OPERATIONAL GUIDELINES

of the

Association for Business Communication

Last Updated and Approved by the ABC Board of Directors

February 18, 2026

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010 INTRODUCTION

010-001 Overview

Bylaw Provision

The Bylaws provide for *Operational Guidelines* that are approved by the Board of Directors.

Board Instructions

The *Operational Guidelines* are the means by which the Board of Directors provides standing orders or instructions to various officers, functionaries, and groups.

Guidance for People New to Positions

The Association is staffed by volunteers who have varying degrees of familiarity with the operations of the Association. The *Operational Guidelines* are a source of direction for the various officers, functionaries, and groups who are new to their positions.

Long-Term Instructions

The *Operational Guidelines* are long-term and on-going rather than one-time instructions. (Motions of the Board of Directors are used to handle one-time instructions.)

Revision

The OG and Bylaw Committee reviews and updates the *Operational Guidelines* and recommends changes when necessary. Changes become effective upon approval by the Board of Directors.

010-002 Organization of Manual

Structure

The *Operational Guidelines* is divided into "sections." Sections are divided into "subjects." Each section covers a major area of the guidelines. For example, section 020 deals with the Board of Directors. Each subject covers a portion of its section. For example, in section 020, the first subject (020-001) covers members of the Board while the ninth subject (020-009) covers the Elections. The material in each subject is further divided into topics.

Numbering

The numbering system permits reference to specific content within the *Operational Guidelines*. For example, to refer to the guideline covering committee chairs, one could say "Turn to 030-002 for that information."

Sections

Sections are numbered in fives, for example, 010, 020, 030, 035, 040, 045, etc.

Subjects

Subjects are numbered in units within each section, for example, -001, -002, -003, etc.

Topics

Topics are shown as headings at the left margin of pages, for example, "Structure".

Table of Contents

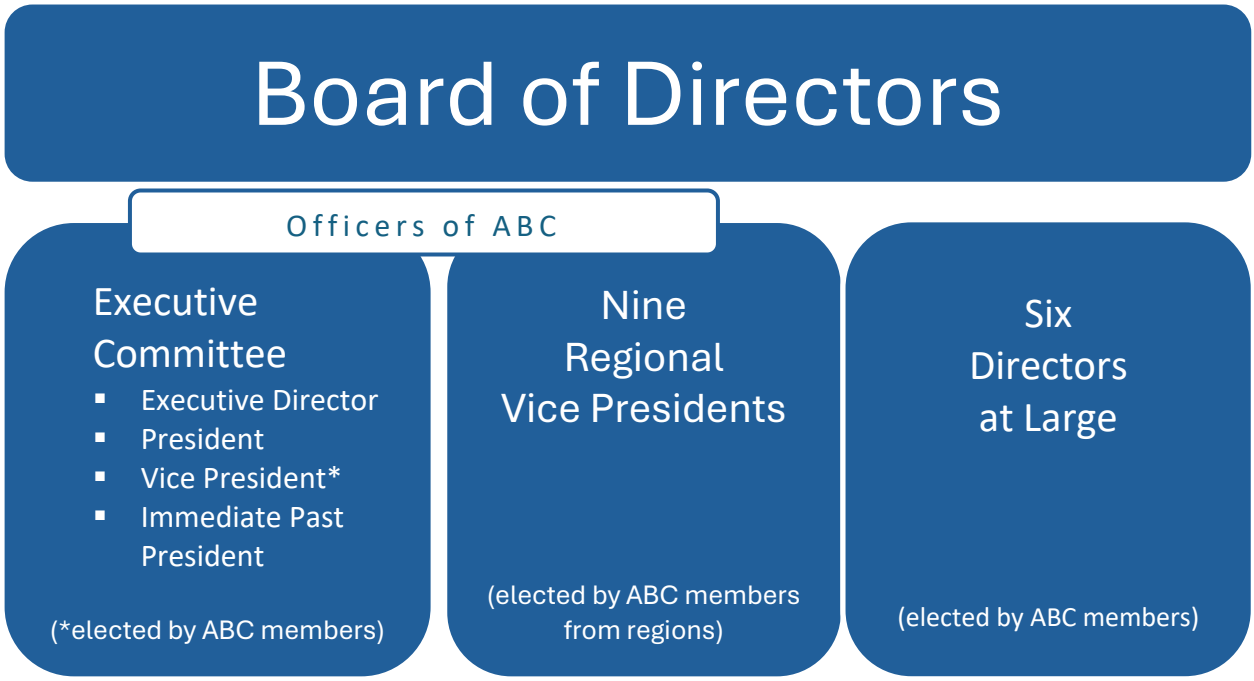
The Table of Contents is organized by section number. Subjects are listed within their sections.

020 BOARD OF DIRECTORS

020-001 Members of the Board

Overview of Duties

The Board of Directors consists of Officers—the Executive Committee and the Regional Vice Presidents—and the Directors at Large.



The Board of Directors determines and implements Association policies and evaluates the Association to ensure that it fulfills its goals and is acting in the best interests of its members. Each member of the Board of Directors:

1. Becomes fully informed on key areas of activity of the Association.

2. Provides guidance and direction to the Executive Committee and Executive Director on achieving the objectives of the Association.

3. Acts at all times in what the member believes to be the best interests of the Association.

4. Acts to preserve the assets of the Association.

5. Promotes the purposes for which the Association was formed.

6. Recommends nominees for Association Board positions and awards to the chair of the Nominating Committee, potential committee members to the Vice President, and recommends possible program reviewers to the program chairs of annual conferences and regional conferences.

7. Empowers the Executive Committee to make expenditures not to exceed $2,500 per item outside of the approved annual budget.

8. Approves expenditures above $2,500 outside of the approved annual budget.

Responsibilities

The Board of Directors is responsible for the following duties described in the Bylaws:

1.1.3:	Makes decisions affecting the Association
1.1.4:	Evaluates Association activities
1.1.10:	Participates in meetings of the Board
1.3.2:	Approves regions of the Association
1.4.6:	Approves candidates for leadership positions
3.2.1:	Approves times and places of the annual conference
3.7:	Authorizes reimbursements for expenses
3.7.2:	Confirms the salary of the Executive Director
3.8:	Approves affiliate organizations

Evaluation of the Association

To evaluate the activities of the Association, the Board of Directors meets monthly to be fully informed of Association business and vote on proposed actions. The Board may decide not to hold an occasional meeting.

In preparation for the Board meeting held at the ABC Annual International Conference, the Board of Directors receives and reviews the following:

- Financial performance report

- Auditor's report (when appropriate, typically every three years)
- Committee reports
- Regional Vice Presidents' reports
- Editors' reports

If the Association needs to make decisions between Board meetings, then Board members are directed to vote via online poll.

Board Meetings

Refer to Bylaws 1.1.3 and 1.1.10. The Association needs Board members to attend meetings to meet quorum and to conduct its business. For that reason, all Board members are expected to prioritize Board meetings and attend whenever possible given time zone constraints. The President will schedule Board meetings at different times throughout the year to accommodate as many Board members as possible. If a Board member cannot attend, they should review the Board draft meeting minutes that will be shared with them within 10 days of a Board meeting.

Members who are not able to physically attend the Board meeting in conjunction with the ABC Annual International Conference should participate by video conference call. Board members may not send substitutes to represent them.

Empowerment of Executive Committee Between Meetings

The Board empowers the Executive Committee to carry out the business of the Association within certain guidelines.

Matters Put Forward by Members of the Board

A Board member who wishes to put forward a matter for consideration to the Board of Directors at a meeting, should make a proposal to the Executive Committee. The Executive Committee will discuss the request and decide how to proceed and report back to the Board member.

Operational Guidelines Approval and Amendment

Members of the Board may provide written proposals to amend the *Operational Guidelines* at any time to the Vice President. The Vice President will raise the issue with the OG and Bylaw Committee for future consideration by the Executive Committee and if approved by them, it will be proposed for a Board discussion and vote.

Recommendations for Courses of Action

Recommendations to the Executive Committee and the Executive Director appear as items in the minutes of the meetings of the Board of Directors.

Incoming Board Members

At least 60 days prior to the ABC Annual International Conference, the Vice President and the Executive Director collaborate to invite incoming Board members to observe the Board meeting at the annual conference before they take office. The Executive Director provides access to the materials distributed to Board members.

Terms and Term Limits

Generally, terms for all Board positions begin on January 1 after an election and through December 31 for the length of their term. The specific terms for each Board member shall appear on the ABC website.

Regional Vice Presidents and Directors at Large may serve up to two consecutive four-year terms with the possibility of running again for either a Regional Vice President or Director at Large only after being off the Board of Directors for two years.

020-002 Executive Committee

Overview of Duties

The Executive Committee, consisting of the Executive Director, President, Vice President, and Immediate Past President, provides leadership and direction for the Association. The Executive Committee is empowered by the Board of Directors to run the Association between meetings of the Board of Directors. The Executive Committee is responsible for ensuring that actions approved by a vote of the Board of Directors are completed as specified.

Responsibilities

The Executive Committee is responsible for the following duties described in the Bylaws:

2.5:	Carries out decisions of the Board; reports to the Board, and follows the Operational Guidelines approved by the Board
2.8:	Fulfills duties of the Executive Director in the event of their resignation, death, or inability to serve
3.3.4:	Provides advice to the Vice President about committee membership and charges

Executive Committee Meetings

Refer to Bylaw 2.5.2: The Executive committee shall meet and report to the Board monthly.

The Executive Committee will meet prior to each Board meeting to discuss issues related to the Association and set the agenda for the upcoming Board meeting. Over the course of the year, the EC will give the Board updates about committees, financial statuses, journals and editors, conferences, and other issues critical to the running of the Association.

Determining Ability to Serve

The Executive Committee determines when absence or disability prevents one of its members from carrying out the duties normally associated with an office.

020-003 Executive Director

Overview of Duties

The Executive Director is the Chief Administrative Officer and Chief Financial Officer of the Association (See Bylaw 2.4). The Executive Director is responsible for the day-to-day operations of the Association.

Duties Specified in Bylaws

In addition to the duties as a member of the Board of Directors and as a member of the Executive Committee (see Bylaw 2.5), the Executive Director is responsible for the following duties described in the Bylaws:

1.1.9:	Manage meeting notes and election results
1.2.1.4:	Nominate honorary members of the Association
1.4.1:	Serve on the Nominating Committee as a nonvoting member
2.4.1:	Hire and appoint staff
2.4.2:	Manage all publications of the Association
2.4.3:	Oversee regular and special funds of the Association
2.4.4:	Oversee day-to-day finances of the Association
3.2.2:	Approve places and times of regional conferences
3.4:	Serve on the Publications Board as a voting member
3.5.2:	Coordinate and oversee special publications
3.7.1:	Manage reimbursements
3.7.3:	Recommend bonuses for paid employees

Additional Duties

The Executive Director also:

1. Maintains a current copy of the Bylaws and *Operational Guidelines*, incorporating any changes approved by the membership or the Board, respectively, and ensures they are updated on the ABC website.

2. Works with the Executive Committee to propose sites for the annual conference for Board approval; identifies suitable hotel locations for the selected sites.
3. Serves as the General Chair of the annual conference (040-001).
4. Provides a compilation report of the Association's financial status to the Executive Committee, to the Finance Committee, and to the Board of Directors at the Annual Conference meeting.
5. Has access to digital data and takes measures for maintaining the security of ABC data.
6. Maintains the archives of the organization.
7. Makes online links available to materials for the Board meetings to current and incoming Board members.
8. Notifies the Nominating Committee of any resignations of officers or Board members.
9. Informs award sponsors of the names of the recipients of the awards.

Normal Operating Expenses

The Executive Director manages day-to-day expenses and the budget. To minimize budget variations, the ED receives approval from the Executive Committee for deviations greater than 1% of the annual budget for 1) spending more, or less, than planned budget expenses, and 2) moving funds between budget lines.

Procedure for Review and Reappointment

The President, in coordination with the Immediate Past President, will conduct a performance review of the Executive Director (ED). A newly appointed ED will be reviewed every year for the first two years, and then every two years afterwards in a manner mutually convenient for all three persons; an exception to this policy would occur if the ED, the Executive Committee, or the Board request an annual review. The President and Past President will report their evaluation along with any recommendations to the Board of Directors during the meeting at the ABC Annual International Conference.

