



society for technical communication



Bylaws

April 1999

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For inquiries about this document or
comments and suggestions for changes, contact

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Article I: Name

The name of this organization is Society for Technical Communication, Lone Star Chapter. The Society's legal name is the Society for Technical Communication, Inc. The remainder of these Bylaws refers to the Lone Star Chapter as the Chapter, and to the Society for Technical Communication as the Society.

Article II: Boundaries

The boundaries of the Chapter are the boundaries of the Dallas/Ft. Worth, Texas, metropolitan area, although the Society may assign members who live or work outside the Dallas/Ft. Worth area to the Chapter.

Article III: Objectives

The Chapter's objectives are the same as those set forth in Article I, Section 2 of the Society's Bylaws, namely, to advance the arts and sciences of technical communication by:

- Encouraging research
- Developing education programs and establishing scholarships
- Stimulating the exchange of information by means of publications, meetings, and conferences
- Recognizing outstanding accomplishments
- Cooperating with other societies and institutions in mutually beneficial projects

Article IV: Policies

The Chapter is a nonprofit professional organization; it is nonsectarian and nonpartisan; and it does not endorse or disparage any commercial enterprise, political platform, or political candidate. The name of the Chapter or the Society is not to be used in any connection with a commercial concern for any purpose other than the regular work of the Chapter. The Chapter exists under its charter from the Society, and it operates under the Society's Bylaws and within the Society's policies.

Article V: Membership

Section 1: Qualifications

All members of the Chapter must be members in good standing of the Society for Technical Communication, who were assigned to the Chapter by the Society or who transferred into the Chapter from another Chapter. Article III of the Society's Bylaws describes the grades of membership and the rights and privileges of those grades of membership.

Section 2: Obligations of Membership

By acceptance of the Society's certificate of membership, each member agrees to abide by its governing documents, work toward achievement of its purposes, and act in accordance with its guidelines. Members who fail to do so may have their membership suspended or revoked by the Society's Board of Directors.

Members avoid conflicts of interest in the fulfillment of their professional responsibilities and activities. If a member becomes aware of any potential, possible, or actual conflict of interest between professional responsibilities and STC activities, that member has a responsibility to disclose all relevant information to the Chapter President, who will handle the reported conflict according to the powers and constraints of the Society and the Administrative Council.

Article VI: Management

The Chapter is managed by the Administrative Council, constituted according to the Society's Bylaws, Article IX, Section 4.

Section 1: Administrative Council

A. Membership

The Administrative Council consists of seven officers, who are the sole voting members of the Chapter. The officers are the President, First Vice President, Second Vice President, Secretary, Treasurer, Parliamentarian, and Immediate Past President. (In Chapter documents, the Administrative Council is often referred to as the Council; the terms are interchangeable.)

B. Eligibility

All candidates for elective office shall be members of the Chapter in good standing and may not be student members. The officers are elected in accordance with [Article VII](#) of the Chapter Bylaws.

C. Powers and Constraints

The Council has the power to manage the Chapter's property, to determine its fiscal policies, and to direct its affairs in order to meet the objectives of the Society stated in [Article III](#) of the Chapter Bylaws.

The Council acts in accordance with the Chapter's governing documents, which it has the authority to interpret. The Council may prudently delegate powers in the interest of efficient management.

D. Terms of Office

The term of office is one year. The incumbent President may not succeed himself/herself in office. The incumbent Chapter First Vice President automatically receives a nomination for the office of Chapter President unless disqualified or unwilling to be nominated for that office. If the First Vice President is unwilling to be nominated for President, the Nominating Committee shall choose at least one nominee, preferably with Council experience.

