

**Rochester Chapter Bylaws  
Society for Technical Communication  
January 2002**

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## **Article I           Name and Location**

### **Section 1.       Name**

The chapter is named the Rochester Chapter of the Society for Technical Communication (STC), which are hereafter called the Chapter and STC, respectively.

The Chapter name can be changed by a two-thirds vote at a business meeting of the Chapter, with a quorum being present. (A majority of the members 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 1 of STC. Members work or attend school primarily in the Rochester, New York area. Chapter boundaries include the area within a 60-mile radius of Rochester. Any changes to the 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 Chapter Handbook

## **Article III          Objectives**

The objectives of the Chapter are the same as those of STC.

The objectives are to advance the art and science of technical communication by:

- A. Encouraging research. (For the Chapter, this consists of recognizing and encouraging members and non-members in developing technical communication skills.)
- B. Developing education programs and establishing scholarships. (For the Chapter, this consists of publicizing STC, Chapter programs, and 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. It 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 ten members which include the President, the Vice-President, the Treasurer, the Recording Secretary, the Program Manager, the Membership Manager, the Education Manager, the Immediate-Past President, and two members-at-large.

The Administrative Council is elected by the membership (with the exception of the Immediate-Past President). As required to conduct Chapter business, the Administrative Council may consult with chapter members such as the Newsletter Manager, Employment Manager, Publications Competition Manager, and other members. 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 the Council may assign.

C. The Recording Secretary keeps minutes of all Chapter and Council meetings and distributes these in accordance with set procedures, maintains records so they are available at any time to the President or the Council, and performs such other duties as the President or the Council may assign.

D. The Treasurer supervises the Chapter's fiscal affairs by preparing an annual financial report for submittal to the treasurer of STC, maintaining books and financial records so they can be inspected at any time, and authorizing disbursements.

E. The Immediate-Past President attends all council meetings, counsels the council as required, and performs other duties as the President may assign.

#### Section 5. Terms of Office

Most members of the Administrative Council are elected to 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. Schedule regular program meetings for the members (at least five per year).

B. Recruit new members and process membership applications.

C. Hold regular meetings of the Administrative Council to handle the Chapter's business.

D. Exercise fiscal controls by means of approved budgets and expenditures and fiscal operations in accordance with Article IX, Subsection H, Finances.

E. Produce periodic activity reports to the Director-Sponsor and an annual fiscal report to the Treasurer of STC.

F. Comply with IRS requirements regarding annual information returns.

G. Conduct annual elections by the Nominating Committee in accordance with Article VIII, Elections.

H. Hold an annual business meeting where election results are announced and the committee Managers report to the membership.

The following activities are optional:

A. Publish a regular newsletter to establish communication with Chapter members.

B. Publicize the Chapter's activities and STC.

C. Hold educational programs for the members such as Chapter-sponsored seminars, workshops, and contests.

D. Establish contact between Chapter members and local employers via employment referral services.

E. Establish special interest groups to pursue specific aspects of 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 for the President to appoint a manager or committee leader and then to fill the committee from the membership.

### 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 President or the Council.

A. The Newsletter Committee prepares and distributes the Chapter's newsletter at least six times a year. It serves as a vehicle to report Chapter and STC activities to the membership. 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 helps them widen their knowledge of the field and their resource networks. Meetings are normally scheduled once a month from September through May. Other Chapter activities may replace selected monthly meetings.

C. The Employment 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 Seminar Committee produces an annual seminar with talks and workshops. This seminar is designed to provide some of the information and "flavor" of STC's Annual Conference to members who cannot attend the international meeting.

E. The Technical Publications Competition Committee conducts a Chapter-level publications competition. The categories and award levels are the same as those used for STC's international competition. Up to 18 entries that receive the award levels of Distinguished Technical Communication and Excellence are eligible to be forwarded, with permission of their submitters, to the international competition.

