

# **Bylaws of the Society for Technical Communication**

Southwest Missouri State University

Created: December 2003

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## **Article I: Name & Purpose**

### **Section A. Name**

The name of this organization shall be the Society for Technical Communication.

### **Section B. National Affiliation**

This student chapter of the Society for Technical Communication is affiliated with the national chapter of the Society for Technical Communication for professionals in the technical writing field. The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Southwest Missouri State University.

### **Section C. Purpose**

The purpose of this organization shall be to provide members with current information about technical communication and to offer opportunities to network and expand their knowledge of the field through chapter activities and annual conferences.

## **Article II: Membership & Dues**

### **Section A. Eligibility**

Membership shall be open to students and professionals in the field of technical communication. Student members must be enrolled in at least two courses at Southwest Missouri State University and must be preparing for a career in technical communication. Professional members must be interested in the field of technical communication. Members must pay yearly dues, as outlined in Section C.

### **Section B. Restrictions**

It is the policy of Southwest Missouri State University and the Society for Technical Communication not to discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University.

### **Section C. Dues**

The price of dues shall be determined by the national Society for Technical Communication organization and is subject to change.

## **Article III: Officers**

### **Section A. Officers**

The officers shall be the President, Vice President, Secretary, Treasurer, Publicity Chair, Newsletter Chair, and Web Master.

### **Section B. Eligibility**

Executive officers must be members of the Society for Technical Communication and students enrolled in at least two courses at Southwest Missouri State University. They must maintain a minimum 2.0 grade point average.

### **Section C. Election**

The officers shall be elected by secret ballot during the first chapter meeting in September by a majority of the vote cast for that office.

### **Section D. Term**

The officers shall serve for one year and their term of office shall begin immediately after elections.

### **Section E. Vacancy**

If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term. Vacancies in any other office shall be filled by a special election.

## **Article IV: Duties of Officers**

### **Section A. President**

It shall be the duty of the President to

1. Preside over membership meetings and board meetings
2. Delegate duties in preparing for meetings
3. Introduce speakers, points of interest, and topics of concern at meetings
4. Maintain the good standing of the chapter with Southwest Missouri State University and with the national organization of the Society for Technical Communication

### **Section B. Vice President**

It shall be the duty of the Vice President to

1. Preside in the absence of the President
2. Assist the President in preparing for meetings
3. Assist the President in maintaining the good standing of the chapter with Southwest Missouri State University and with the national organization of the Society for Technical Communication

### **Section C. Secretary**

It shall be the duty of the Secretary to

1. Take minutes during chapter and board meetings
2. Write and send all correspondence

### **Section D. Treasurer**

It shall be the duty of the Treasurer to

1. Take charge of membership dues and all monies of the organization, making sure these are directed to the proper places
2. Keep an itemized account of all receipts and expenditures and make reports as directed

### **Section E. Publicity Chair**

It shall be the duty of the Publicity Chair to publicize all activities for the organization.

### **Section F. Newsletter Chair**

It shall be the responsibility of the Newsletter Chair to

1. Produce a chapter newsletter at least once a year
2. Solicit and write articles for the newsletter
3. Design and edit the newsletter
4. Distribute the newsletter

**Section G. Web Master**

It shall be the duty of the Web Master to keep the chapter web site up to date and functioning properly.

**Article V: Meetings**

**Section A. Meetings**

General meetings for the entire membership will be held approximately once a month. The chapter typically does not hold general meetings during the months of December, May, June, July, and August because of final exam and holiday schedules.

**Section B. Special Meetings**

Special meetings may be called by the President with the approval of the Executive Board.

**Section C. Quorum**

A quorum shall consist of a majority of the voting membership who attend the meeting in which a vote takes place.

**Section D. Parliamentary Authority**

Robert's Rules of Order, newly revised, shall govern this organization in all cases to which they are applicable and in which they are consistent with these Bylaws.

**Article VI: Executive Board**

**Section A. Responsibility**

Management of this organization shall be vested in an Executive Board responsible to the entire membership to uphold these Bylaws.

**Section B. Membership**

The Executive Board shall consist of the officers, as listed in Article III, and the faculty advisor.

**Section C. Meetings**

The Executive Board shall meet at least once a semester to organize and plan future activities.

**Section D. Quorum**

A quorum of the Executive Board shall consist of a 2/3 majority vote of the members.

**Article VII: Faculty Advisor**

**Section A. Selection**

There shall be a faculty advisor who shall be selected by the membership. This person shall retain his or her position until he or she chooses to resign or unless he or she is impeached by a 2/3 majority vote of the executive officers.

**Section B. Duties**

The responsibilities of the faculty advisor shall be to

1. Advise and stimulate interest in the organization
2. Provide guidance in the development and implementation of programs and activities
3. Serve as a liaison between the University and the organization, interpreting, if necessary, university policies or philosophies

4. Attend meetings and activities regularly
5. Monitor all expenditures of the organization

### **Article VIII: Amendments to the Bylaws**

#### **Section A. Vote**

These bylaws may amended by a majority vote of all members who attend the meeting in which the voting takes place.

#### **Section B. Notice**

All members shall receive advance notice of the proposed amendment at least five (5) days before the meeting.