E. Duties of Council Members

The President, as head of the Council, is responsible for all operations. The President delegates duties to the other officers and committee managers in accordance with the Chapter Bylaws and policies. The following responsibilities shall be included:

President

- Presides at meetings of the Council and meetings of the Chapter.
- Corresponds with the Society's officers and directors as speaker for the Council and the Chapter.
- Appoints managers of the committees, subject to Council approval; assigns special duties relating to those committees.
- Appoints the Newsletter Editor.
- As the Chapter's executive officer, represents the Council and the Chapter in the Chapter's business with other organizations and individuals.
- Assigns duties and responsibilities to other officers with the approval of the Council.

First Vice President

- In the absence of the President, presides at meetings of the Council and meetings of the Chapter.
- Attends meetings of the Council.
- Undertakes other duties as directed by the President.

Second Vice President

- Attends meetings of the Council.
- Undertakes other duties as directed by the President.

Secretary

- Prepares and processes correspondence concerning the Chapter and other correspondence as directed by the Council.
- Records the minutes of Council meetings.
- Prepares and distributes minutes to Council members and files a copy with the Chapter's records.
- By May 1, reports the results of the Chapter's annual election to the Executive Director of the Society and the editors of *Intercom* and *Tieline*.
- Undertakes other duties as directed by the President.

Treasurer

- Receives, keeps, and disburses the Chapter's funds and other negotiable assets.
- Keeps current records of the receipt, status, and disbursement of Chapter funds.
- Prepares for the Council a monthly financial report, including a balance sheet, income statement, and bank account(s) status.
- Before July 31, prepares and submits to the Society Treasurer an annual financial report for the Chapter. The Treasurer holding office during the report period prepares and submits the report.
- Complies with Internal Revenue Service requirements concerning annual information reports.
- Attends meetings of the Council.
- Undertakes other duties as directed by the President.

Parliamentarian

- Interprets Robert's Rules of Order, Revised, and rules on matters of procedure during Council and Chapter meetings.
- Keeps a copy of Chapter and Society Bylaws. Ensures Chapter and Society Bylaws are followed during Council and Chapter meetings.
- Approves all written statements about the content of Chapter Bylaws appearing in the Chapter newsletter or other published material.
- Attends meetings of the Council.
- Undertakes other duties as directed by the President.

Immediate Past President

- Advises the Council for the purpose of continuity in Chapter operations.
- Attends meetings of the Council.
- Undertakes other duties as directed by the President.

F. Collective Duties of Council

The following duties and responsibilities apply to all Council members:

- Attends Council meetings and regular Chapter meetings.
- Approves all Chapter publications, except the newsletter, before final publication.
- Provides direct supervision for committees.

Meetings and Quorum

The Council meets monthly to conduct Chapter business. Additional meetings may be called by the President or at the request of two or more members of the Council. A majority of the Council's membership constitutes a quorum.

Vacancies

A vacancy in the office of President is filled by the First Vice President. A vacancy in any other office is filled by a majority vote of the Council.

Removal

If a member of the Council or a committee manager fails to carry out the duties and responsibilities of his or her office as outlined in these Bylaws or persists in activities not in the best interest of the Chapter, the Council, by a two-thirds vote, may remove him or her from office. However, the procedures outlined below shall be followed; removal is recommended only after all other options are exhausted.

1. Any member of the Chapter may lodge formal complaints by submitting them in writing to any member of the Council.
2. A copy of the formal complaint is forwarded to the Chapter President (or First Vice President, if the complaint is against the President).
3. The President (or First Vice President) contacts the subject of the complaint, informs him or her of the nature of the complaint, discusses possible solutions to the problem, and with the agreement of the individual involved sets a deadline for resolving the problem.
4. If, in the President's (or First Vice President's) opinion, the problem is not satisfactorily resolved by the date set, the President reports the complaint and initial attempts to find a solution to the other members of the Council.
5. The Council, at their next monthly meeting, considers the complaint. If the subject of the complaint is not already a member of the Council, he or she is invited to attend the meeting to present his or her point of view.
6. At this point, the Council has two options:

The Council may issue a stern, written warning; specify conditions for remaining in office and monitor these conditions; and set a date on which to meet to make final decision.

