercise editorial judgment over the Proceedings of the Conference. This includes deciding which papers to publish, overseeing the editing, and producing a final manuscript in a timely fashion.
  - h. With approval of the treasurer, hire any editorial assistance necessary to produce the Proceedings.
  - i. With the approval of the treasurer, contract for publication and distribution of the Proceedings. Provide a mailing list in appropriate form for distributing the proceedings.
  - j. Maintain and revise as appropriate a manual for Directors of the Conference containing copies of appropriate correspondence templates, policies for the Conference approved by the Steering Committee, and a dated timeline of activities required of the Director.
  - k. Present a report to the Steering Committee following completion of all work for the Conference including recommendations for changes in policy.
2. Selection of the Director
    - a. By the NCA convention in even numbered years, the Chair shall solicit nominations for the Director of the next conference from the last five directors and from the Steering Committee.
    - b. Before March of odd numbered years, the Chair shall present the list of nominees to the Steering Committee for selection of the new Director. If a majority vote is not achieved on the first ballot, those receiving the top two vote totals (including any additional nominees with votes equivalent to the second highest total) shall be forwarded for an additional vote. If a tie vote results after this process, the Chair shall select the next Director from among the tied nominees.
    - c. The Chair shall notify the selectee and secure his/her agreement to serve as Director for the next conference. If the selectee declines, the voting process shall be repeated.
  3. Term of office. The Director shall serve from the completion of one conference until the completion of the next. In the event that the Director is unable to complete his/her term, a new Director shall be immediately

selected by the process specified above with the past Director fulfilling the functions of the Director in the process.

C. Treasurer

1. Duties

- a. Secure necessary funding from the AFA and NCA.
- b. In consultation with the Director, the Local Host, and the Chair, develop a general budget for the Conference.
- c. In consultation with the University of Utah, monitor the management of conference funds. The Treasurer will provide the University personnel working with management of funds all information necessary for the fulfillment of the University's responsibilities.
- d. In consultation with the Director and the Local Host, establish the registration fee for the Conference.
- e. In consultation with the Director and the Local Host, determine the press run for the Conference proceedings. In conjunction with this duty the Treasurer shall negotiate the number of volumes and price for sale of the Proceedings through the NCA.
- f. Prepare a financial report at the completion of all expenditures from each conference.
- g. Maintain the historical records of the Alta conference procedures and finances.

2. Selection. The Treasurer shall be selected by majority vote of the steering committee at the conference prior to the commencement of his/her term.

3. Term of office. The treasurer shall serve for a term of three conferences.

D. Local Host

1. Duties

- a. In consultation with the chair, director and the treasurer, negotiate for the Conference site including meeting rooms, housing and meals.
- b. Receive registrations and deposit funds received before and during the Conference.
- c. Prepare for, organize, and conduct registration for the conference including collection of manuscripts and permissions from participants (to be forwarded to the Director).
- d. Provide liaison between the Conference and the conference site before, during, and after the conference.

- e. In consultation with the Director and approval of the Treasurer, arrange for housing, meals, materials, and workspace (computers, editing rooms, pencils, paper, coffee, etc.) for the editorial board following the conference.
  - f. Maintain and revise as appropriate a manual for Local Hosts of the Conference containing copies of past agreements, appropriate correspondence templates, lists of registration procedures, and a dated timeline of necessary activities by the Local Host.
  - g. Following the conference, provide a report to the Steering Committee including number of registrants and recommendations for changes in conference policies.
2. Selection. The Local Host will be chosen by the Department of Communication at the University of Utah.
  3. Term of Office. The Local Host will serve for the term of one conference with reappointment at the pleasure of the Chair and the University of Utah.
- E. Webmaster
1. The Alta Conference shall maintain a website at AltaConference.org. The webmaster shall be responsible for maintaining this website including tables of contents of the Proceedings and general information on the conference. Arrangements for the current conference website are the responsibility of the Director but may be assigned to the Webmaster at his/her discretion.
  2. The Director shall appoint a webmaster for each conference. The website shall contain all information on submission of work and registration for the upcoming conference. The AFA webmaster may serve this capacity if willing and appointed by the Director.
- F. Historian and Institutional Memory
1. Duties
    - a. Maintain the institutional memory of the Conference despite the turnover of membership on the Steering Committee
    - b. Serve as a resource for the other officers in their duties
  2. Selection. Appointed by the Chair from those who have served long terms in the management of the conference.
  3. Term. Five conferences subject to reappointment.

### III. Steering Committee

#### A. Membership.

1. The Chair
2. The Director of the next conference
3. The two immediate past Directors of the Conference
4. The President of AFA or his/her designatee
5. A representative elected by the NCA Argumentation and Forensics Division
6. The Treasurer
7. The Local Host
8. The Historian

#### B. Conduct of Steering Committee business

1. The Steering Committee shall meet at each Alta and at other times as requested by the Chair or by three members of the Steering Committee.
2. When appropriate the Committee may conduct business by email or other means of communication with opportunity for interchange and debate provided. However, a majority of the Committee may request that business that is not time-bound be conducted at an in-person meeting.
3. A quorum of the Committee shall be a majority of its members.
4. The parliamentary authority for the Committee shall be the latest version of Robert's Rules of Order.

#### C. Subcommittees. The Chair shall appoint such subcommittees as s/he or the Committee shall deem appropriate. Persons with special knowledge and expertise who are not members of the Steering Committee may be appointed to Subcommittees as appropriate; however, in all cases members of the Steering Committee shall be the majority of each subcommittee.

#### D. Functions

1. Receive and review reports from the Director, Treasurer and Local Host.
2. Approve, modify, or eliminate previously approved policies for operation of the Conference which transcend planning for a single conference.
3. Approve the biennial budget prepared by the Treasurer.
4. Participate in the selection of the next Director.
5. Review biennially the arrangements for placing the proceedings of the conference into the research stream in related academic disciplines. Through ad hoc subcommittees or through the Chair serving as CEO, the Committee may recommend, negotiate, and approve agreements in response to this function.
6. Through the current Chair, enter any long term agreements related to the

Conference and its products.

IV. Approval and Amendment

- A. This agreement shall be in force upon approval of 2/3 of the Organizing Committee
- B. Amendments to the agreement shall be presented in writing at least two weeks prior to votes on approval. Approval shall be by 2/3 of the Steering Committee present and voting.

Approved 2005. Amended 2007.