

Society For Technical Communication SpaceTech Chapter Bylaws

**Society for Technical Communication
SpaceTech Chapter
Bylaws
2000**

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Article I. Name and Location

Section 1 Name: The chapter is named the SpaceTech Chapter of the Society for Technical Communication (STC). The SpaceTech Chapter is hereafter called the Chapter and the Society for Technical Communication is called STC.

The Chapter name can be changed by a two-thirds vote at a business meeting of the Chapter, a quorum being present. The lesser of 20 members or 25 percent of the Chapter membership constitutes a quorum. Written notification of the motion to change the name must be given to all Chapter members at least two weeks before the vote. STC headquarters must be advised if the name is changed.

Section 2. Location: The Chapter is located in Region 3 of the STC. Members work or attend school primarily in Brevard County, Florida. General Chapter boundaries include the area within approximately a 60-mile radius of Cocoa, Florida.

Any change to boundaries must be submitted to STC headquarters for approval. STC headquarters may change boundaries if deemed in the best interest of STC.

Article II. Affiliates

Guidelines for establishing student chapters are provided in the STC Chapter Operations Manual.

Article III. Objectives

The objectives of the Chapter are the same as those of STC. The objectives are to advance the arts and sciences of technical communication by:

- A. Encouraging research
- B. Developing educational programs and establishing scholarships
- C. Stimulating the exchange of information by means of publications, meetings, and conferences
- D. Recognizing outstanding accomplishments
- E. Cooperating with other societies and institutions in mutually beneficial projects

Article IV. Powers and Constraints

Section 1. Powers: The powers of the Chapter reside in its members. These powers are exercised on behalf of the membership by an elected Administrative Council. The Administrative Council has powers to take whatever legal and proper actions are necessary for the fulfillment of STC and Chapter purposes.

Section 2. Constraints: The Chapter is nonprofit, nonsectarian, and nonpartisan and cannot endorse or disparage a commercial enterprise, a political platform, or a candidate for public office.

Section 3. Use of Name: The Chapter name may be used only by persons authorized by the Administrative Council and only for Chapter purposes.

Article V. Membership

Membership in the Chapter is governed by Article III (Membership) of the STC bylaws.

Article VI. Administrative Council

Section 1. Membership: The Administrative Council consists of three to five members including the president, vice president (if any), secretary, treasurer, (or secretary/treasurer), and immediate past president. If the immediate past president is unavailable, another past president may be elected to the Administrative Council. All Administrative Council members are elected by the membership. As required to conduct Chapter business, the Administrative Council may consult with chapter members such as the program manager, membership manager, bylaws manager, newsletter editor, regional seminar manager, employment manager, publications/art competition manager, and the student writing competition manager. All members and participants serve without compensation.

Section 2. Meetings: The Administrative Council meets at the request of the president or two of its members. A majority of the Administrative Council constitutes a quorum.

Section 3. Vacancies: Vacancies in the Administrative Council are filled by majority vote of the remaining council members.

Section 4. Duties of Council Members

- A. The president exercises general supervision over the affairs of the Chapter, presides at meetings of the Chapter and the Administrative Council, appoints heads of Chapter committees subject to council approval, and is an ex officio member of all Chapter committees.
- B. The vice president assumes the duties of the president in the absence or incapacity of the president and performs such other duties as the president or council may assign.
- C. The secretary keeps minutes of all Chapter and council meetings and distributes these in accordance with set procedures, conducts official correspondence, maintains records so they are available at any time to the president or the council, and performs such other duties as the president or council may assign.
- D. The treasurer supervises the Chapter's fiscal affairs by preparing an annual financial report for submittal to the STC's treasurer, maintaining books and records so they can be inspected at any time, and authorizing disbursements.
- B. The immediate past president attends all council meetings, counsels the council as required, and performs such other duties as the president may assign.

Section 5. Terms of Office: Members of the Administrative Council are elected for terms of one year, which corresponds to the period from the announcement of election results to the announcement of the next election results.

Section 6 Council Responsibilities: The STC bylaws (Article IX, Chapters) specify appropriate Chapter activities. The following responsibilities must be discharged:

- A. Regularly scheduled program meetings for the membership (at least five per year)
- B. Recruitment of new members and membership processing
- C. Regular meetings of the Administrative Council to handle the Chapter's business
- D. Fiscal controls by means of approved budgets and expenditures and fiscal operations in accordance with Article IX (Finances)
- E. Quarterly activities reports to the director-sponsor and annual fiscal reports to the STC treasurer
- F. Compliance with IRS requirements regarding annual information returns
- G. Annual elections conducted by the nominating committee in accordance with Article VIII (Elections)

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- H. An annual business meeting where election results are announced and the committee managers report to the membership.

The following activities are optional:

- A. Publication of a regular newsletter to establish communication with Chapter members
- B. Publicity on the Chapter's activities and STC
- C. Educational programs for the members such as Chapter-sponsored seminars, workshops, and contests
- D. Employment referral services to establish contact between Chapter members and local employers
- E. Establishment of technical groups to pursue specific fields of interest in technical communication.

Article VII. Committees

Section 1. Formation: Committees will be established at the request of the president or the Administrative Council to support Chapter activities. The normal procedure is to appoint a manager or committee leader and then to appeal to the membership to fill the committee.

Section 2. Committees: The following committees help the Administrative Council fulfill their responsibilities to the membership. These committees may be inactive or additional committees may be established at the direction of the council.

