

Constitution of the Society for Technical Communication

Southwest Missouri State University

Last Revised: December 2003

Preamble

We, the members of the Society for Technical Communication, do ordain this Constitution of the Society for Technical Communication of Southwest Missouri State University, Springfield, Missouri, as the Constitution for the members of the Society for Technical Communication in accordance with the rules and regulations of Southwest Missouri State University, the laws of the state of Missouri, and the laws of the United States of America.

Article I: Purpose of the Organization

Section 1. The Name of the Organization

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

Section 2. Purpose, Goals, and Objectives

The purpose of this organization is 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.

Section 3. 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.

Article II: Membership

Section 1. Non-Discrimination Statement

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 2. Qualifications for Student Membership

The Society for Technical Communication is open to student members. To be eligible for student membership, an applicant must be enrolled in at least two courses at Southwest Missouri State University and must be preparing for a career in technical communication.

Section 3. Qualifications for Professional Membership

The Society for Technical Communication is also open to professional members. To be eligible for professional membership, an applicant must be interested in the field of technical communication.

Article III: The Executive Officers

Section 1. President

The President of the Society for Technical Communication shall preside over membership meetings and board meetings. He or she will introduce speakers, points of interest, and topics of concern. The President will also maintain the good standing of the chapter with Southwest Missouri State University and with the national organization of the Society for Technical Communication.

Section 2. Vice President

The Vice President will preside in the absence of the President and will assist the President in preparing for meetings and in maintaining the good standing of the chapter with Southwest Missouri State University and with the national organization of the Society for Technical Communication. The Vice President, if he or she is able, will assume the position of the President when the President graduates or chooses to step down.

Section 3. Secretary

The Secretary will take minutes during meetings and be responsible for all correspondence.

Section 4. Treasurer

The Treasurer will be in charge of membership dues and all monies of the organization, making sure these are directed to the proper places.

Section 5. Publicity Chair

The Publicity Chair will be in charge of publicizing information for all activities for this organization.

Section 6. Newsletter Chair

The Newsletter Chair will be responsible for producing a chapter newsletter at least once a year. This person will solicit and write articles and will edit, design, and distribute the newsletter.

Section 7. Web Master

The Web Master will be in charge of keeping the chapter web site up to date and functioning properly.

Section 8. Qualifications of Executive Officers

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

Section 9. Selection Process for the Executive Officers

Elections will be held during the first chapter meeting in September. The executive officer positions that will be open for election include Vice President, Secretary, Treasurer, Publicity Chair, Newsletter Chair, and Web Master. The office of the President will not be open for election unless the current Vice President is unable to assume that position.

Candidates for executive officer positions may be nominated by another member or may nominate themselves. Nominations will take place during the election meeting. Only members may vote during elections. Voting will take place by secret ballot, and votes will be counted by a faculty member and a student member not up for election. Officers will be elected by a majority of members attending the election meeting. Officers will assume their positions immediately after they are elected.

Section 10. Academic or Disciplinary Probation

Executive officers who go on academic or disciplinary probation with the University must resign their officer position with the Society for Technical Communication. They may still retain their membership.

Article IV: Installation of the Executive Officers

Section 1. Term of Office

Executive officers will take office each September and may be elected to the same office one or more years.

Article V: Resignation of the Executive Officers

Section 1. Process for Resignation

If an officer wishes to resign, he or she should inform the Faculty Advisor and the President. If the President wishes to resign during his or her term of office, a letter of resignation should be sent to the Faculty Advisor.

Article VI: Impeachment of the Executive Officers

Section 1. Process for Impeachment

If the majority of the executive officers agree that an officer should be considered for impeachment, a special impeachment meeting will be called and all members will be invited to attend. Impeachment of an executive officer must be by a 2/3 majority of all members who attend the special impeachment meeting.

Article VII: Meetings

Section 1. General 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 2. Executive Officer Meeting

Executive officer meetings will be held once at the beginning of each semester with additional meetings scheduled as necessary.

Article VIII: Amendments to the Constitution

Section 1. How to Propose Amendments

An item considered for amendment to the Constitution must be brought up in a general meeting the month before the vote. Any member may propose an amendment to the Constitution in writing to the President and Faculty Advisor, and the President will then propose the amendment to the general membership.

Section 2. How to Adopt Amendments

Amendments to the Constitution must be made by a majority 2/3 vote of members attending the meeting in which the voting takes place.

Article IX: Ratification

Section 1. How the Constitution Becomes Valid

The Constitution will become valid by a 2/3 majority vote of the members attending the meeting in which the voting takes place and by approval from both the Office of Student Activities and the Student Government Association of SMSU.

Article X: Empowerment

Section 1. Empowerment of the Constitution

This Constitution will take effect after it is accepted by both the Student Organizations Graduate Assistant and the Student Government Association and by a 2/3 majority vote of the members of the Society for Technical Communication who attend the meeting in which the voting takes place.