

Rocky Mountain Chapter Bylaws

Last updated: November 1993

Bylaws

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Article I. Name and Location

Section 1. Name: The chapter is named the Rocky Mountain Chapter of the Society for Technical Communication, Inc. (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, 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 7 of the STC. Members work or attend school primarily in the Front Range of Colorado. The chapter area is bounded by Douglas County on the south, Laramie, Wyoming on the north and the Colorado state borders on the east and west.

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 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--For the Chapter, this consists of recognizing and encouraging students in developing technical communication skills.
- B. Developing educational programs and establishing scholarships--For the Chapter, this consists of publicizing STC and 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 five members including the president, vice president, secretary, treasurer, and immediate past president. 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, newsletter editor, spring conference manager, job corner manager, publications/art competition manager, and the scholarship 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.
- E. 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

- A. The secretary and treasurer 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.
- B. The vice president automatically moves to the position of president for the year following the election. Therefore, the person elected as vice president will serve on the Administrative Council for three years (vice president, president, immediate past president).
- C. If the vice president is unable to assume the presidency according to the schedule, the office of president will appear on the ballot.

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)
- 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 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's newsletter nine times a year (September through May). It 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 programs committee schedules meetings that appeal to all technical communicators and will help 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 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 spring conference committee produces an annual conference with talks and workshops. This conference 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/art competition committee conducts 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 prize levels are forwarded, with permission of their submitters, to the international competition.

- F. The student writing competition committee conducts a writing competition for area students. Guidelines, restrictions, and prizes are established by the committee. 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).
- H. The scholarship committee solicits and evaluates applications for an annual professional development award/scholarship.

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 STC Annual Conference.

Section 2. Committees

- A. The nominating committee consists of three members. Two or three members must be elected by the membership, and the president appoints the committee manager. 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, 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 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.

All votes are secret and members are not required to sign their ballots.

- C. The tellers committee 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 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.

- A. The ballot and instructions are assembled and mailed to Chapter members at least two weeks before the final date they must be returned.
- B. The tellers committee 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 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: The treasurer may deposit Chapter funds in any banking institution that is a member of the Federal Deposit Insurance Corporation or credit unions that are members of the National Credit Union Share Insurance Fund (NCUSIF).

Section 3. Disbursements: Payment for Chapter expenses must be authorized by the Administrative Council. Funds can be withdrawn only over the signature of both the treasurer and the president or vice 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 twenty 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.

- 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), and

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 the entire Administrative Council.

- D. The approved amendment is announced to the Chapter members, 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 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 matters have been settled, including notifying STC headquarters and sending all Chapter records to them.

Comments?

We strive to provide you with useful and up-to-date information. Please e-mail Jason Cox at jcox@coxinnovations.com to share your experiences.