If, however, the Council determines the continuing problem to be a detriment to the welfare and operations of the Chapter, it may vote on removal at the initial meeting.
7. A two-thirds vote of the Council is required to remove a member of the Council or committee manager from office.
8. The subject of the complaint is notified in writing of the Council's decision.

Section 2: Committees and Special Appointments

A. Establishment

The Council shall establish committees, as necessary and appropriate for Chapter needs, and make special appointments to take charge of specific work areas. The Chapter President, subject to Council approval, appoints the manager of each committee.

B. Committee Membership and Subcommittees

Committee managers appoint the members of their respective committees in accordance with the Bylaws and may establish subcommittees as required. Council approval is not required to appoint committee members or to establish subcommittees. However, no committee shall have fewer than three members. These members' names, addresses, and telephone numbers are reported to the Council before the first general meeting and upon any change.

C. General Responsibility

Committees perform under the general direction of the Council. Each committee manager submits an annual budget to the Chapter Treasurer, tracks committee expenses as directed by the Treasurer, and provides periodic written reports to the Council at the request of the President. Each committee is directed in its operation by procedural guidelines, which it keeps up to date. The Council approves all procedural guidelines and subsequent substantive changes to each guideline.

Committee managers may participate at Chapter Council meetings by making and arguing motions recognized during the meeting, but may not vote on motions.

Each committee operates under the direction of a manager who is appointed by the Chapter President subject to Council approval.

The following responsibilities are discharged by all committees:

- Submits to the Chapter Treasurer a budget of estimated expenses for the committee for the next fiscal year.
- Submits reports as required to the Council.
- Operates within budget guidelines established by the committee.
- Records all expenses incurred by the committee.
- By April 1, submits a report summarizing committee activities for the past year.

D. Committees

The committees of the Chapter include but are not limited to:

- Bylaws Committee
- Community Service Committee
- Competition Committee
- Hospitality Committee
- Job Bank Committee
- Membership Committee
- Newsletter Committee
- Nominating Committee
- Program Committee
- Public Relations Committee
- Scholarship Committee
- Seminar Committee
- Students Committee

The following responsibilities are discharged by these committees:

Bylaws Committee

- Reviews Bylaws annually.
- Formulates and processes all proposed amendments to the Chapter Bylaws as directed in [Article XII, Section 2](#), of these Bylaws.
- Advises the Council of changes in Society Bylaws that may affect Chapter Bylaws.

Community Service Committee

- Sets goals and plans for the current year.
- Establishes ideas for raising funds and recruiting volunteers for various Chapter community service projects.

Competition Committee

- Plans and manages annual competitions in technical art, technical publications, and other communications media in compliance with Society guidelines.
- Distributes a brochure announcing the competitions to Chapter members, Region 5 STC members, members of related organizations, and other interested individuals.
- Conducts the contest, displays entries, and presents awards at the annual awards banquet; submits names and entries of local winners to Society competitions; and informs the Chapter of Society-level winners.

Hospitality Committee

- Serves as official host at all Chapter meetings and other events; welcomes guests and new members and introduces them to Chapter officers and members.
- Acknowledges all guests at Chapter meetings.
- Furnishes the Membership Committee with names and addresses of guests and prospective members.

Job Bank Committee

- Maintains a file of current job openings in technical communications as a service to interested parties.
- Provides employment information to interested Society members.

Membership Committee

- Promotes and solicits membership.
- Provides membership information to interested persons.
- Processes membership applications according to Society regulations.
- Maintains membership files and Chapter mailing lists.
- Publishes a Chapter directory to be distributed at least annually by December. Provides updated information to the Newsletter Editor to publish and distribute in the newsletter.

Newsletter Committee

- Publishes a Chapter newsletter at regular intervals and distributes it to the Chapter members and Society officers before each Chapter meeting.
- Prepares the Chapter's entry for the Society's Newsletter Competition.
- Submits to the Council a publications schedule for the upcoming year.
- Maintains a library (one copy of each issue) of past newsletters for historical and reference purposes.