F. The Nominating Committee solicits candidates for the Administrative Council positions. Whenever possible, there should be two candidates for each position, but the committee may present a single candidate for approval by the membership. (Election procedures are explained in Article VIII, Elections.)

## **Article VIII Elections**

### **Section 1. Timing**

The 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 STC Annual Conference.

### **Section 2. Committees**

A. The Nominating Committee consists of three members: the Immediate-Past President automatically serves on the committee and the membership elects two members at-large to serve on the committee. The President appoints the Committee Manager. The Nominating Committee is responsible for selecting candidates and preparing the ballot.

B. The Teller counts and records the vote.

If necessary, and deemed appropriate by the President or the Administrative Council, the duties of the Nominating Committee and the Teller can be combined in the Nominating Committee.

### **Section 3. Procedure**

A. At Chapter meetings, the Nominating Committee requests names of candidates to be considered for election. In addition, the committee may contact individual members for recommendations. The committee reviews the qualifications and availability of the candidates.

B. The Nominating Committee mails the slate of candidates and ballots to Chapter members at least three weeks before the annual Chapter business meeting. Whenever possible, the committee offers more than one candidate for each position.

The ballot offers a YES, NO, and write-in options for unopposed candidates, and the voting instructions clearly identify how many candidates for each office can be selected, the date by which ballots must be returned, and the address to which the ballots must be mailed.

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

C. The Teller counts and records the vote.

Candidates are elected by a plurality of votes cast.

Tie votes are resolved by a majority vote of the current Administrative Council.

If an unopposed candidate receives more negative than positive votes, the office is declared vacant.

D. The Teller notifies the Chapter members of the election results at the annual business meeting.

#### Section 4. Special Voting Issues (not including elections)

Whenever possible, special Chapter issues, such as amendments to the Chapter bylaws, are to be included on the annual election ballot; however, the Administrative Council – by majority vote – may authorize a special ballot.

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

A. The ballot and instructions are assembled and mailed to the Chapter members at least two weeks before the final date they must be returned.

B. The Teller counts and records the vote.

Tie votes are resolved by a majority vote of the Administrative Council.

The results of the election are announced to the membership at the next monthly meeting or in the next Chapter newsletter following the election deadline.

## **Article IX      Finances**

### Section 1.      Responsibility

The Chapter treasurer is responsible for ensuring accurate financial records and reporting.

### Section 2.      Deposits



Only banks that are members of the Federal Deposit Insurance Corporation (FDIC) or credit unions that are members of the National Credit Union Share Insurance Fund (NCUSIF) can be used for depositing Chapter funds.

### Section 3. Disbursements

Payment for Chapter expenses must be authorized by the Administrative Council. Funds can be withdrawn only over the signatures of two of the following: the Treasurer, the President, and the Vice-President.

### Section 4. Required Reporting

The treasurer must prepare and submit an annual financial report to the treasurer of STC.

## **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 20 voting members of the chapter.

### 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 by the Administrative Council.

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.

Amendments to the remaining articles may be approved by three-fourths vote of the entire Administrative Council.

D. The approved amendment is announced to the Chapter members at a chapter meeting or in the chapter newsletter, and the Administrative 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 by a special committee appointed by the President at least once every two years to ensure that the bylaws are responsive to the Chapter's current situation, problems, and needs.

## **Article XI                      Dissolution**

Dissolution of the chapter is governed by Article IX, Section 3, D of the Articles of Incorporation and Bylaws of the Society for Technical Communication, Amended 2001: “The board may by a two-thirds vote dissolve a chapter when it is satisfied that the chapter is inactive and that there is no reasonable hope of its immediate revival, or when it is satisfied that such action is in the best interests of the Society. Chapter dissolution does not affect the Society membership status of the members assigned to such a chapter. Members of a dissolved chapter are assigned unaffiliated status or are reassigned to another chapter if such exists in the general region. Upon dissolution, residual chapter funds revert to the Society treasury.”

The Chapter Administrative Council may recommend dissolution to the Society Board of Directors upon unanimous recommendation of the entire Administrative Council.

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