At the end of the Executive Director's contract, the Board of Directors will review the previous performance reports and reappoint the Executive Director by majority vote.

Procedure for Appointment

The Association will appoint a new Executive Director if the current Executive Director resigns or if their performance is found to be unsatisfactory.

To appoint a new Executive Director, the President will create a task force that will complete the following tasks:

1. Review the Executive Director's job description for continued appropriateness.

2. Produce a list of qualifications for the position.

3. Prepare a position announcement.

4. Submit its report to the Executive Committee within 90 days.

The President will:

1. Establish a search committee.

2. Formally announce the search and publish the position announcement.

Candidates must be available for interviews by the search committee; finalists will be interviewed by the Executive Committee. The Executive Committee will present acceptable candidates to the Board of Directors, who will select the Executive Director by majority vote.

Duties Regarding an Executive Direction Transition

When there is a change of Executive Directors, the outgoing Executive Director works with the Executive Committee to ensure that an orderly transition to the incoming Executive Director occurs. Such a transition includes:

1. Ensuring that all records relating to ABC financial, membership and tax are on a shared drive co-owned by the ED and the President. Upon transition of ED, any additional documents that are not on the shared drive are transferred within 30 days for at least the past two and current calendar years.

2. Forwarding all mail upon receipt and working with the U.S. Post Office to transition all mail.

3. Assisting with change of name on all accounts.

4. Coordinating for shipment of ABC archives (all data older than three calendar years).

5. Providing a file with all relevant data for prior conference planning and records of all minutes.

6. Providing a list of all steps involved in planning for the ABC Annual International Conference.

020-004 President

Overview of Duties

The President is the Chief Executive Officer of the Association. The President is charged with overseeing the direction of the Association during their time in office as well as setting and fulfilling strategic goals.

In addition to the duties as a member of the Board of Directors (020-001) and the Executive Committee (020-003), the President has specific duties outlined in the Bylaws: oversees meetings of the Association (Bylaws 1.1.6, 2.2.1, 2.5.3), appoints ad hoc committees (3.3.4), appoints the Chair of the Publications Board (3.4), and assigns bonuses to staff (3.7.3).

Oversight

Each term, the President will charge the Vice President with review of the Bylaws. The charge will include recommending any necessary changes to the Executive Committee and Board for approval.

The President, in coordination with the Immediate Past President, will conduct a performance review of the Executive Director. A newly appointed ED will be reviewed every year for the first two years, and then every two years afterwards in a manner mutually convenient for all three persons; an exception to this policy would occur if the ED, the Executive Committee, or the Board request an annual review. The President and Past President will report their evaluation along with any recommendations to the Board of Directors during the meeting at the ABC Annual International Conference.

Agenda for Executive Committee and Board Meetings

The President prepares the agenda for all meetings of the Executive Committee and Board meetings.

The President circulates a draft agenda to all members of the Executive Committee and Board requesting that they add agenda items, if required, and indicate the time required for items for which they are responsible. Adequate time is allowed for members to reply and for the final agenda to be ready.

020-005 Vice President

Overview of Duties

In addition to the duties as a member of the Board of Directors (020-001) and the Executive Committee (020-003), the Vice President has specific duties outlined in the Bylaws: fulfills orderly succession (2.7.1) and oversees and supports Association committees and committee chairs (3.3.1, 3.3.2, 3.3.3, and 3.3.5).

In addition, the Vice President maintains and updates a record of committee assignments to help track ABC member participation in committee activities.

Oversight of Committees

In addition to the responsibilities outlined in the Bylaws, the Vice President works with committee chairs to review standing charges and yearly short-term charges.

By April 1, the Vice President receives an interim report for the Executive Committee from all committee chairs. By September 1, the Vice President receives an annual report to the Board of Directors from all committee chairs outlining recommendations and progress on standing charges.

Oversight of Special Interest Groups

The Vice President approves special interest groups that fulfill the guidelines outlined 035-001.

By April 1 and within 30 days after the ABC Annual International Conference concludes, the Vice President receives status reports from Special Interest Group coordinators and determines whether the interest groups meet the criteria for continued recognition or should be dissolved.

Operational Guidelines Revisions

The Vice President works with the OG and Bylaw Committee to review and update the Operational Guidelines and Bylaws and recommend changes for Board vote when necessary. Board members may propose changes they deem necessary to the Vice President for consideration in the yearly review of the Operational Guidelines. Changes become effective upon approval by the Board of Directors.

Letter to Outgoing Chairs

The Vice President writes to outgoing committee chairs thanking them for their service to the Association.

Meeting with Regional Vice Presidents

The Vice President meets with the Regional Vice Presidents-to provide guidance and support, as necessary. The Vice President will meet with Regional Vice Presidents during the ABC Annual International Conference.

Invitation to Incoming Board Members

At least 60 days prior to the ABC Annual International Conference, the Vice President and the Executive Director collaborate to invite incoming Board members to observe the in-person Board meeting at the conference before they take office.

020-006 Immediate Past President

Overview of Duties

In addition to the duties as a member of the Board of Directors (020-001) and as a member of the Executive Committee (020-003), the Immediate Past President chairs the Nominating Committee. At Board and Executive Committee meetings, the Immediate Past President or designee takes minutes of the meeting and has the responsibility to 1) share them with the Executive Committee, 2) notify affected individuals of actions taken by the Board, 3) ensure that all Board members receive a draft copy of the meeting minutes within 10 days after the Board meeting. Expediting the minute meetings to all Board members should be a priority because Board members are situated around the world and not all Board members will be able to attend every meeting.

The Immediate Past President, in coordination with the President, will conduct a performance review of the Executive Director (ED). A newly appointed ED~~s~~ will be reviewed every year for the first two years, and then every two years afterwards in a manner mutually convenient for all three persons; an exception to this policy would occur if the ED, the Executive Committee, or the Board request an annual review. The Immediate Past President and President will report their evaluation along with any recommendations to the Board of Directors during the meeting at the ABC Annual International Conference.

Succession

If the Immediate Past President is unable to serve the remainder of a term of office due to absence or disability, the Executive Committee appoints another previous President of the Association to fill the vacancy. The person appointed carries the title “Interim Immediate Past President,” serves as a member of the Board of Directors and of the Executive Committee, and fulfills the normal responsibilities of the Immediate Past President.

020-007 Regional Vice Presidents

Overview of Duties

As Bylaws 2.2.4 requires, "The Regional Vice Presidents shall be responsible for representing the best interests of members from their regions at all meetings of the Board. They are responsible for fostering the objectives of the Association among members from their regions, for striving to increase membership in the region, for overseeing their meetings, for demonstrating accountability by providing annual reports of regional activities, and for nominating regional members for appropriate offices and awards. The Regional Vice Presidents shall follow the Operational Guidelines approved by the Board."

To fulfill these duties, Regional Vice Presidents should develop and maintain a plan for holding regional meetings, hosting conferences as appropriate, building membership, identifying members in their region for leadership roles, and facilitating online professional development opportunities on behalf of the region during their four-year term.

Term Limits

Refer to Bylaws 1.3.4, 1.3.5 and 1.4.10.

RVP Travel Expenses

See Section 070-003 of the Operational Guidelines for a description of items authorized for travel expense reimbursements.

Regional Conferences

As required by the Bylaw 3.2.2, decisions about Regional Conferences should be a collaboration between the RVP and the Executive Director (because the Executive Director as Chief Financial Officer commits resources to support the conferences and as Chief Administrative Officer oversees and coordinates conferences across the regions).

Dates. Regional Vice Presidents check with the Executive Director on meeting dates so as to preclude, as much as possible, two regional conferences on the same day. If possible, Regional Vice Presidents schedule ABC conferences so as not to coincide with the meeting dates of major conferences to which a significant number of ABC members attend.

Joint Conferences Encouraged. If they so desire, Regional Vice Presidents arrange joint conferences with other regions and/or other associations.

Program Chair. Regional Vice Presidents name program chairs for their regional conferences. Program chairs follow the practices and policies in the *Guidelines for ABC Program Chairs*. As soon as the information is available, each Regional Vice President notifies the Executive Director of the contact information of the program chair of the regional conference.

Publicity. Regional Vice Presidents are encouraged to work with program chairs and the Executive Director to publicize regional conferences to all members well before deadlines for proposal/paper submission. The program chair for each regional conference distributes information to the Board, members in the region, and others from inside and outside the region who might attend the conference.

Financial Matters. All regional conferences require a budget plan developed collaboratively between the Executive Director, RVP, and Program Chair. While the Board does not require regional conferences to make a profit, expenses should be minimized and income maximized as much as possible. Advertising from authors and publishers, a surcharge for nonmembers, and a discount for early registrants are part of good financial management. If necessary, regional conference organizers obtain advances from the Executive Director to cover organizing expenses.

Reports

Each Regional Vice President submits the following reports of the region's activities and contributions to the ABC budget to the Vice President:

1. A status report to the Executive Committee is due April 1 each year.
2. A financial report of the regional conference is due 30 days after that conference.
3. An annual report to the Executive Board is due September 1 before the Board meeting at the ABC Annual International Conference for inclusion in the packet to Board members.

Meetings

Board Meeting. As officers of the organization and members of the Board of Directors, the Regional Vice Presidents are required to participate in the Board meetings. Regional Vice Presidents are needed at the Board Meetings for the Association to meet quorum, to conduct its business, and to best represent the interests of their region's members. As a result, RVPs are asked to prioritize Board meetings and participate in them whenever it is feasible.

RVPs who are not able to attend online Board meetings must inform the President. RVPs who are not able to attend the Board meeting at the ABC Annual International Conference in person must inform the Executive Director and plan to participate by conference call or video/web conference. RVPs may not send substitutes as representatives.

Incoming RVPs who will begin their terms on January 1 after the conference are invited to observe the Board meeting at the ABC Annual International Conference and to participate in any RVP meetings the Vice President convenes at the ABC Annual International Conference

Regional Vice Presidents' Meeting. The Regional Vice Presidents meet regularly with the Vice President to coordinate regional activities, discuss membership, and promote the interests of the Association.

Regional Meetings. During the ABC Annual International Conference, regional meetings are arranged as part of the conference schedule. Regional Vice Presidents lead these meetings to share information with their regional members and elicit their input about regional activities and other issues related to the organization. RVPs not able to attend in person must inform the Executive Director and make alternate arrangements for a regional meeting.

020-008 Directors at Large

Overview of Duties

Directors at Large are responsible for representing the best interests of ABC members and the Association as whole at Board meetings. Directors at Large are expected to attend the Board meeting at the ABC Annual International Conference. As Bylaws 1.1.2 suggests, "They are recruited to meet specific ABC leadership needs."

Term Limits

Refer to Bylaws 1.1.2 and 1.4.10.

Travel Expenses

See Section 070-004 of the Operational Guidelines for a description of items authorized for travel expense reimbursements.

Meetings

Board Meeting. As officers of the organization and members of the Board of Directors, the Directors at Large are required to participate in the Board meetings. Directors at Large are needed at the Board meetings for the Association to meet quorum, to conduct its business, and to best represent the interests ABC members. As a result, Directors at Large are asked to prioritize Board meetings and participate in them whenever it is feasible.

Directors at Large who are not able to attend online Board meetings must inform the President. Directors at Large who are not able to attend the Board meeting at the ABC Annual International Conference in person must inform the Executive Director and plan to participate by conference call or video/web conference. Directors at Large may not send substitutes as representatives.

Incoming Directors at Large who will begin their terms on January 1 after the conference are invited to observe the Board meeting at the ABC Annual International Conference to help with the transition into their new position.

020-009 Elections

Procedure for Elections

1. The Nominating Committee will conduct a search for excellent candidates for each open Board of Director position and will interview them as directed in Bylaw 1.4.5. Members of the Board may suggest excellent candidates to the Nominating Committee.

2. The Nominating Committee nominates at least two people for each election for Vice President, at least two people for each Regional Vice President whose term is expiring, and at least two people for every Director at Large to be elected. The Nominating Committee cannot nominate an individual to run for two positions simultaneously or to serve in two concurrent positions with terms that overlap.

3. The Committee will present the entire slate to the Board of Directors along with supporting material, including the candidates' CVs and rationale for nominating them.

4. The Board considers for approval each individual nominee.

5. All candidates approved by the Board will be informed by the Executive Director before their inclusion on the ballot for election, who will confirm their willingness to run.

