

Society for Technical Communication

Phoenix Chapter

Bylaws

1989

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Article I. Name and Location

Section 1. Name

The chapter is named the Phoenix Chapter, a chapter of the Society for Technical Communication, Inc. (STC), which are hereinafter referred to as the Chapter and STC, respectively.

Name Change. The Chapter name can be changed by a two-thirds vote at a business meeting of the Chapter, 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 8 [in the nineties, Phoenix is in Region 5] of the STC. The boundaries encompass all counties in Arizona that are north of the Gila River [these were the boundaries for when there was a Sonora chapter; with the creation of the Southern Arizona chapter in 1998, this needs to be verified].

Article II. Objectives

The objectives of the Chapter are the same as those set forth in Article I of the STC Bylaws. The Chapter shall be an educational, nonprofit, professional organization.

Article III. 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 nonsectarian and nonpartisan. It exists by virtue of its charter from STC, and shall operate under the control of STC and the STC Bylaws. The Chapter does not endorse any commercial enterprise or any political candidate. The name of the Chapter shall not be used in connection with a commercial concern for any purpose other than regular work of the Chapter.

Article IV. Membership

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

Article V. Administrative Council

Section 1. Membership

The administrative council consists of six members and includes the president, external vice president, internal vice

president, Secretary, Treasurer, and Immediate Past president. All administrative council members are elected by the Chapter membership, in accordance with Article VII.

Section 2. Eligibility

All candidates for membership in the administrative council shall qualify under the governing documents of STC.

Section 3. Term of Membership in the Council

The term of membership in the administrative council is one year, commencing on the date of STC's annual business meeting. All members serve without compensation.

Section 4. Duties of Council Members

A. Chapter President. The chapter president is responsible for all operations of the chapter. The chapter president:

- exercises general supervision over the affairs of the Chapter and presides at meetings of the Chapter and the administrative council
- appoints managers of committees, assigns duties thereto, and is an ex officio member of all Chapter committees
- authorizes expenditures approved by the administrative council and/or the Chapter Membership
- represents the Chapter in conducting the Chapter's business with individuals and organizations outside STC, and as the Chapter's executive officer, keeps the director-sponsor informed of Chapter activities and accomplishments.

- develop and implement a three-year plan that will be renewed and updated annually. This three-year plan will follow the guidelines set forth in STC's five-year plan (1987–1991)

B. External Vice President. The chapter external vice president

- assumes the duties of the Chapter president in the absence of the president
- undertakes such duties as the president may direct and confers with the president regarding Chapter goals and policies, programs, public relations outside the chapter
- assumes the presidency for the remainder of the term of the president who resigns, becomes incapacitated, or otherwise is unable to perform properly the duties of the president.

Succession to president. The succession of the external vice president to the office of president shall be effective either

- at the request of the president and approval of the administrative council, or
- upon the president's death, or at the direction of the administrative council

C. Internal Vice President. The chapter internal vice president

- facilitates communication between the chapter and its members. The chapter internal vice president

- oversees internal chapter communications
- monitors the chapter's finances on a continuing basis
- monitors the Telephone Committee
- monitors the Newsletter Committee
- monitors the Hospitality Committee

D. Chapter Secretary. The chapter secretary

- takes minutes at meetings, or arranges to have a substitute. Meeting minutes are distributed to administrative council members within ten days
- arranges for an attendance log sheet at each chapter meeting with name and telephone number, and membership status
- maintains lists of administrative council members and committees each year for the records, including home and office addresses and phone numbers.
- handles correspondence pertaining to Chapter business and other special correspondence as directed by the president and the members of the Administrative Council

E. Treasurer. The chapter treasurer

- prepares a budget of estimated expenses at the beginning of the chapter year
- maintains a checking account for current operations. The Treasurer will arrange for signature cards and other documents required by the bank.

- deposits chapter funds and pays invoices
- makes available to an independent auditor or Auditing Committee appointed by the administrative council all records necessary for an audit of the Chapter's books, this audit to be included in the annual report to the administrative council.
- develops detailed year-end report (as of June 30) of all financial transactions, grouping income and expenses for each major activity (such as publications competition, science writing contests, etc.)
- completes and signs a year-end report
- mails the year-end report to the STC Treasurer no later than July 31 to assure prompt dues refund to the Chapter

F. Immediate Past President. The immediate past president

- attends all council meetings
- advises the counsel as required
- performs such other duties as the president may assign

Section 5. Administrative 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 VII (elections)
- H. an annual business meeting where election results are announced and the committee managers report to the membership

Article VI. Board

The chapter board assists the administrative council in achieving the chapter's goals. The Board consists of the administrative council and the managers of each chapter committee. While the chapter committee managers are excluded from the administrative council responsibilities set forth in Article V, Section 5, their valued advice will be sought in all important chapter matters. All Board participants serve without compensation.

