

Society for Technical Communication

Sacramento Chapter

BYLAWS

Article I – Name and Objectives

Section 1. Name

The name of this organization is the Society for Technical Communication, Sacramento Chapter (hereafter referred to as the Chapter). This organization is a component of the Society for Technical Communication, headquartered in Arlington, Virginia, USA (hereafter referred to as the Society).

Section 2. Objectives

The objectives of the Chapter are to advance the Society's purposes within the area served by the Chapter and to provide to our members professional education opportunities, networking opportunities, and support. All actions and activities of the Chapter shall be designed and conducted to contribute to achieving these objectives.

Article II – Powers and Constraints

Section 1. Powers

The powers of the Chapter reside in its members. An elected administrative council exercises these powers on behalf of the members.

Section 2. Constraints

The Chapter is nonprofit, nonsectarian, and nonpartisan. It shall not endorse or disparage a commercial enterprise, a political platform, or a candidate for public office. The chapter may engage in any lawful activity consistent with its objectives, the objectives of the Society, and the practices of 501(c) 3 nonprofit corporations.

Article III – Membership

The Chapter follows the membership policies and bylaws of the Society.

Section 1. Voting Rights

Voting members are members, senior members, associate fellows, and fellows. Voting members are entitled to vote on matters submitted to the membership by mail, email, other electronic means, or at a Chapter meeting where business is conducted.

Section 2. Right to Hold Office

A member may hold any Chapter elected or appointed office, unless restricted by other sections of these Bylaws.

Section 3. Friends of Sacramento STC

The Chapter maintains a program called "Friends of Sacramento STC." Persons who join this group are not members of STC and do not have any of the rights of membership, but may engage in Sacramento Chapter activities and receive chapter benefits specified by the administrative council. These may include such benefits as discounted meeting attendance, receiving the chapter newsletter, and participation in chapter email groups. The administrative council may make and modify policies concerning Friends of Sacramento STC.

Article IV – Administrative Council

Section 1. Membership

- A. An elected administrative council represents Chapter membership. The administrative council may be augmented by appointed positions.
- B. Elected officers are: president, first vice president, second vice president, secretary, and treasurer. The same person may hold the offices of Secretary and Treasurer simultaneously if one of the offices is vacant. The President will make the appointment combining the offices after a person is elected to one of them.
- C. Appointed officers may include, but are not limited to: newsletter editor, employment manager, membership manager, hospitality manager, education manager, conference director, and Webmaster. Appointed offices may be created or dissolved as the needs of the Chapter change.

Section 2. Term of Office

- A. Elected and appointed officers serve a one-year term. The term of office is from June 1 to May 31.
- B. Officers may be reelected to the same office. Appointed officers may be re-appointed to the same office.

Section 3. Qualifications for Office

- A. Any member may serve in an appointed office.
- B. Any member (except for student members and Friends of STC) may run for the office of first vice president, second vice president, secretary, or treasurer.
- C. A member may run for the office of president after serving at least one full year in another capacity on the Chapter's administrative council.

Section 4. Powers and Constraints of the Administrative Council

- A. The administrative council directs Chapter activities in order to meet the Chapter's objectives.
- B. Administrative council activities shall be consistent with activities described in these bylaws and the bylaws of the Society.
- C. The administrative council may establish committees or delegate responsibilities to members to accomplish Chapter and Society objectives.
- D. A committee of members may support each of the elected and appointed officers of the Chapter.
- E. A majority of the council's membership constitutes a quorum. A quorum is three members when a full board is in office. A quorum is two members when there is one vacancy in office, or when the offices of Secretary and Treasurer have been combined by appointment.

- F. The administrative council shall regularly report its actions to the membership through various means, including Chapter business meetings, newsletter articles, mailed or e-mailed reports, and web site postings.

Section 5. Duties of Elected Administrative Council Members

All elected administrative council members have voting privileges on the administrative council.