6. The Executive Director ensures all relevant information about the candidates is posted on the website and emailed to all members. The election ballots are then presented to ABC members in good standing. The ballot indicates clearly how many candidates each member may vote for. Ballots for Regional Vice Presidents will be distributed only to members within the region. Members vote electronically.

Breaking a Tie

The Board of Directors decides any tie vote by additional ballot (Bylaw 1.4.8).

Dissemination of Results

The Executive Director notifies candidates and publishes the results of the election (020-003).

020-010 Resignations, Removal, and Replacement

Resignations from the Board of Directors

Refer to Bylaws 2.6 and 2.6.1.

Removal from the Board

According to Bylaws 2.6.2, any Board member deemed in violation of the Bylaws by a two-thirds majority vote of the Board should be removed from office.

Removal from the Executive Committee

Any Executive Committee member whose absence, disability, or competing responsibilities prevents them from carrying out their duties may be removed by unanimous vote of the other members of the Executive Committee.

Inability to Serve before Taking Office: Vice President

Should a winning candidate for the office of Vice President, before taking office, be unable to serve— whether because of resignation, death, or other inability—the Executive Committee shall appoint the candidate receiving the second largest number of votes to serve for the full term. If none of the candidates is able to serve, a special election shall be held to elect a new Vice President.

Filling Vacancies Created by Inability to Serve

If a Regional Vice President or Director at Large is unable to serve, a new Regional Vice President or Director at Large election process will be initiated by the Nominating Committee as soon as possible. The new Regional Vice President or Director at Large will serve the remainder of the existing calendar year plus a new four-year term ending on December 31 of their fourth year.

025 APPOINTED POSITIONS

025-001 Communication and Operations Manager

Overview of Duties

The Communication and Operations Manager is a paid staff position hired by the Executive Director in consultation with the Executive Committee. The Communication and Operations Manager will provide a wide variety of communication and operations support, which require the use of good judgement, tact, professionalism and confidentiality when interacting with ABC members, the Executive Director, the Board of Directors, the Executive Committee, Committee and Special Interest Group members and chairs, vendors, donors, and others. Given that ABC operates as a virtual organization, the Communication and Operations Manager serves as a key contact with these various audiences largely through email communication but also via phone calls, virtual meetings and paper documents.

For general responsibilities and core competencies, the Communication and Operations Manager will:

- provide administrative support to the Executive Director and be responsible for the day-to-day workflow of the organization.
- possess exceptional written (including spelling, editing, and proofreading) and oral communication skills, a keen eye for detail, and ability to interact with a global professional community.
- possess excellent organizational skills, the ability to multi-task, and prioritize work to meet deadlines.
- have knowledge of the organization's Bylaws, Operational Guidelines, and general practices and procedures to perform central duties.
- be highly computer literate with a willingness to learn new features and solutions as needed.
- serve as liaison for software programs and platforms used by the Association

For programmatic assistance, the Communication and Operations Manager will:

- provide support to the Executive Director, Executive Committee, Board members, committee and conference chairs/co-chairs, Editors and others, as needed.
- prepare financial and banking tasks as appropriate in consultation with the Executive Director and accountants.
- review invoices for accuracy; ensure timely payment of them, and file documentation for easy future retrieval.
- process payments and maintains records for conferences and other activities.
- provide needed financial information to ABC accounting firm so they can prepare reports.

- use professional accounting software to record annual budget and apply income and expenses against that budget; share monthly updates with the Executive Director.
- audit income/donations received and grant disbursements for the Business Communication Research Foundation (BCRF).

For communication management, the Office and Communication Manager will:

- update website content and layout as needed to remain informative, current and relevant to members.
- collaborate with the Executive Director and others in ABC leadership to create and distribute accurate, well-written, engaging and informative electronic content. Examples could include communicating benefits of ABC membership, conference-related information, fundraising/sponsorship opportunities, or directions to cast a vote in an upcoming election.
- formulate communication plans for events or other activities.
- be aware of new trends in digital marketing
- use social networking tools to engage with current and potential members.
- assist the Newsletter Editor to gather materials for and edit the quarterly e-newsletter.
- gather and archive historical ABC documents, such as conference programs, reports and photographs.

Organizational Relationship

The Communication and Operations Manager will report directly to ABC's Executive Director.

Qualifications

This position requires skill in working independently while also contributing positively with stakeholders and through personalized interactions, as appropriate. Communication messaging and strategies are essential to reinforce and advance the Association's mission, vision, and goals. The Executive Director will generate a full list of qualifications to share with the Executive Committee before a job search launches.

025-002 Technology Managers

Given the increasing technology needs of ABC, there are three Technology Managers to assist the organization in collaboration with the Executive Director. These three positions will include a Website Manager, Ex Ordo Manager, and a Conference Support Manager. Technology Managers will be appointed from ABC members in good standing.

Website Manager

The Website Manager will:

- maintain the ABC Website, both public-facing and member-only sections, in coordination with the Office and Communication Manager.
- act as a liaison with the Higher Logic team and Higher Logic Consultant, as appropriate.
- assist with ABC membership notifications and renewals through the website.
- coordinate with the Executive Committee to resolve any website issues.
- update and streamline the website as needed.
- maintain and resolve website trouble tickets in collaboration with the Office and Communication Manager.
- perform other as needed assigned duties regarding the website.

Ex Ordo Manager

The Ex Ordo Manager will:

- act as a liaison with the Ex Ordo team, as needed.
- collaborate with the chair of the Priscilla S. Rogers and C.R. Anderson Research Fund Committee Chair to set up and help manage Ex Ordo for proposal submission and review.
- serve as a resource for annual and regional conference co-chairs to help resolve any submission, reviewer, or registration issues and answer questions.
- perform other as needed assigned duties regarding the conference submission system.

Conference Support Manager

The Conference Support Manager will:

- coordinate with and assist the annual conference co-chairs on virtual sessions.
- collaborate with the Office and Communication Manager, as needed.
- provide virtual support (Zoom licenses, session links, etc.) during the annual virtual conference.
- provide support during the My Favorite Assignment sessions.

Eligibility

Applicants for the Technology Manager positions must be a current ABC member in good standing. Members of the Executive Committee are not eligible to serve as Technology Managers. A call for nominations will be disseminated to ABC members. The Executive Committee will assist the Executive Director in reviewing applications and selecting candidates.

Appointment

Technology Managers will be appointed by the Executive Committee and serve four-year renewable terms.

Support

A stipend commensurate with the amount of work required will be offered to the Technology Managers. These stipends should be reflected in the annual budget proposal process.

030 COMMITTEES

030-001 Overview

Committee Structure

The Association works through its committees. There are two types of committees: standing (permanent or long-term) committees and ad hoc (temporary or short-term) committees. The ABC Board may add or remove standing committees according to the organization's needs; however, two of the standing committees (Publications Board and Nominating Committee) are required according to the ABC Bylaws.

Committee Charges

Each committee's ongoing charges are described in section 030-003 and 030-004 and can be found on the committee pages of the ABC website. Each year, the Vice President will review the charges in consultation with the Executive Committee and other leaders as appropriate. Any changes to these charges in sections 030-003 and 030-004 require approval from the ABC Board.

Each year, the Vice President, in consultation with the Executive Committee, may issue additional short-term charges (usually completed within a year) for a given committee. These can be found on the committee pages of the ABC website. These charges do not require approval from the ABC Board.

Tenure

Standing Committees. The Vice President or the committee chair appoints members of standing committees for three-year renewable terms ending December 31. Committee members should be on staggered terms. Depending on the size and function of the committee, one-third to one-tenth of the members change each year. Chairs shall be appointed to two-year terms and may be reappointed up to three times for a term limit of six years.

Committees Required by Bylaws. The Publications Board and the Nominating Committee have specific number of committee members for three-year renewable terms ending December 31. Committee members should be on staggered terms. As outlined in Bylaw 3.4, the Chair of the Publications Board is appointed by the President. As outlined in Bylaw 1.4.1, the Chair of the Nominating Committee is the Immediate Past President and serves a two-year term.

Ad Hoc Committees. As outlined in Bylaws 3.3.4, the President may create ad hoc committees at any time. Chairs of ad hoc committees may be appointed for as long as the President remains in office. The President specifies the mandate for ad hoc committees and circulates the mandate to the Executive Committee. Ad hoc committee performance shall be reviewed by the Executive Committee to determine progress, completion and possible reappointment of the ad hoc committee.

Meetings

Committees collaborate throughout the year to complete their charges. It is expected that committees will have a meeting, either an in-person or virtual, during the annual conference.

030-002 Committee Chairs

Overview of Duties

Committee chairs will:

- carry out the ongoing charge(s) and charges issued annually by the Vice President.
- ensure that the committee meets sufficiently throughout the year to carry out the charges.
- attend quarterly meetings with the President and/or Vice President
- recommend new charges for the following year.
- add committee members as needed in consultation with the Vice President.
- Request additions/drops to committee rosters by submitting form on the ABC website.
- comment on members of their committee who have provided meritorious service in annual reports and identify interested parties and talent for leadership.
- Recommend to the Vice President committee members for removal, retention, or appointment to chair, co-chair, or vice chair.
- help ABC achieve the committee's related strategic plan objectives, if applicable.
- keep the Vice President apprised of the activities of their committees. The Vice President encourages committee chairs to seek advice and counsel directly, whenever needed.
- maintain ongoing website forum discussions with committee members about topics related to the purpose of the committee.

Committee Reports

The chair collaborates with the committee members to prepare and submit reports.

Report Formats. Reports follow a format that is provided by the Vice President. A common format greatly facilitates the work of the Board.

Interim Report to Executive Committee. This report lists the mandate of the committee and the various charges given by the Vice President for the current year. The committee chair reports what has transpired since the committee's last report (for the Board meeting at the annual conference) and the committee's plans for the current year. Reports are to be submitted electronically to the Vice President by April 1 or other to-be-determined date.

Annual Report to the Board of Directors. This report lists the mission of the committee and the various charges given by the Vice President. This report includes recognition of committee members who have made substantial contributions and includes suggestions for the next year's committee charges. The report should include persuasive rationales for any recommendations or proposals. The committee chair prepares the report and submits it electronically to the Vice President by September 1.

030-003 Committees Required by Bylaws

Publications Board

In addition to Bylaws 3.5.1 and 3.5.2, the Publications Board:

- Coordinates with the editors about special issues of the *International Journal of Business Communication* and *Business and Professional Communication Quarterly* (060-001 and 060-002 of the *Operational Guidelines*). The guidelines for special issues may be found on the ABC website.

- Assists the editors in effective transition when new editors are selected.

- Solicits nominations for and selects the winner (if any) of the:
  - ABC awards for Distinguished Publication on Business Communication
  - Outstanding Article in the *International Journal of Business Communication*
  - Outstanding Article in the *Business and Professional Communication Quarterly*

- The chair of the Publications Board notifies the Executive Director of the winners of these ABC awards. The Executive Director will then notify the sponsor of the award, if there is a current sponsor. The criteria for awards are found in items 050-011 and 050-012 of the Operational Guidelines.

- Reviews financial support for editors prior to appointment and throughout their terms of office and proposes changes for approval by the Board whenever the support is inadequate or inappropriate.

Membership. Refer to Bylaw 3.4. The Publications Board shall consist of nine members and the Executive Director. The Chair of the Publications Board is appointed by the President from the nine elected members. Three-year terms begin on January 1. The Proceedings, *IJBC*, and *BPCQ* Editors may not serve on the Publications Board to prevent potential conflicts of interest.

Nominating Committee

The complete charges for this committee are found in the ABC Bylaws. Refer to Bylaws 1.4, 3.3.7, 3.4.1 and 3.6.3.

Membership. Refer to Bylaw 1.4.1. The Nominating Committee shall consist of the three most recent Past Presidents, the chair of the Publications Board, and the Executive Director. The Immediate Past President shall chair the Nominating Committee.

Reports. The Nominating Committee's report to the Board includes a list of continuing Board members and the year each term expires. The chair collaborates with the committee to prepare and submit reports to the Board at the first or second Board meeting of the year.

030-004 Standing Committees

Academic Environment

Purpose. The purpose of the Academic Environment Committee is to promote business communication as an academic discipline with a strong research base and to explore workplace issues affecting business communication faculty.

Ongoing Charges.