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 administrative council.

A. Membership Committee. The Membership Committee's primary goal is to increase the membership of the chapter. The Membership Committee organizes and directs an active membership recruiting campaign, maintains a complete up-to-date membership file and mailing list, and notifies STC of any changes.

B. Nominating Committee. The Nominating Committee's primary goal is to guide the election process—from seeing that a ballot is prepared and mailed well before the final chapter meeting of the year to overseeing the collecting and counting of ballots.

C. The Program Committee. The Program Committee's primary responsibility is to develop programs for the chapter meetings and provide for such other activities as are deemed appropriate by the administrative council.

D. Education Committee. The Education Committee's primary

responsibility is to publicize educational and professional development opportunities. The Education Committee will design and guide at least one innovative educational activity each term for the chapter membership.

E. Public Relations Committee. The Public Relations Committee's primary responsibility is to publicize STC and chapter goals, programs, and services—to reach new members and prospective members and to increase business and public recognition and awareness.

F. Newsletter Committee. The Newsletter Committee's primary responsibility is to write, edit, produce, and mail an attractive, professional newsletter once a month, September through May. The newsletter should reach members at least five days before chapter meetings. The Newsletter Committee assumes full responsibility for the quality and content of the newsletter.

G. Employment Committee. The Employment Committee's primary responsibility is to reduce the unemployment rate of the chapter Membership. The Employment Committee will maintain records that contain summaries of seekers' job qualifications and opportunities' needs for skills and traits. The Employment Committee will make no representation about the qualifications of a job seeker for a specific job opportunity, thereby avoiding any responsibility for the outcome of any seeker the opportunity contact.

H. Bylaws Committee. The Bylaws Committee's primary responsibility is to maintain the chapter's Bylaws. The Bylaws Committee formulates all proposed resolutions to the chapter Bylaws and submits formulated amendments to the manager of the STC

Bylaws Committee and to the chapter Membership, respectively, for approval.

I. Telephone Committee. The Telephone Committee's primary responsibility is to inform members of upcoming meetings and pertinent chapter issues as directed by the chapter president, internal vice president, or administrative council, and to maintain personal contact with the chapter Membership.

J. Hospitality Committee. The Hospitality Committee's primary responsibility is to meet and greet new members and guests at regular meetings and obtain pertinent information from guests so that membership information and the chapter newsletter may be sent to them.

Article VIII. Elections

Section 1. Date

The annual election shall be held within the second quarter of the calendar year, the specific day to be established by the administrative council.

Section 2. Nominations

Nominations shall be made by the Nominating Committee, or by members of the chapter as outlined in this section. The Nominating Committee shall, by March 1, submit the names of at least two candidates for each elective office except president to the current president of the chapter. These must be accompanied by the willingness of each candidate to accept office. No member shall be nominated for more than one office in the same election. The president shall direct that these nominations be announced to the chapter membership

prior to April 1, either through the chapter publication or by special mailing together with an announcement of the date of the annual election and a brief statement of the methods of nominating and voting for candidates.

Nominations may also be submitted to the chapter president by members of the Chapter. Such additional nominations must be made in writing and must be signed by at least five voting members of the Chapter. They shall reach the chapter president at least four weeks prior to the annual election to be valid.

Section 3. Election

Officers shall be elected by a plurality of votes cast by the voting members of the chapter.

The Nominating Committee shall prepare a ballot containing the names of all candidates for each elective office. The ballot shall be accompanied by a statement containing the date by which the ballot must be postmarked to be valid, as well as any other invalidation conditions. The ballot, together with the accompanying statement and mailing instructions, shall be mailed to each voting member of the chapter no later than two weeks prior to the ballot invalidation date.

The Tellers, which may be members of the Nominating Committee, shall be responsible for determining the validity of votes, counting the votes, and announcing the results of the election.

Section 4. Vacancies

A vacancy in the office of president shall be filled by the external vice president. A vacancy in any other office shall be filled by a majority vote of the administrative council.

Article IX: Meetings

There shall be at least five general meetings of the chapter each fiscal year. Special meetings may also be called as deemed necessary by the administrative council.