- A. *President.* The president is the chief administrative officer of the Chapter. The president:
1. Supervises Chapter activities.
 2. Ensures that other officers are trained in their duties and are executing them satisfactorily.
 3. Calls, plans the agenda for, and presides over administrative council meetings.
 4. Represents the Chapter at regional and Society meetings.
 5. Ensures that at least one Chapter business meeting is held per year.
 6. Reports the Chapter's annual goals at Chapter business meetings.
 7. Oversees the Chapter recognition program and coordinates nominations for Society awards.
 8. Has oversight, subject to council approval, of chapter activities, including membership, treasury, elections, newsletter, web site, public relations, education, employment, and special projects.
- B. *First Vice President.* The first vice president manages the Chapter's program of membership meetings. The first vice president:
1. Arranges programs for the general membership meetings, attends the general membership meetings, and makes arrangements for guest speakers.
 2. Assumes the duties of the president in the absence or incapacity of the president.
- C. *Second Vice President.* The second vice president manages the Chapter's program of public relations. The second vice president is responsible for promoting the Chapter to members, potential members, the business community, and the community at large. The second vice president:
1. Creates and maintains a public relations program for the Chapter.
 2. Assists officers and appointed council members in promoting the Chapter.
 3. Assumes the duties of the president in the absence or incapacity of the president and the first vice president.
- D. *Secretary.* The secretary maintains Chapter documentation. The secretary:
1. Prepares and keeps the minutes of administrative council and Chapter business meetings and distributes the minutes promptly after each meeting.
 2. Conducts official correspondence, signs Chapter documents as required, and maintains records for the Chapter.
 3. Posts the minutes of Chapter board meetings online on the Sac STC Board Yahoo group Files section, sends them to the Webmaster to post on the Chapter web site, and sends them to the newsletter editor for publishing.
- E. *Treasurer.* The treasurer supervises the Chapter's fiscal affairs. The treasurer:
1. Creates an annual budget, based on submissions from the officers.
 2. Manages the chapter's checking account, maintains records for review by any member on request, and disburses funds for expenses approved by the administrative council.

3. Reports the Chapter's financial status at Chapter business meetings, administrative council meetings, and upon the request of officers or members.
4. Prepares and distributes reports required by the Society and the State of California.

Section 6. Duties of Appointed Administrative Council Members

Appointed administrative council members are nominated and selected by vote of the administrative council. Appointed council members have no voting privileges but may participate in council meetings and advise the administrative council prior to a vote.

- A. *Newsletter Editor*. The newsletter editor produces and distributes the Chapter newsletter. The newsletter editor:
 1. Oversees the writing, editing, production, and distributing of a Chapter newsletter that informs members of general membership meetings, Chapter business meetings, events, opinions, professional issues, and other items.
 2. Posts newsletters to the Chapter's web site.
 3. Encourages members to submit articles for publication, and educates them in the requirements of newsletter submission.
 4. May submit articles for publication to other STC Chapter newsletter editors and send newsletters to other Region 8 chapters.
- B. *Employment Manager*. The employment manager is responsible enhancing employment opportunities for members. The employment manager:
 1. Extends awareness of the Society to employers and employment-related companies in the Sacramento area.
 2. Creates and maintains a job listing service for members.
 3. Posts information on the Chapter web site regarding employers and agencies.
 4. Creates and maintains the Chapter presence at job fairs in the Sacramento area.
 5. Manages a Chapter resume and portfolio review subcommittee.
- C. *Membership Manager*. The membership manager supports new and continuing members, recruits new members, and provides the Chapter with up-to-date membership information as needed. The membership manager:
 1. Maintains a current Chapter membership list.
 2. Informs prospective members of the Society's membership application process.
 3. Provides support and information to new members.
 4. Publishes a membership directory and periodic updates.
 5. Manages membership recruitment throughout the year.
 6. May introduce new members to the membership through newsletter articles, web site submissions, discussion group announcements, or meetings.
 7. May create and direct special membership recruiting campaigns.
 8. May order membership pins, certificates, plaques, and trophies at the direction of the administrative council.
 9. Reports the Chapter membership status at administrative council and Chapter business meetings.

- D. *Hospitality Manager*. The hospitality manager facilitates a smoothly running, pleasant, and friendly meeting environment. The hospitality manager:
1. Receives and greets members and guests at general meetings.
 2. Prepares and maintains a name badge for each member to be worn at general member meetings.
 3. Maintains a sign-in roster and member badges at general meetings. Provides membership applications and Society literature at meetings.
- E. *Education Manager*. The education manager facilitates educational opportunities for members and members of the general public who are interested in technical communication. The education manager:
1. Produces educational workshops for members and other attendees.
 2. Acts as liaison with area high schools, community colleges, and universities.
 2. Manages scholarship programs for students of technical communication.
 3. Manages a Chapter mentoring program.
 4. Posts useful, continuing education resources in technical communication to the Chapter web site.
- F. *Conference Director*. The conference director produces special conferences that support the professional growth of Chapter members and those in the public who are interested in technical communication. The conference director:
1. Produces the Writer in the Workplace conference, under the direction of the administrative council.
 2. May produce other events as directed by the administrative council.
 3. Is accountable to the Chapter's administrative council.
- G. *Webmaster*. The Webmaster maintains the Chapter web site. The Webmaster:
1. Maintains the Chapter web site with current and useful information.
 2. Implements initiatives approved by the administrative council.
 3. Manages the Internet service provider account for the web site.
 4. Sets up special e-mail accounts for Chapter business.
 5. Ensures that web site files are backed up.
 6. Assists other administrative council members in posting materials to the web site.
 7. May communicate with other Society webmasters concerning potential improvements to the web site.
 8. May research novel ways to support Chapter objectives using web-based technology.