1. Gathers and disseminates information about workplace issues that are affecting business communication faculty (e.g., class size; teaching load; reappointment, promotion, and tenure (RPT) criteria; etc.) and how ABC can better serve its members in terms of the teaching environment and professional development opportunities.
2. Collects and shares resources that will enable business communication faculty to promote their work and their programs in the academy.
3. Encourages ABC members to develop presentations and journal articles related to academic environment issues.
4. Informs the ABC Board and members about AACSB policies or actions that may affect the discipline of business communication.
5. Collaborates with the Research Committee to assess and strength the status of business communication as an academic discipline with a strong research base.

Membership. Membership on this committee is open to any ABC member in good standing who is interested in promoting the committee's work.

Business Practices

Purpose. The purpose of the Business Practices Committee is to disseminate information about business communication practices in corporations and other professional organizations to ABC members.

Ongoing Charges.

Studies and disseminates information about business communication practices in corporations and other organizations.

- Creates an online communication channel on business practices in order to gather from businesses and disseminate to ABC members practical business communication materials for the classroom as well as data for research.
- Works to increase interaction between business communication instructors, researchers, and practitioners.
- Supports research into current practices and issues in the business (practitioner) community.

- Sponsors a panel at the ABC Annual Conference focusing on current practices regarding a (major) issue within the business (practitioner) community.

Membership. Membership on this committee is open to any ABC member in good standing who is interested in promoting the committee's work.

Community Perspectives and Practice

Purpose. The purpose of the Community Perspectives and Practice Committee is to serve as an advocacy role to alert ABC members about the benefits from comprehensiveness in membership, participation, perspectives, and thinking. This committee helps ensure that ABC meets the needs of all members and embraces a commitment to multiple perspectives.

Ongoing Charges.

1. Organizes a panel discussion/teaching roundtable on teaching perspectives beyond your own for the ABC Annual International Conference.
2. Helps ABC leaders and members understand, expand, articulate, apply, analyze, synthesize, and evaluate ideas and efforts—individually, as teachers and practitioners, and as an organization—related to community perspectives and practice.
3. Solicits nominations, reviews applications, and chooses a winner for the Community Perspectives and Practice Award, and ensures the winner is publicized on the ABC website and in the ABC newsletter.
4. Crafts a detailed proposal with thoughtful language in which we honor and acknowledge the host communities in which we have our conferences.
5. Ensures that ABC meets the needs of all members in the profession.
6. Reviews the description, criteria, promotion, and intended impact of the Community Perspectives and Practice Award.

Membership. Membership on this committee is open to any ABC member in good standing who is interested in promoting the committee's work.

Finance

Purpose. The purpose of the Finance Committee is to review ABC's investments and to ensure that ABC is making wise financial decisions for a long and prosperous future.

Ongoing Charges.

1. Analyzes the financial well-being of the association.
2. Assists the Executive Director in reporting investment data to the Board annually.
3. In partnership and consultation with the eCIO financial advisor, maintains the investment policy and determines that institutional funds are prudently and effectively managed.

4. Recommends investment and other strategies to improve the association's financial standing.
5. Reviews external audits and makes recommendations as appropriate.

Membership. The Finance Committee shall include ABC members in good standing who have a strong background or interest in accounting, finance, or business operations. The ABC Executive Director is an ex-officio member.

Graduate Studies

Purpose. The purpose of the Graduate Studies Committee is to promote the study of business communication in graduate programs, create awareness about ABC for graduate students in applicable programs, encourage graduate students to become members, and oversee graduate student awards.

Ongoing Charges.

1. Promotes and administers the Margaret Baker Graham Research Grant and the Graduate Student Travel Grant.
2. Establishes and updates guidelines, rules, regulations, criteria and rubric for assessing applications. Ensures they are made available on website and emailed to ABC members.
3. Lists Research Grant and Travel Grant winners in ABC newsletter and on the website.
4. Annually assesses and reports how graduate students who attend the annual conference heard about the conference.
5. Develops publishable research related to graduate programs and graduate studies in business communication.
6. Gathers and disseminates curriculum information about graduate-level courses and programs related to business communication, especially at the doctoral level.
7. Encourages graduate students and graduate faculty to join the Association, participate in its conferences, and submit articles to its publications.
8. Organizes a panel/roundtable on graduate studies issues for the annual conference.
9. Collaborates with the Research Committee to assess and strengthen the status of business communication as an academic discipline with a strong research base.

Membership. The Graduate Studies Committee shall include ABC members in good standing who teach in graduate programs offering courses or research opportunities in business communication.

International and Intercultural Business Communication

Purpose. The purpose of the International and Intercultural Business Communication Committee is to promote the international focus of ABC and encourage participation and information sharing from members based in regions around the world.

Ongoing Charges.

1. Identifies and proposes strategies to internationalize ABC and promotes the international focus of the Association.
2. Coordinates with Regional Vice Presidents to expand international and intercultural connections, i.e., opportunities for ABC to connect with business communication organizations in various countries or regions; opportunities to connect with university student organizations in countries around the world.
3. Organizes a panel, poster or workshop on research/teaching across countries for the annual conference; sends out Call for Proposals to ABC members; reads and reviews submissions.
4. Encourages participation of all members in meetings held in different regions around the world.
5. Assists members in developing publishable research related to international and intercultural business communication.
6. Supports members who teach international/intercultural communication courses by compiling and disseminating relevant, up-to-date research findings in this field of study for more effective teaching.
7. Develops and maintains online archive of ABC international and intercultural teaching materials, case studies, etc., and highlights of international members' achievements and awards.
8. Works with *IJBC* and *BPCQ* editors to develop and promote themed sections.

Membership. Membership on this committee is open to any ABC member in good standing who is interested in promoting the committee's work.

Modern Language Association (MLA) Liaison

Purpose. The purpose of the Modern Language Associate Liaison Committee is to seek opportunities to connect with MLA and explore ways to incorporate business communication presentations in the MLA conference program, such as planning an ABC panel at the annual MLA Convention.

Ongoing Charges.

1. Serves as ABC liaison with MLA by organizing and overseeing the ABC session/s at the MLA Convention.
2. Reads and reviews submissions for the single panel session allowed at the MLA Convention.
3. Posts papers/abstracts from the ABC session/s at the MLA Convention on the ABC and MLA websites.
4. Promotes the field of business communication within MLA.
5. Encourages junior faculty members and students to submit proposals to present at the MLA Convention.

Membership. Members of the MLA Liaison Committee will be members in good standing of both ABC and MLA.

National Communication Association (NCA) Liaison

Purpose. The purpose of the National Communication Association Liaison Committee is to seek opportunities to connect with NCA and explore ways to incorporate business communication presentations in the NCA conference program, such as planning ABC panels at the annual NCA Convention.

Ongoing Charges.

1. Serves as ABC liaison with the NCA by organizing and overseeing the ABC sessions/panels ensuring they consist of business communication presentations at the NCA annual convention.
2. Sends out Call for Papers to ABC members; reads and reviews submissions; posts papers/abstracts from the ABC sessions at the NCA annual convention on the ABC website.
3. Encourages junior faculty members and students to submit proposals to present at the NCA annual convention.
4. Promotes the ABC sessions/panels at the NCA annual convention to ABC members.
5. Promotes the field of business communication within NCA.
6. Encourages members to develop ABC presentations and journal articles related to NCA.
7. Develops informational document/s for dissemination through email to those interested in NCA and posts them on ABC website.

Membership. Members of the NCA Liaison Committee will be members in good standing of both ABC and NCA.

OGs and Bylaws

Purpose. The purpose of the OGs and Bylaws Committee is to review and update the ABC Operational Guidelines and Bylaws as necessary to reflect organizational practices and structures.

Ongoing Charges.

1. Reviews Operational Guidelines and Bylaws annually.
2. Proposes revisions of the Operational Guidelines and Bylaws to the Executive Committee and the ABC Board.

Membership. Committee members of the OG and Bylaws Committee serve two-year terms. The committee is chaired by the Vice President and includes a member with strong editorial

skills and background or interest in bylaws and operations as well as up to two Directors at Large. Terms coincide with the Vice President's term.

Priscilla S. Rogers and C.R. Anderson Research Fund

Purpose. The purpose of the Priscilla S. Rogers and C.R. Anderson Research Fund Committee is to oversee the process for selecting research fund recipients and mentor emerging scholars. The Priscilla S. Rogers and C. R. Anderson Research Fund Committee, reports to both the ABC Board and the Business Communication Research Foundation.

Ongoing Charges.

1. Mentor early-career and emerging scholars.
2. Manage the Priscilla S. Rogers and C.R. Anderson Research grant application process.
3. Make recommendations to the Business Communication Research Foundation (which includes the ABC Executive Director, the ABC President, the ABC Immediate Past President, and two other past presidents) about which applicants should receive funds from the Priscilla S. Rogers and C.R. Anderson Research Fund.
4. Manage and maintain records concerning the grant recipients' progress and results.
5. Share information about grant applications, grant awards, and grantees' progress with both the ABC Board and the Business Communication Research Foundation.

Membership. Membership on this committee is open to any ABC member in good standing who is interested in promoting the committee's work.

Proceedings Editorial Review Board

Purpose. The purpose of the Proceedings Editorial Review Board Committee is to publish the ABC Conference Proceedings annually by establishing procedures for submissions, encouraging presenters to submit papers, and reviewing submissions, and to select the Best Proceedings Article.

Ongoing Charges.

1. Publishes ABC Conference Proceedings on ABC website and publicizes to members as well as the general public.
2. Revises and updates detailed guidelines for submissions to the proceedings and makes them available on the ABC website.
3. Publicizes the editorial guidelines for the Proceedings on the ABC website for those presenting at ABC conferences.
4. Ensures that guidelines/links to guidelines are included in call for submissions to all presenters.
5. Establishes procedures for reviewers to follow when reviewing conference proceedings submissions.

6. Establishes procedures for selecting the Best Proceedings Article and makes them available on ABC website, social media, and in the ABC newsletter.
7. Recommends Best Proceedings Article for annual conference and ensures the Best Proceedings Article and author are publicized in the ABC newsletter.
8. Coordinates with ABC's journal editors to encourage journal submission from authors of high-quality conference proceedings.

Membership. The Proceedings Editorial Review Board shall include members in good standing who have strong editorial skills and an interest in supporting the conference proceedings.

Research

Purpose. The purpose of the Research Committee is to encourage and promote research in the field of business communication and oversee research awards.

Ongoing Charges.

1. Establish guidelines and criteria, publicizes, solicits nominations, and selects recipients for the Outstanding Researcher Award and the Outstanding Doctoral Dissertation in Business Communication Award. Ensures the award recipients are publicized in the ABC newsletter and website.
2. Sponsors panels and events aimed to improve research in business communication at the annual conference.
3. Encourages business communication research and citing business communication scholarship in members' research.
4. Ensures that committee membership invitations include former winners of the Outstanding Researcher Award (ORA) and Outstanding Dissertation Award (ODA) and IJBC and BPCQ editorial team.
5. Coordinates with the Office and Communication Manager and the Website Manager to ensure that the ABC website features research resources.
6. Supports current ABC members who request resources to enhance their ability to research effectively.
7. Collaborate with the Graduate Studies Committee and the Academic Environment Committee to assess and strengthen the status of business communication as an academic discipline with a strong research base.

Membership. Membership on this committee is open to any ABC member in good standing who is interested in promoting the committee's work.

Student Competition

Purpose. The purpose of the Student Competition Committee is to manage all aspects of the annual student writing contest.

Ongoing Charges.

1. Establishes and updates contest guidelines, rules, regulations, criteria and rubric for assessing contest entries as needed.
2. Designs a special promotional flyer for case submissions to increase the number of submissions.
3. Solicits original cases for consideration in the student writing competition.
4. Selects a case for the coming year.
5. Publicizes the competition to all ABC members.
6. Works with *BPCQ* editor to determine publication agreement for selected cases.
7. Recruits business professionals to read and rank student entries.
8. Evaluates submissions, chooses winner, and ensures the selected case, case author, and winning submissions are publicized in the ABC newsletter and on the ABC website.
9. Notifies ABC HQ of award winners and details using HQ-provided form.
10. Recognizes ABC member whose student receives the award by sending a personalized letter.

Membership. The Student Competition Committee will include at least five ABC members in good standing who have a strong interest in business writing and fostering student achievement.