- A. The newsletter committee prepares and distributes the Chapter newsletter. This committee should advise members of STC and Chapter activities. A primary goal for this committee is to implement sound technical communication skills to present a newsletter that properly represents the Chapter.
- B. The program committee schedules meetings that appeal to all technical communicators and will help them widen their knowledge of the field and their resource networks. Other Chapter activities may replace selected monthly meetings.
- C. The jobs committee serves to introduce potential employers to Chapter members. It is not an employment agency; however, it is a valuable resource for members. The committee should try to make job opportunities known to members, but should not screen or pre-interview applicants.
- D. The regional seminar committee may produce an annual seminar with talks and workshops. This seminar is designed to provide some of the information and “flavor” of STC's ITCC to members who cannot attend the international meeting.
- E. The technical publications/and competition committee may conduct a Chapter-level publications and art competition. The categories and prize levels are the same as those used for STC's international competition. Entries that receive the top two prize levels (Distinguished and Excellent) are forwarded, with permission of their submitters, to the international competition. If the Chapter does not hold a competition, the committee informs the members of other chapters' competitions.
- F. The student writing competition committee may conduct a writing competition for area students. The committee establishes guidelines, restrictions, and prizes. Winners are eligible to compete in STC's international student writing competition.
- G. The nominating committee solicits candidates for the Administrative Council positions. Whenever possible, there should be two candidates for each position. Election procedures are explained in Article VIII (Elections).

Article VIII. Elections

Section 1 Timing: Chapter officers are elected annually in time for the new officers to represent the Chapter at the annual STC business meeting and to participate in the Chapter leaders workshop at the ITCC. (NOTE: The Chapter election should be held at the March meeting.)

Section 2. Committees:

- A. The nominating committee consists of three members or five members at the discretion of the Chapter president. The Chapter president appoints the nominating committee manager. If a five-member committee is selected, the Chapter president appoints one committee member in addition to the manager. The remaining committee members must be elected by the Chapter membership. The nominating committee is responsible for selecting candidates and preparing the ballot.
- B. The tellers committee counts and records the vote. If necessary and deemed appropriate by the president or Administrative Council, the duties of the nominating and tellers committees can be combined in the nominating committee.

Section 3. Procedure:

- A. At Chapter meetings, via mail, or via email, the nominating committee requests names of candidates to be considered for election. In addition, it may contact individual members for recommendations. The committee reviews the qualifications and availability of the candidates.
- B. The nominating committee mails or emails the slate of candidates and ballots to Chapter members at least one month before the annual Chapter business meeting. Whenever possible, the committee should offer more than one candidate for each position.

The ballot should offer a yes or no option for unopposed candidates and voting instructions should clearly identify how many candidates for each office can be selected, the date that ballots must be returned, and where the ballots should be mailed or emailed.

All votes are secret and members are not required to sign their ballots. The voter's name and address must appear on the return envelope or on the email.

- C. The tellers committee counts and records the vote. The tellers committee member who prints an emailed ballot shall exclude the name and address from the ballot
 - 1. Candidates are elected by a plurality of votes cast.
 - 2. Tie votes are resolved by a majority vote of the current Administrative Council.
 - 3. If an unopposed candidate receives more negative than positive votes, the office is declared vacant. Vacancies will be filled by the newly elected Administrative Council in accordance with Article VI, Section 3.
- D. The manager of the tellers committee notifies the Chapter membership of the election results at the annual Chapter business meeting.

Section 4. Special Voting Issues (not including elections): Whenever possible, special Chapter issues such as amendments to the Chapter bylaws should be included on the annual election ballot; however, the Administrative Council, by majority vote, may authorize a special ballot.

When a special election ballot is issued to the Chapter membership, basic election procedures are followed.

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Article IX. Finances

Section 1. Responsibility: The Chapter treasurer is responsible for ensuring accurate financial records and reporting.

Section 2. Deposits: The treasurer may deposit Chapter funds in any bank that is a member of the Federal Deposit Insurance Corporation or savings and loan that is a member of the Federal Savings and Loan Insurance Corporation.

Section 3 Disbursements: The Administrative Council must authorize Payment for Chapter expenses. Funds can be withdrawn only over the signature of both the treasurer and the president.

Section 4. Required Reporting: The treasurer must prepare and submit an annual financial report to the STC's treasurer.

Article X. Amendments to Chapter Bylaws

Section 1. Origination: An amendment to the Chapter bylaws may be originated by the Administrative Council or by a written petition signed by five voting members.

Section 2. Procedure:

- A. The originator submits the proposed change to the Administrative Council for review and consideration.
- B. The council reviews the amendment to ensure that it conforms to STC guidelines and bylaws.
- C. The amendment is approved or rejected.
- D. Amendments to the following articles must be referred to the membership on a ballot:
 - Article I (Name and Location)
 - Article IV (Powers and Constraints)
 - Article VI (Administrative Council)
 - Article X (Amendments to Chapter Bylaws)
 - Article XI (Dissolution)Approval requires the affirmative vote of two-thirds of the valid votes cast.
- E. Amendments to the remaining articles may be approved by three-fourths vote of the entire Administrative Council.
- F. Council sends a copy of the revised Chapter bylaws to STC headquarters to be included in the Chapter's file.

Section 3. Scheduled Review: Chapter bylaws should be reviewed by the Administrative Council or a special committee at least once every two years to ensure that the bylaws are responsive to the current Chapter's situation, problems, and needs.

Article XI. Dissolution

The Chapter can be dissolved upon unanimous recommendation of the entire Administrative Council, followed by a concurring three-fourths vote of the valid votes cast by the membership.

In the event of dissolution, the Administrative Council continues in office until all legal and financial mailers have been settled, including notifying STC headquarters and sending all Chapter records to them.

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Approvals:

Name _____ Date _____
President, SpaceTech Chapter, STC

Name _____ Date _____
Secretary, SpaceTech Chapter, STC

Name _____ Date _____
Society for Technical Communication