Section 7. Duties of the Past President

- A. The past president is a non-voting member of the administrative council.
- B. The past president is responsible for the turnover of Chapter materials, policies, and procedures to the new president and administrative council.
- C. The past president advises the new president and administrative council.

Section 8. Administrative Council Meetings

- A. The president calls meetings of the administrative council as needed. At least one administrative council meeting must be held each year. Additional meetings monthly or quarterly, via phone conference if necessary, are strongly recommended.
- B. A transition meeting is held in June or July of each year. At this meeting, outgoing officers transfer to incoming officers any materials and written policies that may relate to the positions.
- C. At administrative council meetings, each elected officer has a vote. When a council member calls for a vote, motions and votes will be conducted under Robert's Rules of Order.
- D. Meetings of the administrative council are open to all Chapter members.
- E. If possible, discussion or action items submitted by members at large should be communicated to the president at least one week in advance of the administrative council meeting date so they can be included on the agenda. The president may also ask for items from the floor at general meetings.

Section 9. Operating Policies

- A. Administrative council members are responsible for developing written descriptions of their duties and activities and for maintaining a file of any operating policies that have been adopted by the administrative council.
- B. At the end of the office term, these written materials and any other materials that facilitate the conduct of the office are passed on to the succeeding council members.

Section 10. Vacancies

- A. If the office of president becomes vacant during an administrative term (June 1-May 31), the first vice president succeeds. If this is not possible for any reason, the second vice president succeeds. If neither the first vice president nor second vice president can assume the duties of the president, the vacancy of president is filled by a special election. The administrative council calls for candidates from the general membership and the Chapter members vote.
- B. If the office of first vice president becomes vacant during an administrative term (June 1-May 31), the second vice president succeeds. If this is not possible for any reason, the vacancy of first vice president is filled by a special election. The administrative council selects candidates from the general membership and the Chapter members vote.
- C. If the office of second vice president becomes vacant during an administrative term (June 1-May 31), the vacancy of second vice president is filled by a special election. The administrative council selects candidates from the general membership and the Chapter members vote.
- D. If the office of Secretary and/or Treasurer becomes vacant during an administrative term (June 1-May 31), the vacancy is filled by a special election. The administrative council selects candidates from the general membership and the Chapter members vote.
- E. If any of the offices cannot be filled, due to a lack of qualified candidates, the administrative council may determine that the office will remain vacant until the end of the administrative year.

Article V – Chapter Activities

Section 1. General Membership Meetings

- A. General membership meetings are held monthly, typically excluding August and December. They may also be held bimonthly. The day, time, and place is determined by the administrative council. The council may call Chapter business meetings or cancel general membership meetings, provided members are notified two weeks in advance, except in cases of emergency.
- C. General membership meetings are open to members, Friends of STC, and the general public.

Section 2. Chapter Business Meetings

- A. At least one general membership meeting of each year shall be designated as a Chapter business meeting. The administrative council designates which general membership meeting shall be a chapter business meeting, and will provide sufficient notice to members.
- B. A quorum for transacting business is 25 percent of the voting members or at least 10 voting members present at a general meeting, including the administrative council members. If there is no quorum of members, business will not be conducted.
- C. The Chapter president shall determine the order of business. The Chapter business meeting shall include a report on the state of Chapter finances, the state of Chapter membership, and goals for the coming administrative year.

Article VI – Elections

Section 1. Annual Election

The annual election of Chapter officers is conducted during the month of April.

Section 2. Election Committee

- A. The president, with approval of the administrative council, will appoint three people to serve as the election committee. The committee will notify the members of their eligibility to run for office.
- B. The election committee will manage the election, under the supervision of the secretary. The committee will prepare ballots, prepare candidate statements, mail the ballots, collect the ballots, count the votes, and notify the administrative council of the election results.
- C. Elections are held by mailed ballot. Ballots are returned anonymously to a member of the election committee in provided, stamped envelopes.
- D. In uncontested races, members will be given a “Yes or No” vote for candidates.
- E. Candidates are elected by a majority of all ballots cast.

Article VII – Implementation of Bylaws/Amendments to Bylaws

These bylaws shall become effective after approval by the Society bylaws committee and ratification by two-thirds of the valid votes cast by the Chapter membership.

An amendment to the bylaws may be originated by the administrative council or by a written petition signed by 10 voting members and delivered to an administrative council member.

These bylaws may be amended by two-thirds of the valid votes cast by the Chapter membership.

Article VIII – 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, all Chapter funds revert to the Society's treasury.