Teaching

Purpose. The purpose of the Teaching Committee is to encourage and promote best teaching practices in the field of business communication and oversee teaching awards.

Ongoing Charges.

1. Establish guidelines and criteria, publicizes, solicits nominations, and selects recipients for the Outstanding Teacher-Scholar Award in Memory of Meada Gibbs and the Innovation in Teaching with Technology Award. Ensures the award recipients are publicized in the ABC newsletter and website.
2. Coordinates the “My Favorite Assignment” sessions at the annual conference.
3. Sponsors conference panels and events aimed to improve pedagogy in business communication.
4. Gathers teaching materials (i.e., syllabi, assignments, rubrics) for courses related to business communication.
5. Coordinates with the Office and Communication Manager and the Website Manager to ensure that the Teaching & Learning pages on the ABC website are updated regularly and easily accessible.
6. Supports current ABC members who request resources to enhance their ability to teach effectively.
7. Administers the ABC Mentorship Program.

Membership. Membership on this committee is open to any ABC member in good standing who is interested in promoting the committee's work. Recipients of the Outstanding Teacher-Scholar Award in Memory of Meada Gibbs become de facto Teaching Committee members.

035 SPECIAL INTEREST GROUPS (SIGs)

035-001 Overview

Group Structure

The Association's members pursue a variety of professional objectives through voluntary Special Interest Groups. Each SIG is responsible for selecting an appropriate designation for itself and for developing its own agenda. An interest group is required to submit a yearly report on activities and a plan for the upcoming year. No evaluation of members is necessary. This report should be submitted electronically to the Vice President within 30 days after the annual conference concludes.

A Special Interest Group must secure prior approval from the Board of Directors to represent the Association to external groups or persons.

A Special Interest Group may be initiated when ten or more members select a coordinator and apply to the Vice President for recognition. Once a group has been formed, it is responsible for selecting its own coordinator.

An interest group will retain official recognition so long as (a) the group meets during the annual conference and (b) at least 10 members (identified by name) indicate that they wish to be affiliated with the group.

Tenure

Coordinators. A coordinator will typically serve a two-year term of office, beginning on January 1. A coordinator may serve multiple terms.

Membership. The number of members in an interest group is neither specified nor limited (beyond the requirement that the group contain at least 10 members). The length of a person's active participation in a Special Interest Group is not limited.

Calendar

Special Interest Groups operate from January 1 to December 31.

Meeting at Annual Conference

Special Interest Groups meet, virtually or in-person, during the annual conference and are encouraged to sponsor one or more special sessions to attract persons of similar interest.

040 ORGANIZERS OF THE ABC ANNUAL INTERNATIONAL CONFERENCES

040-001 Leadership

Overview

The ABC Annual International Conference is the largest event that the Association sponsors. It is, therefore, important to keep the Board of Directors apprised of the progress of organizing efforts.

In addition, it is important for future organizers to have information from previous conferences to help them plan and budget for their meetings.

General Chair

The Executive Director serves as the General Chair of the ABC Annual International Conference. The Executive Director serves a liaison between the Conference Chairs and the Board of Directors, providing updates about conferences during Board meetings.

Conference Chair(s)

The Executive Director chooses conference chairs two years in advance, if possible. Conference chairs follow the practices and policies described in the Guidelines for ABC Conference Chairs. Each conference chair receives a $1,500 stipend in the year of the conference.

040-002 Reports

Progress Reports

The General Chair (Executive Director) reports progress on the upcoming ABC Annual International Conference and future annual conferences during Board and Executive Committee meetings. The General Chair's (Executive Director's) reports cover such items as hotel selection and arrangements, budget (including registration fee), and conference correspondence.

The current conference chair(s) are not required to provide progress reports. Instead, they meet regularly for conference planning purposes with the Executive Director. The Board of Directors will receive routine conference updates from the Executive Director or the Conference Chairs. These updates cover such items as the timetable for conference organization (i.e., dates for call for papers, acceptance letters to speakers), on-site conference plans (i.e., a timetable for registration, presentations, breaks, awards celebration, and receptions), and virtual conference plans.

Report During Board of Directors Meeting at Annual Conference

The current conference chair(s) provides a report on the ABC Annual International Conference to the Board of Directors at their in-person meeting during the conference. The report of the conference chair(s) covers such items as numbers of attendees, workshops, presentations, an overview of the review process, and any other miscellaneous concerns for both the in-person and virtual conferences.

Financial Reports

Budget Projections. The Executive Director makes budget projections for the ABC Annual International Conference when a proposed location is brought to the Board for their review, using the categories set out below.

Actual Income and Expenses. The General Chair (Executive Director) prepares a statement of actual income and expenses within 90 days of the conclusion of the ABC Annual International Conference.

Conference File

The Executive Director maintains a conference file that contains all reports submitted by conference organizers, including the actual room "pick-up" (i.e., the number of rooms occupied by attendees on each night of the conference).

040-003 Expenses to Be Charged to Conference

Purpose

In addition to expenses normally associated with the ABC Annual International Conferences, the Board specifies certain expenditures and how they will be accounted for.

Authorized

The Board of Directors specifically authorizes the Executive Director to charge travel, meals, and accommodation expenses to the appropriate budget line item for the Executive Committee members, the Communication and Operations Manager, and the conference chair(s) as well as all costs with for associated with food/beverage and audio-visual for the Board of Directors meeting.

050 AWARDS & GRANTS

The Association recognizes excellence in business communication and in service to the Association with a variety of distinguished honors, research and teaching awards, consulting and service awards, research grants, publication awards, and student awards.

050-001 Fellow of the Association Award

Purpose/Description

The Fellow of the Association Award recognizes extraordinary excellence in the discipline of business communication and its related areas of study. It is the most respected honor the Association can award. The award recipient will be recognized at the ABC Annual International Conference with a plaque. This award is sponsored by the Association.

Eligibility Criteria

A nominee has contributed in an outstanding manner in one of the following areas and has contributed in a substantial manner in at least two other areas:

1. Teaching, Pedagogy, and Methodology
2. Research
3. Publications
4. Association Leadership
5. Professionalism:
    a. Graduate and undergraduate program development
    b. Cooperation with other societies or organizations
    c. Corporate or institutional training consultancies or program development

Nominations/Selection

Any member of the Association may nominate a candidate for the Fellow of the Association Award. The Nominating Committee evaluates nominees, selects the candidate, and submits the suggested recipient, along with supporting rationale, to the Board of Directors for approval. The Nominating Committee chair will notify the nominator for candidates who were not selected.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-002 Distinguished Member Award

Purpose/Description

The purpose of the Distinguished Member Award is to acknowledge long-term service to the Association for Business Communication and the discipline. The award identifies excellence in areas important to the teaching of communication as well as to advancing communication as a discipline. The award recipient will be recognized at the ABC Annual International Conference with a plaque. This award is sponsored by the Association.

Eligibility Criteria

The candidate qualifies in six areas and demonstrates superior accomplishment in three of them.

1. Publications (one of which must be in the *International Journal of Business Communication* or *Business and Professional Communication Quarterly*).
2. Teaching innovations or awards.
3. Leadership in academic or business organizations.
4. Leadership and service to community.
5. Leadership in the Association.
6. Attendance and participation in Association regional and international conferences.
7. Consulting and contributions to teaching and research.
8. Training program development for business, industry, or government.

Nominations/Selection

Any member of the Association may nominate a candidate for the Distinguished Member Award. The Nominating Committee evaluates candidates, selects the candidate, and submits the suggested recipient, along with supporting rationale, to the Board of Directors for approval. The Nominating Committee chair will notify the nominator for candidates who were not selected.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-003 Francis W. Weeks Award of Merit

Purpose/Description

The purpose of the Francis W. Weeks Award of Merit is to acknowledge, foremost, contributions to the profession, and to recognize outstanding advancement in the discipline of business communication through a singular accomplishment or a series of accomplishments. The award recipient will be recognized at the ABC Annual International Conference with a plaque. This award is sponsored by the Association.

Eligibility Criteria

Candidates for this award should demonstrate excellence in service to the profession or to the Association. The singular or series of accomplishments may be in one or more of the following areas:

1. Demonstrating long-term service and leadership to the profession.

2. Successfully undertaking a meritorious single project or multiple projects that advance the profession or contribute significantly to ABC through: a) published research, b) editing, supervising, and/or sponsoring publications, c) sponsorship of legislative petitions and bills, d) programmatic development, or e) founding and leading business communication related organizations.

3. Leading or directing professional development programs: a) directing symposiums, forums, workshops, or conferences; b) creating new liaisons with other societies.

4. Contributing to the business communication discipline in specialty areas such as governmental agencies, charitable organizations, etc.

5. Contributing to the globalization of ABC.

Nominating/Selection

Any member of the Association may nominate a candidate for the Award of Merit. The Nominating Committee evaluates nominations, selects the candidate, and submits the suggested recipient, along with supporting rationale, to the Board of Directors for approval.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-004 ABC Rising Star Award

Purpose/Description

The Rising Star Award recognizes the meaningful contributions to the mission and membership of the Association and to the field at large through excellent teaching, research, and/or practical applications (e.g., consulting, training). This award is intended for members who have been active in the Association for no more than 10 years and who are currently in good standing. The award recipient(s) will each be recognized at the ABC Annual International Conference with a plaque and will receive $500 USD. This award is given by a Board-approved sponsor.

Eligibility Criteria

Candidates for this award must meet the following criteria:

1. Active membership in ABC for no more than 10 years.
2. Evidence of significant contributions to the mission of ABC through service to the Association.
3. Evidence of excellence in teaching, research, and/or public practice.
4. Evidence of commitment to growing with the Association in the future.

Nominations/Selection

Nominations are solicited annually by the Nominating Committee. To be considered for this award, the following documents should be submitted in one or two PDF files to the chair of the Nominating Committee, who will forward them to the Nominating Committee members:

1. Short narrative and portfolio highlighting evidence that the eligibility criteria have been met, including a two-to-three-page narrative argument for why the candidate deserves the award and no more than eight supporting documents, such as syllabi, teaching evaluation summaries, bibliography of publications, etc.
2. Letter of nomination from a senior ABC member who has been active in the Association for a minimum of 10 years.
3. Curriculum vita.

For prior candidates who are being re-nominated, a new letter of nomination is required.

The members of the Nominating Committee will review each application and choose the winner(s) based on the Eligibility Criteria. The Nominating Committee submits the suggested recipient(s), along with supporting rationale, to the Board of Directors for approval.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner(s) will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-005 Bernadine P. Branchaw Spirit of ABC Award

Purpose/Description

The award recognizes exceptional members of ABC who exemplify friendliness and openness to both newcomers and current members. This member's spirit of friendliness shows a genuine appreciation to all individuals who attend ABC activities. This award may not be given every year.

The award recipient will be recognized at the ABC Annual International Conference with a plaque. This award is sponsored by the Association.

Eligibility Criteria

All ABC members are eligible.

Selection

When special circumstances warrant granting the Award, the Nominating Committee evaluates nominations, selects the candidate, and submits the suggested recipient, along with supporting rationale, to the Board of Directors for approval.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner must submit a photograph to be used in the award presentation.

050-006 Kitty O. Locker Outstanding Researcher Award

Purpose/Description

The recipient is an ABC member whose research has made an outstanding contribution to the business communication discipline. The recipient receives a plaque and $1,500 USD. The award is currently sponsored by the Association and a board-approved sponsor. The recipient will deliver a research focused presentation or workshop at the ABC Annual International Conference the year following receipt of the award.

Eligibility Criteria

Candidates for this award should demonstrate the following criteria:

1. Overall contribution of the researcher's cumulative publications in refereed journals and scholarly books.
2. Significance of the research to the field.
3. Overall quality of the research.
4. Heuristic value of the research.
5. Be a member of ABC in good standing for one year prior to applying.

Nominations/Selection

Nominations should consist of a letter describing the scholar's research and showing how the research meets the award criteria, and the nominees' detailed curriculum vitae. The ABC Research Committee reviews nominations and selects the recipient of the award and informs the Executive Director. Award recipients are invited to be a member of the ABC Research Committee for a three-year renewable term.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner and nominators of candidates will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-007 Meada Gibbs Outstanding Teacher-Scholar Award

Purpose/Description

The purpose of the award is to recognize, encourage, and reward excellence to an ABC member whose teaching has made an outstanding contribution to the business communication discipline. The recipient of the award is a person who, in the judgment of the Teaching Committee, has made a significant contribution to business communication teaching methodology and concepts during the three years preceding the presentation of the award. The award recipient receives a plaque and $1,500 USD. This award is sponsored by the Association and a board-approved sponsor. The recipient will deliver a presentation or workshop at the ABC Annual International Conference the year following receipt of the award.