During the second quarter of the calendar year, there shall be an annual business meeting for the purpose of installing administrative council members, presenting the annual reports, and transacting other business of the chapter. Each officer and each committee manager shall make a fiscal report at this meeting. A quorum for any meeting of the chapter shall be 5 percent of the voting membership or ~O voting members, whichever is less. All meetings shall be conducted in accordance with Robert's Rules of order, revised in all cases where they apply and are not in conflict with the governing documents of STC or the Bylaws of this chapter.

Article X: Finances

The chapter president shall have the power to authorize payment of debts contracted in the name of the chapter.

Chapter funds shall be deposited in a duly established bank account. Chapter funds are deposited in any banking institution that is a member of the Federal Deposit Insurance Corporation or in any savings and loan institution that is a member of the Federal Savings and Loan Insurance Corporation.

The chapter shall not own real estate.

Chapter funds may be withdrawn only over the signature of both the Treasurer and either the president or the Vice president.

No chapter member shall contract debts in the name of the chapter without authorization from the administrative council.

The chapter shall not levy any dues or assessments upon the membership without express permission of the Board of Directors of STC.

The financial records of the chapter shall be audited annually.

Article XI: Annual Report

During the second quarter, the chapter administrative council shall prepare an annual report of activities of the chapter during the current fiscal year, including the financial status at the time of writing. This report shall be submitted to the STC Board of Directors through the Directors-Sponsor prior to July 31. All books and records of the chapter shall be available for examination by the president and/or Directors of STC at any time. [A report is now submitted to the Society board three times during the year—August, December, and March.]

Article XII: Amendments

Section 1. Proposal

Amendments to these Bylaws may be proposed by a resolution adopted by the administrative council or by a petition signed by at least 10 voting chapter members. The resolution or petition shall be sent to the manager of the chapter Bylaws Committee.

Section 2. Processing

The Bylaws Committee shall formulate all proposed amendments to these

Bylaws. The final draft of every proposed amendment shall be submitted to the originator for review and approval. After approval by the originator, the Committee shall direct the proposed amendment, in writing, to the manager of STC's Bylaws Committee for approval.

Requires the membership to vote.

Amendments to the following articles must be referred to the membership on a ballot:

Article I (Name and Location)

Article III (Powers and Constraints)

Article V (Administrative Council)

Article XII (Amendments)

Article XIII (Dissolution)

If the amendment is to Articles I, III, V, XII, or XIII, upon receiving approval from the manager of STC's Bylaws Committee, the chapter Bylaws Committee shall submit the proposed amendment, in writing, to the chapter membership at least two weeks prior to the next chapter meeting.

A discussion on the proposed amendment shall be included on the agenda for the first chapter meeting which is at least two weeks after the proposed amendment is mailed to the chapter membership. Within 10 days of the meeting at which the proposed amendment is discussed, the Bylaws Committee shall prepare a mail ballot containing the proposed amendment and shall mail to each voting member of the chapter. The ballot shall contain provision to vote either "yes" or "no," and it shall state the date by which it must be mailed to be valid. It shall also direct that the ballot be returned to the Secretary of the chapter. The chapter Secretary shall be responsible for counting the votes and for reporting the results to the administrative council.

Section 3. Adoption

An amendment shall become effective upon receiving approval by a majority of the votes cast.

The manager of the Bylaws Committee shall notify the manager of STC's Bylaws Committee of the result of the vote on any and all amendments.

Section 4. Compatibility

The Bylaws, and Amendments thereto, of the chapter shall be compatible with the governing documents of STC. If any part of the chapter Bylaws or Amendments is in conflict with the governing documents of STC, the conflicting part of the chapter Bylaws or Amendments shall automatically become null and void. Notice of this nullification shall be mailed to the chapter membership upon being brought to the attention of the manager of the Bylaws Committee.

Article XIII: Dissolution

The Chapter may only be dissolved by action of the STC Board of Directors after an appropriate hearing as set forth in the governing documents of STC. Dissolution of the Chapter shall in no way affect the standing of any member of the chapter. The chapter president will notify the director-sponsor of the action taken by the chapter offices.

If the Chapter is dissolved under the required procedure, all funds of the Chapter shall revue to the treasury of STC. In the event of simultaneous dissolution of STC, all monies shall be distributed to educational or charitable institutions and shall in no way inure to the profit or pecuniary gain of any of the chapter officers or members.