Nominating Committee

- Selects nominees for elective office.
- Presents the slate of at least one but not more than three nominees for the offices of President, First Vice President, Second Vice President, Secretary, Treasurer, and Parliamentarian.
- Complies to nominating guidelines as stated in [Article VII, Section 2](#), of these Bylaws.

Program Committee

- Plans, schedules, and coordinates programs for each general Chapter meeting.
- Surveys the membership to determine program preferences.

Public Relations Committee

- Publicizes Chapter activities, including meetings, competitions, and seminars, by developing and disseminating news releases, brochures, special mailers, and other materials as needed.
- Publicizes members' STC accomplishments to employers and employee publications, if applicable.
- Prepares the Chapter's entry for the Society's Public Relations Competition.

Scholarship Committee

- Establishes and maintains the scholarship application and selection guidelines, changes subject to Council approval.
- Solicits and evaluates eligible applicants and determines scholarship recipient(s) and scholarship amount(s), subject to Council approval.

Seminar Committee

- At least once a year, presents a seminar on technical communication for members and the interested public, assisted by the Public Relations, Hospitality, and Program Committees.
- Determines program requirements for the seminar and works with the Program Committee to plan and coordinate the seminar program.
- Distributes a brochure announcing the seminar to Chapter members, Region 5 STC members, members of related organizations, and other interested individuals.
- Handles registration, registration materials, and packets.
- Provides appropriate documentation at the completion of the seminar.

Students Committee

- Plans and executes special projects to educate students on career opportunities in technical communication and how the Society and Chapter can help them realize such careers.
- Contacts teachers and students at area high schools, colleges, and universities; distributes membership information and invitations to Chapter meetings and activities.
- Acts as host to students attending Chapter meetings.

E. Special Appointments

Special appointments include the Newsletter Editor, Nominating Committee Manager, and others made at the President's discretion.

Newsletter Editor

The Newsletter Editor selects a staff and reports their names, addresses, and telephone numbers to the Chapter President before the first general meeting and upon any change.

Nominating Committee Manager

The Nominating Committee Manager selects a staff of at least two additional members to serve on the Nominating Committee. The manager reports their names, addresses, and telephone numbers to the Chapter President on or before the November Council meeting and upon any change.

Article VII: Elections

Section 1: Date

The annual election of Chapter officers is conducted at the April general meeting.

Section 2: Nominations

Nominations are presented by the Nominating Committee or by members of the Chapter as directed in this section.

No later than the February Council meeting, the Nominating Committee submits the names of candidates for elective offices to the Chapter President. Each nomination is accompanied by the nominee's written statement of willingness to accept office. No member shall be nominated for more than one office in the same election.

The Chapter President announces the nominations to the Chapter membership at the February general meeting or through the Chapter newsletter or special mailing, together with the date, place, and time of the annual election, and a brief statement of the procedure for nominating and voting for candidates.

Chapter members may also submit nominations directly to the Chapter President. Such nominations must be submitted in writing and signed by at least three voting members of the Chapter. To be valid, such nominations must be accompanied by the nominee's written statement of willingness to accept office and must reach the Chapter President no later than the March general meeting. The Chapter President authorizes publication of a complete list of nominees to all Chapter members no later than ten days before the annual election.

Section 3: Election

Officers are elected by a majority of members voting, either in person or by written proxy. If no majority is obtained on the first ballot for an office, a second ballot is taken to decide, by plurality, among the two or more candidates who received the greatest number of votes on the preceding ballot, or to decide ties.

To be valid, the member who grants the proxy transferring the voting privilege of one voting member to another must sign the proxy. A proxy authorizing another member to vote in person for the absent member is honored on every ballot; a proxy designating a specific candidate is valid only on the first ballot for any office.