Eligibility Criteria

The Teaching Committee considers the overall record of the recipient, with primary emphasis on the impact of the recipient's teaching philosophy or methodology in business communication. Selection criteria include but are not limited to the following areas:

1. Conference presentations and publications (publications must include articles in *Business and Professional Communication Quarterly* and/or the *International Journal of Business Communication*).

2. Current teaching or training experience in business communication courses and/or related courses.

3. Evidence of positive student or participant evaluations.

4. Evidence of positive administrative or peer evaluations.

Nominations/Selection

Any member of the Association who has not won the award in the past and who is not a current member of the Teaching Committee may nominate a candidate for the Outstanding Teacher-Scholar Award. The ABC Teaching Committee evaluates nominations, selects the recipient of the award, and informs the Executive Director.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner and candidates will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-008 Innovation in Teaching with Technology Award

Purpose/Description

The Innovation in Teaching with Technology Award recognizes innovative uses of technology to enhance learning and engagement in business communication classrooms. The recipient will receive $1,500 USD and a plaque or certificate. In return, the recipient will present the innovative ideas at the ABC Annual International Conference the year following receipt of the award. This award is given by a Board-approved sponsor.

Eligibility Criteria

Candidates for this award must meet the following criteria:

1. Teach business communication at the community college or college level.

2. Demonstrate successful integration of new technologies in the business communication classroom (e.g., increases student engagement with technology, uses of social media, ways to improve student learning using the flipped classroom strategies, and similar topics).

3. Demonstrate teaching excellence, using student evaluations, peer observations, and a support letter from department chair/other administrators as evidence.

4. Be a member of ABC in good standing for one year prior to applying.

Nominations/Selection

Nominations or self-nominations may be made by any member of the Association. The award recipient is selected by the Teaching Committee.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner and candidates will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-009 Outstanding Research in International or Intercultural Business Communication Award

Purpose/Description

This award honors an ABC member whose research has made an outstanding contribution to the field of international or intercultural business communication. The recipient's scholarship should demonstrate originality, rigor, and significant impact on the discipline, advancing understanding of global or cross-cultural dimensions in business communication. The recipient of this sponsored award will receive a plaque and $1,500 USD. The recipient will be invited to deliver a research-focused presentation or workshop related to international or intercultural business communication at the ABC Annual International Conference the year following receipt of the award.

Eligibility Criteria

Candidates for this award should:

1. Demonstrate original scholarship and research that significantly impacted the discipline of intercultural and international business communication.
2. Be a member of ABC in good standing for one year prior to applying.

Nominations/Selection

The International and Intercultural Business Communication (IIBC) Committee Chairs will solicit nominations or self-nominations annually. A sub-committee of IIBC will review all applications and will select the winner.

Nominees will submit a 2-3 page narrative, including details of scholarship and publication highlighting intercultural and international business communication expertise.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The Executive Director or designee will notify the award winner and candidates at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-010 Innovative Teaching in International or Intercultural Business Communication Award

Purpose/Description

This award recognizes an ABC member whose teaching practices demonstrate exceptional innovation in international or intercultural business communication education. The recipient's work should reflect creative pedagogical approaches, impactful curriculum design, or transformative classroom experiences that advance students' global and intercultural competencies in business communication. The recipient of this sponsored award will receive a plaque and $1,500 USD. The recipient will be invited to deliver a teaching-focused presentation or workshop at the ABC Annual International Conference the year following receipt of the award.

Eligibility Criteria

Candidates for this award should:

1. Demonstrate considerable experience and expertise in intercultural and international teaching, curriculum design, or global and intercultural competency-based classroom activities.
2. Teach business communication at the community college or college level.
3. Be a member of ABC in good standing for one year prior to applying.

Nominations/Selection

The International and Intercultural Business Communication (IIBC) Committee Chairs will solicit nominations or self-nominations annually. A sub-committee of IIBC will review all applications and will select the winner.

For award consideration, nominees must submit a 2-3 page narrative and portfolio highlighting evidence of experience and expertise in intercultural and/or international business communication pedagogy.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The Executive Director or designee will notify the award winner and candidates at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-011 Award for Excellence in Communication Consulting

Purpose/Description

The Award for Excellence in Communication Consulting honors the impact of effective professional communication consulting on the corporate, government, and nonprofit worlds. The award also acknowledges the contribution of communication consultants to the ABC community. The award is sponsored by ABC and the Association for Professional Communication Consultants (APCC). The winning project will receive $1,000 USD and the recipient(s) will receive a plaque or certificate. The recipient(s) will be invited to present the award-winning project at the ABC Annual International Conference the year following receipt of the award.

Eligibility Criteria

A least one of the recipients must be a member of ABC and must either be a full-time consultant or show evidence of significant part-time consulting. Student projects completed for coursework or as a degree requirement are not eligible. Projects completed as "work for hire" must produce permission from the owner to be submitted.

Members may nominate projects in one of three categories:

- Excellence in Writing, for either (1) outstanding writing or revision of a professional document for a client or (2) outstanding writing of a published, communication-related book that is intended for a public audience. Books primarily intended as academic textbooks are not eligible for this award.

- Excellence in Training, for designing and conducting a specific, outstanding communication training program in the workplace.

- Excellence in Digital Media, for a superior electronic communication project characterized by outstanding writing, appealing graphics and/or video, and ease of use. Projects may include a web site, social media project, or online campaign (to build awareness, promote a product, manage a crisis, etc.).

Members of the Evaluation Committee and past award winners are not eligible to receive the award.

Nominations/Selection

Self-nominations are solicited annually by the ABC Consulting SIG and are judged by an evaluation committee consisting of previous members of the APCC Board of Directors

and/or previous award winners who are ABC members. The members of the Evaluation Committee will review each application based on criteria published with the call for nominations and choose a winner based on those criteria. The Committee will inform the Executive Director.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

When the recipient is selected, the winner will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-012 Community Perspectives and Practice Award

Purpose/Description

The Community Perspective and Practice Award celebrates and recognizes practices that foster community outreach. It honors work outside the classroom, engaging a community that would be deemed non-dominant. This is work that creates partnerships to effect positive social change, whether the change be on an individualized level or on a broader, system-wide, policy level—or a synergistic blend. The recipient receives $1,000 USD from a Board-approved sponsor, a plaque or certificate, and will be invited to give a presentation at the following ABC Annual International Conference.

Eligibility Criteria

The achievements that this award will honor should involve service learning, community service, engaged learning, or some other type of activity that promotes social awareness and the spirit of understanding community perspectives. There are many possible constituencies who could be involved in these types of contributions: students in a class or directed study, students in clubs or participating in co-curricular activities, university faculty and administrators involved in curriculum change, consultants who broaden clients' perspectives, or employees coming together to benefit others outside the typical constraints of their jobs.

The work or project should demonstrate the core values of partnership. The participants should learn about and benefit one another. There should be a continual analysis, evaluation, and feedback loop during the partnership, which can be a fixed or ongoing collaboration.

The award purposely takes a broad interpretation of community perspectives and practice and service. The committee is open to a wide variety of activities that match the award criteria. The committee will also be happy to give applicants guidance and feedback as they prepare their proposals.

The nominee must be a member of ABC in good standing for one year prior to applying.

Nominations/Selection

The award is open to any ABC member. People can be nominated or self-nominate. To be considered for this award, submit a short (no more than 1,000 words) description of the project that includes the non-dominant community served, the type of partnership created, any of the many possible types of applied learning involved, the change effected, some of the issues learned, and any plans for moving forward. The Community Perspectives and

Practice Committee will evaluate nominations to determine the recipient of the Community Perspectives and Award. The committee will inform the Executive Director.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner and candidates will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-013 Distinguished Publication on Business Communication

Purpose/Description

The Distinguished Publication on Business Communication award recognizes an outstanding article, essay, or book that has made a significant contribution to the discipline and was authored/edited by a member of the Association.

The publication will be awarded $500 USD contributed by Board-approved sponsor(s) and author(s) each receive(s) a certificate. This award is sponsored by the Association.

Eligibility Criteria

The Distinguished Publication on Business Communication is awarded to the author(s)/editor(s) of an article, essay, or book which meets the following criteria:

1. At least one of the author(s)/editor(s) must be an ABC member. If no author/editor of the nominated work is a member of ABC, then the author(s)/editor(s) will be given the opportunity to join ABC as part of the nomination process. The nomination will be considered incomplete until at least one author/editor is a member of ABC.

2. Contributes significantly to scholarship, research, and/or pedagogy. Textbooks are not candidates for this award.

3. Demonstrates originality of thought and careful investigation.

4. Is extremely well-written, lucid, and engaging.

5. Has been published in the calendar year preceding the annual conference at which the award will be presented.

Authors/editors are not eligible to receive this award two years in a row.

Nominations/Selection

Nominations may be made by any ABC member. The ABC Publications Board selects the recipient of the award and informs the Executive Director.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner(s) will be asked to submit a photograph to be used in the award presentation.

050-014 Outstanding Article Awards

Purpose/Description

ABC recognizes outstanding articles published in its own publications: one in *International Journal of Business Communication* and one in *Business and Professional Communication Quarterly*. Each article will be awarded $500 USD contributed by Board-approved sponsor(s), and author(s) each receive(s) a certificate.

Eligibility Criteria

Eligible articles must meet the following criteria:

1. At least one of the author(s) must be an ABC member. If no author of the nominated work is a member of ABC, then the author(s) will be given the opportunity to join ABC as part of the nomination process. The nomination will be considered incomplete until at least one author is a member of ABC.

2. Contributes significantly to scholarship, research, and/or pedagogy.

3. Demonstrates originality of thought and careful investigation.

4. Is well-written, lucid, and engaging.

5. Is published in the calendar year preceding the annual conference at which the award is presented.

Authors are not eligible to receive this award two years in a row.

Nominations/Selection

Nominations or self-nominations may be made by any ABC member. The ABC Publications Board selects the recipient of the awards and informs the Executive Director.

Notification

The award winner will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner(s) will be asked to submit a photograph to be used in the award presentation.

050-015 USC Marshall School of Business, Business Communication Impact Award

Purpose/Description

The Marshall School of Business sponsors the award with a cash prize and reimbursement to attend an ABC conference. The award is part of Marshall's new Business Communication Thought Leadership Initiative (TLI). The award itself is modeled after a similar award in Marshall's entrepreneurship program that recognizes the top entrepreneurship article.

The goals behind the award are to:

1. draw positive attention to the business communication field
2. strengthen the journals that support the business communication field
3. provide resources and rationales for business communication scholars to build their reputations and successfully gain advancements and promotions at their institution
4. honor those scholars who write business communication articles with the most impact.

As part of Marshall's Business Communication TLI, Marshall will provide resource information for business communication scholars including citation counts for top business communication articles.

Selection

The winner will be calculated by citations over the past five years using both Google Scholar data and ISI information. Research articles from the following journals are eligible: *International Journal of Business Communication, Business and Professional Communication Quarterly, Journal of Business and Technical Communication,* and *Management Communication Quarterly*.

Winning authors must be ABC members.

An article cannot win more than once, and a winning author cannot win the award again for a separate article for at least three years. Additional criteria may be on the USC Marshall School of Business website.

Notification

The award winner will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-016 Student Case Competition Awards

Purpose/Description

The Student Case Competition Awards recognize outstanding undergraduate student submissions to the annual ABC Student Competition, and the ABC members who wrote the case prompt and who supported the student winner.

The student winner of the award receives $300 USD contributed by the contest sponsor(s). Awards may also be given for second place ($200 USD) and third place ($100 USD).

In addition, the author(s) of the selected case prompt and the faculty member(s) who submitted the first-place entry will receive certificates.

Eligibility Criteria

Students must be enrolled in a business communication or other appropriate course taught by an ABC member within the previous year. The faculty member of the course must submit the entry. Case writer(s) and submitter(s) must be ABC members.

The winning entries will:

1. Exhibit a clear understanding of the audience, use an appropriate tone and style, and establish the desired relationship.

2. Accomplish the purpose of the message by stating a clear position on the issue and supporting that position with logical points/sub-points, insightful reasons, and/or persuasive examples.

3. Be well-organized and easy to follow, with smooth transitions and headings/bullets/numbered items (if appropriate).

4. Demonstrate superior mastery of vocabulary and superior facility with conventions (i.e., grammar, usage, and mechanics) of standard written English.

5. Use an appropriate format and professional document design.

Selection

The ABC Student Competition Committee selects the award recipient(s) and informs the Executive Director.

Notification

The award winner and submitters of entries will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-017 Outstanding Doctoral Dissertation Award

Purpose/Description

The Outstanding Doctoral Dissertation on Business Communication is awarded annually to the outstanding dissertation or thesis in the area of business communication written as part of a doctoral program. The dissertation must be successfully defended within the two years preceding the annual conference at which the award is presented.

The winning researcher will receive $1,500 USD and a plaque at the ABC Annual International Conference. In addition, the award winner will be invited to give a presentation at the following ABC Annual International Conference and will be encouraged to submit an article based on the dissertation to one of the Association's journals – the *International Journal of Business Communication* or the *Business and Professional Communication Quarterly*. The winner will also receive a one-year ABC membership. This award is given by a Board-approved sponsor.

Eligibility Criteria

The following criteria must be met:

1. Contributes significantly to scholarship, research, and/or pedagogy of business communication.

2. Demonstrates originality of thought and careful investigation.

3. Uses an accepted research technique for business communication research.

4. Be a member of ABC in good standing for one year prior to applying.

Nominations

Entries may be self-nominated by the dissertation author or nominated by an ABC member. All materials must be received by the chair of the ABC Research Committee by June 1. Submissions must include:

1. A letter of support that shows how the dissertation meets the award criteria. The letter may be from the ABC nominating member, a faculty member on the doctoral dissertation committee, or other qualified representative from the degree granting institution.

2. An electronic copy of a synopsis of the doctoral dissertation (no more than 20 pages in length).

Finalists for the award will be asked to submit one complete copy of the dissertation.

Selection

The ABC Research Committee selects the recipient of the awards and informs the Executive Director.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The award winner and nominees will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

050-018 Margaret (Marty) Baker Graham Research Grant Award

Purpose/Description

During her career in higher education, Dr. Marty Graham (Iowa State University) worked diligently to support the advancement of graduate students, particularly female, non-traditional students. Because of her dedication to these students and her understanding of the economic difficulties all graduate students face, her family and friends have endowed the Margaret (Marty) Baker Graham Research Grant. This award will assist doctoral students engaged in research within the discipline of business communication. The winner will receive $500 USD and a certificate.

Eligibility Criteria

Any student engaged in collecting data and writing a dissertation in the business communication discipline will be eligible for this award. Preference will be given to those individuals who demonstrate a need for financial support during the late stages of their doctoral programs.

Applicants must be enrolled in a doctoral program pursuing a degree within a business communication related discipline.

To be considered for this award, the following documents should be submitted to the Graduate Studies Committee chair:

- Letter of application indicating need for research funds
- Current vita
- Description of research project indicating progress achieved toward completion (limit to two pages, single-spaced)
- Names and emails of dean, department chair, and another press release contact.

Nominations/Selection

The committee encourages self-nominations, nominations by supervising professors, and/or members of the Association for Business Communication. The Graduate Studies Committee of the Association for Business Communication will review and rank applications. Their recommendation will then be submitted to the Board of the Business Communication Research Foundation for approval and authorization of funds disbursement.

If no nominee fulfills the award criteria within a given year, the committee may choose not to select a winner.

Notification

The grant winner and nominees will be notified by the Executive Director or designee at least 90 days before the ABC Annual International Conference. The winner will be asked to submit a photograph to be used in the award presentation.

060 JOURNAL EDITORS

060-001 International Journal of Business Communication (IJBC)

Tenure

The *IJBC* Editor serves at the pleasure of the Board, normally for a four-year term with the possibility of reappointment up to a total of three terms of four years each. Three four-year terms are the maximum for an editor position; however, should the transition/search process stall, ABC's Board can approve an extension of up to one year.

Procedure for Appointment

The Publications Board conducts a search for candidates and recommends one candidate for the *IJBC* Editor to the Board of Directors for approval (Bylaw 3.5.1). The recommendation is accompanied by a rationale, a proposal, and a short vita from the candidate. The Board of Directors votes to approve the candidate.

Procedure for Reappointment

First Reappointment: In the second year of the *IJBC* Editor's first term, the Publications Board evaluates the *IJBC* Editor's work. If it is satisfactory, and if the *IJBC* Editor wishes to continue for a second term, the Publications Board recommends that the Board of Directors approves the *IJBC* Editor for a second term. If the work is unsatisfactory or if the *IJBC* Editor does not seek a second term, the Publications Board issues a call for nominations and conducts a search so that the Board of Directors can approve a new *IJBC* Editor by the end of the current *IJBC* Editor's term.

Second Reappointment In the second year of the *IJBC* Editor's second term, the Publications Board evaluates the *IJBC* Editor's work. If it is satisfactory, and if the *IJBC* Editor wishes to continue for a third term, the Publications Board recommends that the Board of Directors approves the *IJBC* Editor for a third term. If the work is unsatisfactory or if the *IJBC* Editor does not seek a third term, the Publications Board issues a call for nominations and conducts a search so that the Board of Directors can approve a new *IJBC* Editor by the end of the current *IJBC* Editor's term.

Removal from the Position

Any Editor who violates the Bylaws, professional norms, or ethical standards; engages with AI inappropriately; or compromises the integrity of ABC may be removed from office by a two-thirds majority vote of the Board.

Any Editor whose absence, disability, or competing responsibilities prevents them from carrying out their duties may be removed from office by a two-thirds majority vote of the Board.

Eligibility

Candidates must be members of the Association in good standing. Current members of the Executive Committee are not eligible to serve as the *IJBC* Editor.

Duties

The IJBC Editor is responsible for:

- Selecting members of the *IJBC* Editorial Review Board, any ad hoc reviewers needed, and (if desired) one or more associate editors. The *IJBC* Editor will encourage reviewers and associate editors to be current members of the Association.

- Choosing manuscripts, based on the recommendations of the *IJBC* Editorial Review Board or ad hoc reviewers who have evaluated the manuscripts in a blind reviewing process.

- Choosing any non-refereed submissions such as book reviews, forums, commentaries, calls for proposals for special issues, announcements of research funding, scholarly books, advertisements for academic positions, but excluding all Association business and activities (except for announcements and advertisements inserted at the end of the Journal and on the back cover by the Managing Editor). The ABC Executive Director serves as the Association's Managing Editor (Bylaw 2.4.1).

- Choosing appropriate articles, reports, columns, and announcements from the Association and its committees on all topics relevant to members.

- Choosing book review editor(s) and any editors of columns in collaboration with the Publications Board.

- Submitting edited copy to the Managing Editor in a timely fashion.

- Choosing topics and editors for any special issues in collaboration with the Publications Board.

- Publicizing the journal and soliciting manuscripts.

- Conducting necessary correspondence with authors, reviewers, and others.
- Maintaining adequate records of journal activities.
- Providing written statements of editorial policy and procedures to the Publications Board.
- Working with the Publications Board to provide effective transition when new editors are selected.
- Collaborating with Sage Publishing to improve the journal's reputation, marketing, and rankings.

Reports

The IJBC Editor submits two reports each year. The interim report is due by April 1; the annual report is due September 1 before the ABC Annual International Conference. The IJBC Editor sends these two reports both (1) to the Executive Director for distribution to the Executive Committee and the Board of Directors and (2) to the Chair of the Publications Board.

The annual report includes the number of articles submitted, accepted, and printed and the names of reviewers. The report also includes information about the journal to enable the Publications Board to evaluate the IJBC Editor's performance and to understand their efforts and challenges. The report also includes an accounting of how the IJBC Editor has spent the Association's financial support.

Reimbursement for Expenses

The Association reimburses the *IJBC* Editor for expenses authorized in item 070-005 of the Operational Guidelines, outlined in the Letter of Agreement between Editor and ABC, and the dollar amount in the budget approved by the Board of Directors.

060-002 Business and Professional Communication Quarterly (BPCQ)

Tenure

The *BPCQ* Editor serves at the pleasure of the Board, normally for a four-year term with the possibility of reappointment up to a total of three terms of four years each. Three four-year terms are the maximum for an editor position; however, should the transition/search process stall, ABC's Board can approve an extension of up to one year.

Procedure for Appointment

The Publications Board conducts a search for candidates and recommends one candidate for the *BPCQ* Editor to the Board of Directors for approval (Bylaw 3.5.1). The recommendation is accompanied by a rationale, a proposal, and a short vita from the candidate. The Board of Directors votes to approve the candidate.

Procedure for Reappointment

First Reappointment: In the second year of the *BPCQ* Editor's first term, the Publications Board evaluates the *BPCQ* Editor's work. If it is satisfactory, and if the *BPCQ* Editor wishes to continue for a second term, the Publications Board recommends that the Board of Directors approves the *BPCQ* Editor for a second term. If the work is unsatisfactory or if the *BPCQ* Editor does not seek a second term, the Publications Board issues a call for nominations and conducts a search so that the Board of Directors can approve a new *BPCQ* Editor by the end of the current *BPCQ* Editor's term.

Second Reappointment: In the second year of the *BPCQ* Editor's second term, the Publications Board evaluates the *BPCQ* Editor's work. If it is satisfactory, and if the *BPCQ* Editor wishes to continue for a third term, the Publications Board recommends that the Board of Directors approves the *BPCQ* Editor for a third term. If the work is unsatisfactory or if the *BPCQ* Editor does not seek a third term, the Publications Board issues a call for nominations and conducts a search so that the Board of Directors can approve a new *BPCQ* Editor by the end of the current *BPCQ* Editor's term.

Removal from the Position

Any Editor who violates the Bylaws, professional norms, or ethical standards; engages with AI inappropriately; or compromises the integrity of ABC may be removed from office by a two-thirds majority vote of the Board.

Any Editor whose absence, disability, or competing responsibilities prevents them from carrying out their duties may be removed from office by a two-thirds majority vote of the Board.

Eligibility

Candidates must be members of the Association in good standing. Current members of the Executive Committee are not eligible to serve as the *BPCQ* Editor.

Duties

The BPCQ Editor is responsible for:

- Selecting members of the *BPCQ* Editorial Review Board, any ad hoc reviewers needed, and (if desired) one or more associate editors. The *BPCQ* Editor will encourage all reviewers and associate editors to be current members of the Association.

- Choosing manuscripts based on the recommendations of the *BPCQ* Editorial Review Board or ad hoc reviewers who have evaluated the manuscripts in a blind reviewing process.

- Choosing any non-refereed submissions such as book reviews, commentaries, calls for proposals for special issues, announcements of research funding, scholarly books, advertisements for academic positions, but excluding all Association business and activities (except for announcements and advertisements inserted at the end of the Journal and on the back cover by the Managing Editor). The ABC Executive Director serves as the Association's Managing Editor (Bylaw 2.4.1).

- Choosing appropriate articles, reports, sections, and announcements from the Association and its committees on all topics relevant to members.

- Choosing book review editor(s) and any editors of columns in collaboration with the Publications Board.

- Submitting edited copy to the Managing Editor in a timely fashion.

- Choosing topics and editors for any special issues in collaboration with the Publications Board.

- Publicizing the journal and soliciting manuscripts.

- Conducting necessary correspondence with authors, reviewers, and others.
- Maintaining adequate records of journal activities.
- Providing written statements of editorial policy and procedures to the Publications Board.
- Working with the Publications Board to provide effective transition when new editors are selected.
- Collaborating with Sage Publishing to improve the journal's reputation, marketing, and rankings.

Reports

The BPCQ Editor submits interim and annual reports. The interim report is due April 1; the annual report is due September 1 before the ABC Annual International Conference. The BPCQ Editor sends these two reports both (1) to the Executive Director for distribution to the Executive Committee and the Board of Directors and (2) to the Chair of the Publications Board.

The annual report includes the number of articles submitted, accepted, and printed and the names of reviewers. The report also includes information about the journal to enable the Publications Board to evaluate the BPCQ Editor's performance and to understand their efforts and challenges. The report also includes an accounting of how the *BPCQ* Editor has spent the Association's financial support.