Section 4: Installation

Installation of officers is held at the May general meeting.

Article VIII: Meetings

The Chapter shall hold at least eight general meetings in each fiscal year, including the months of September, October, November, December, February, March, April, May, and in other months at the discretion of the Council.

The Council conducts Society business according to the dates outlined in the Bylaws. If a meeting of the Council or general membership must be canceled because of bad weather or other unforeseen circumstances, the scheduled business can be postponed until the following meeting.

The April general meeting is targeted as the Chapter's annual business meeting for the purposes of presenting annual reports, electing officers, and transacting other Chapter business. The Treasurer submits a fiscal report at this meeting.

A quorum for any Chapter meeting is 25 percent of the voting membership, or 20 voting members, whichever is less. All formal meetings are conducted under Robert's Rules of Order, Revised, in all cases where they apply and cause no conflict with the Bylaws of the Society or the Chapter.

Article IX: Finances

The fiscal year is July 1 to June 30. Chapter funds are deposited in any banking institution that is a member of the Federal Deposit Insurance Corporation. Chapter funds may be withdrawn from their accounts only over the signatures of both the Treasurer and the President or First Vice President.

The Chapter President, with approval of the Council, is empowered to authorize payment of Chapter expenses. No Chapter member shall contract debts in the name of the Chapter without express authorization from the Council. The Chapter levies no dues or assessments against the members without express permission from the Board of Directors of the Society.

The Chapter's financial records are audited and assets and historical records are inventoried each year between July 1 and August 31.

The Chapter shall own no real estate.

Article X: Annual Report

No later than July 1, the Council prepares an annual report of Chapter activities during the current fiscal year, including the financial status at the time of writing. This report is submitted to the Society's Board of Directors through the Society's business office before July 31. All books and records of the Chapter are available for examination by the Society's Board of Directors at any time.

Article XI: Dissolution

The Chapter may be dissolved only by action of the Society's Board of Directors as set forth in the Society's Bylaws, Article IX, Section 3.

Dissolution of the Chapter in no way affects the Society standing of any Chapter member.

If the Chapter is dissolved under the prescribed procedure, all funds of the Chapter revert to the Society's treasury.

Article XII: Amendments

Section 1: Proposing

Amendment of these Bylaws may be proposed by a resolution adopted by the Council or by a petition signed by at least ten voting members of the Chapter. Such resolution or petition is transmitted to the manager of the Bylaws Committee.

Section 2: Processing

The Council formulates all proposed amendments to these Bylaws. The final draft of every proposed amendment is submitted to the originator for review and approval. Upon receiving that approval, the Bylaws Committee distributes the proposed amendments to the Chapter members as a separate distribution or included as an article in the newsletter. This distribution should be received at least two weeks before the general meeting at which it is to be discussed.

The proposed amendments are discussed at the first general meeting of the Chapter that is held at least two weeks after the proposed amendments are distributed to the Chapter membership. The Bylaws Committee prepares a ballot containing the proposed amendments and any changes to them as a result of discussion at the Chapter's general meeting. The ballot contains provisions to vote "yes" or "no" for each amendment. At the next general meeting reaching a quorum (as described in [Article VIII](#) of these Bylaws), the ballot is distributed and collected for tabulation by the Chapter Parliamentarian. The Chapter Parliamentarian counts the votes and reports the results to the Council, who arranges for the results to be reported to the Chapter membership.

Section 3: Adoption

An amendment to these Bylaws becomes effective upon its approval by a majority of the votes cast.

Section 4: Compatibility

These Bylaws and amendments to them shall be compatible with the Bylaws and operating policies of the Society. If any part of or amendment to these Bylaws conflicts with the Society's Bylaws or operating policies, the conflicting part of these Bylaws or the conflicting part of the amendment is null and void; and notice of its nullification is transmitted promptly to the Chapter membership through the Council. For all items not covered by these Bylaws that have a Society stipulation, the Society stipulation applies.