Reimbursement for Expenses

The Association reimburses the *BPCQ* Editor for expenses authorized in item 070-005 of the Operational Guidelines, outlined in the Letter of Agreement between Editor and ABC, and the dollar amount in the budget approved by the Board of Directors.

070 REIMBURSEMENT OF EXPENSES

070-001 Purpose and Process for Reimbursement

Purpose

The purpose of reimbursements is for expenses that ABC leadership or members incur while conducting official Association business. These expenses may include but are not limited to the following: airfare for conferences and site visits, accommodations for conferences and site visits, meals (outside of those provided at conferences), transportation, parking, and clerical expenses.

If an ABC leader or member has a question about whether an expense can be reimbursed if not directly addressed in the sub-sections of Section 070, they should consult with the Executive Director before incurring any expenses. Any request for reimbursement of expenses that is incurred while conducting official Association business but that falls outside routine Association business should be accompanied by a written explanation to the Executive Director.

Process

Itemized receipts are necessary for reimbursement of expenses that ABC leadership or members incurred while conducting official Association business. The United States Internal Revenue Service (IRS) requires receipts for official reimbursements. (Without receipts, these reimbursement requests will be treated as stipends and ABC members will be taxed.)

Receipts should be submitted to the Executive Director within 30 days of a conference or other event for reimbursement. The Executive Director will review the receipts. The Executive Director shall submit their own receipts for review to the President. Expenses that adhere to the guidelines in Section 070 will be forwarded to the Office and Communication Manager or Accountant for processing.

070-002 Executive Committee

Purpose

The Executive Committee (Executive Director, Immediate Past President, President, and Vice President) is expected to attend the ABC Annual International Conference and Executive Committee meetings. If the Executive Director or President are not able to attend Regional Conferences, then the Immediate Past President and/or Vice President are encouraged to attend in their place as schedules permit. The Board of Directors explicitly directs the Association to reimburse the Executive Committee for all travel and accommodations expenses incurred while conducting Association business.

Items Authorized

When receipts are provided, the Association reimburses the Executive Committee for:

- Economy class airfare.
- Actual accommodation expenses.
- Expenses for food up to the amount specified by U.S. General Services Administration (GSA) guidelines.
- Mileage at standard rates as posted on the U.S. General Services Administration website for travel related to the position.
- Ground transportation to and from airports, airport parking, and miscellaneous expenses.
- Necessary entertainment expenses incurred while conducting official Association business.

070-003 Regional Vice Presidents

Purpose

Regional Vice Presidents (RVP) are responsible for representing the best interests of members from their regions at Board meetings and for striving to increase membership in the region. As part of their responsibilities, RVPs are expected to attend the ABC Annual International Conference and Board meetings. They are also expected to conduct regional business or in other ways represent their region at the ABC Annual International Conference. The Board of Directors explicitly directs the Association to reimburse Regional Vice Presidents for authorized expenses, up to the amounts outlined below, incurred while conducting Association business.

Items Authorized

When the ABC Annual International Conference is held in the United States, RVPs from the United States may be reimbursed up to $750 USD for travel, and RVPs from outside of the United States may be reimbursed up to $1,250 USD for travel. On years when the ABC Annual International Conference is held outside of the United States, all RVPs may be reimbursed up to $1,250 USD for travel.

Up to the amount specified in the paragraph above, the following specific expenses are eligible for reimbursement:

- The least expensive airline fare or train fare for round-trip travel between the RVP's home and the conference city. Documentation is required as specified by the Executive Director.
- Mileage at standard rates as posted on the U.S. General Services Administration website for travel related to the position.
- Lodging at the conference hotel rate from the night before the Board meeting through the night following the end of conference activities. Documentation is required as specified by the Executive Director.

The same expenses for travel to the RVPs own region's Regional Conference are eligible for reimbursement under the same policy.

With receipts provided, each Regional Vice President (RVP) may be reimbursed up to $100 a year to defray the clerical costs of Association activities designed to increase membership.

070-004 Directors at Large

Purpose

Directors at Large are responsible for representing the best interests of ABC members and the Association as whole at Board meetings. Directors at Large are expected to attend the Board meeting at the ABC Annual International Conference, either in person or virtually. The Board of Directors explicitly directs the Association to reimburse Directors at Large for authorized expenses, up to the amounts outlined below, incurred while conducting Association business.

Items Authorized

With receipts provided, each Director at Large may be reimbursed up to $500 (for two nights of accommodations at the conference hotel) to defray the costs of attending the Board meeting at the ABC Annual International Conference in person.

070-005 Editors

Purpose

Editors are expected to attend the ABC Annual International Conference, either in person or virtually, and to promote interest in the publications they oversee at the ABC Annual International Conference, either in person or through a representative. Editors are expected to promote their respective journals and network with potential authors at ABC Conferences and in other venues. Journal Editors should contact Conference Co-Chairs/Program Chairs well in advance of the conferences and request guidance about how they may promote the Association's journals. The Board of Directors explicitly directs the Association to reimburse the Journal Editors for eligible travel and accommodations expenses incurred while conducting Association business.

Items Authorized

If the Association has a signed agreement with an Editor, the agreement supersedes the information stated in this section.

The Editors of the *Journal* and the *Quarterly* each are eligible for the following dollar amounts approved by the Board of Directors in the Budget:

- $2,500 - ABC Annual International Conference Travel (e.g., flight, accommodation, per diem)
- $3,500 - Travel on behalf of the *Journal* or the *Quarterly*
- $8,000 - Editorial assistance

When editors provide receipts, the Association reimburses the Editors for:

- Economy class airfare.
- Actual accommodation expenses.
- Expenses for food up to the amount specified by U.S. General Services Administration (GSA) guidelines.
- Mileage at standard rates as posted on the U.S. General Services Administration website for travel related to the position.
- Ground transportation to and from airports, airport parking, and miscellaneous expenses.

The editors of the *Journal* and the *Quarterly* each are eligible to apply for supplies and clerical and/or editorial support relevant to their institutional circumstances out of funds provided in the Budget approved by the Board of Directors. Prior to an editor's appointment, and periodically during their tenure, the Publications Board determines if the support is adequate for the institutional circumstances of the editor and appropriate for the ABC Budget. If not, the Publications Board recommends changes in support for approval by the Board of Directors.

070-006 Annual International Conference Chairs

Purpose

Conference Chairs are instrumental to ensure that the Association offers its members a robust ABC Annual International Conference. The Board of Directors explicitly directs the Association to reimburse ABC Annual International Conference Chairs for authorized expenses incurred while conducting conference site visits and hosting an ABC Annual International Conference.

Items Authorized

The ABC Annual International Conference Chairs are eligible for a conference registration waiver.

When receipts are provided, the Association reimburses the ABC Annual International Conference Chairs for:

- Economy class airfare.
- Actual accommodation expenses.
- Expenses for food up to the amount specified by U.S. General Services Administration (GSA) guidelines.
- Mileage at standard rates as posted on the U.S. General Services Administration website for travel related to the position.
- Ground transportation to and from airports, airport parking, and miscellaneous expenses.

070-007 Committee Chairs

Purpose

Committee Chairs normally ask their schools or employers to defray the cost of clerical needs to conduct the committee's business.

Routine chair work is usually conducted electronically, but if an unusual expense arises, the Committee Chair may ask the Executive Director to reimburse out-of-pocket expenses connected to committee work.

Liaison Committee Chairs' Expense Reimbursement

The MLA and NCA Committee Chairs are charged with organizing an ABC panel, promoting/marketing the Association, and encouraging new membership at their respective conferences.

The MLA and NCA Committee Chairs' travel expenses will be reimbursed up to $750 per year in support of travel to the MLA or NCA convention. When receipts are provided, the Association reimburses the Liaison Committee Chairs for:

- Economy class airfare.
- Actual accommodation expenses.
- Expenses for food up to the amount specified by U.S. General Services Administration (GSA) guidelines.
- Mileage at standard rates as posted on the U.S. General Services Administration website for travel related to the position.
- Ground transportation to and from airports, airport parking, and miscellaneous expenses.

080 ABC LOGO AND IDENTITY

080-001 Guidelines for Use

Purpose

The ABC identity must be represented in a consistent manner to build its recognition internationally, providing the Association with a visual signature for all printed and Web communications.

Overview

Those authorized to use the ABC logo and identity must not alter the specific color, font, letter spacing, proportions, or spatial relationships in any way as all of these elements impact on the presentation of the Identity.

Officers, staff, directors, and Board members must ensure that they follow all approved guidelines when they or external agencies create any communications either in print or electronic copy using the ABC logo and identity.

Refer to the ABC logo and identity guidelines below for approved nomenclature and graphic standards.

Guidelines

The following guidelines must be adhered to:

1. The ABC logo/brand and letterhead are used only for official publications, communications, and advertising purposes of the Association.

2. The ABC letterhead with the logo may be used only by officers, directors, committee chairs, and past presidents of the Association for Association purposes.

3. The ABC logo is to be prominent on all communications, publications (including all conference programs and announcements), and advertising of the Association.

4. The ABC logo use is encouraged by members in their professional communications.

5. The ABC logo/letterhead is the official brand of the Association for Business Communication for any other purpose(s) than those outlined above.

090 ABC'S ORGANIZATIONAL AFFILIATES

090-001 Overview

Benefits of the Affiliates Program

ABC's formal affiliations with other organizations or academic entities (e.g., specialized centers or academic programs apart from the normal departmental structure of the university) enable the organizations' members to benefit from supported interchange with each other, whether in the form of research collaborations, attendance at each other's conferences, or simply learning about the mission and work of a related organization. The affiliated organizations, as a whole, benefit by publicizing and learning from their connections with respected communication-related organizations.

Each affiliation will be somewhat unique, but all such alliances will include:

1. A notice to the two memberships that the organization now has a new affiliate.

2. Information about the affiliate on each other's websites.

3. Posting of announcements of each other's conferences and/or distribution of promotional materials (e.g., brochures, calls for papers) at each other's conferences. (Note: Affiliates may not use logos or wording to indicate mutual sponsorship of each other's conferences or other activities unless collaborative sponsorship of the activity has been specifically agreed upon.)

4. Member pricing at each other's annual conferences or other selected educational events.

The terms of affiliation may also include such benefits as sharing of resources, specific opportunities for collaboration, designated slots on each other's conference programs, advertisements in each other's newsletter and/or journals, and/or periodic opportunities for representatives of the two organizations to meet.

Criteria for Affiliation

The following are the criteria to be an affiliate of ABC:

1. Demonstrated interest in an area of or related to business communication.

2. Demonstrated interest in and knowledge about ABC (e.g., discussions with officers, attendance at ABC meetings).

3. Exhibited evidence of high standards in terms of scholarship, teaching, and/or workplace practice.

4. Documented formal organizational structure, with documentation regarding governance (e.g., Bylaws), names, and titles of current officers, and mission statement.

5. Demonstrated stability.

Application Procedure

Any organization seeking affiliation must have been in existence a minimum of three years prior to application. An organization seeking affiliation should submit to the ABC Executive Director:

1. Its articles of incorporation (if an independent nonprofit organization) or verification of its identity within the structure of a university (if an academic center or program).

2. The mission statement of the organization.

3. Its governing documents.

4. A list of the names and titles of its current officers.

5. A one-page rationale explaining why the organization wishes to become an ABC affiliate and why such an affiliation would be of mutual benefit.

Approval Process

The ABC Executive Committee will review the proposal. If they support the affiliation, they will work with the leadership of the potential affiliate to draft a Memorandum of Understanding (MOU) specifying the terms of the affiliation. Once the two parties have drafted the MOU, the Executive Committee will forward the application, the MOU, and the Committee's recommendation to the ABC Board of Directors for their consideration and vote.

If the Board approves the affiliation, the executive directors or highest-ranking leaders of both organizations will sign and date the MOU, which will be kept at ABC headquarters.

Review of Affiliations

Every three years, each ABC affiliate will submit to the ABC Executive Committee, via the Executive Director, a one-page update on the organization (e.g., current leadership and membership and any notable achievements, such as conferences or publications) and a brief assessment of the affiliation with ABC over the preceding two years. At that time, the leadership of the two organizations may decide to revise the terms of affiliation, which will be subject to Board approval.