

Willamette Valley Chapter
Society for Technical Communication

Chapter Bylaws

Created: June 4, 1987

Revised May 1997 (Updated Article IV Administrative Council, Section 4 Terms
of Office, Section 5 Vacancies, and Article VI Elections)

Revised March 2002

Revised March 2005

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Bylaws of the Willamette Valley Chapter of the Society for Technical Communication

Article I Name, Purpose, and Objectives

Section 1. Name

The name of the organization is Willamette Valley Chapter of the Society for Technical Communication, hereafter referred to as the Chapter.

Section 2. Objectives

- The objectives of the Willamette Valley Chapter are the same as the objectives of the Society.

Article II 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 the Administrative Council.

Section 2. Constraints

The Willamette Valley 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 Willamette Valley Chapter name, letterhead, and business cards may be used only by persons authorized by the Administrative Council and only for Society purposes.

Article III Membership

Section 1. Membership Requirements

An applicant for member must meet all the qualifications for a member in the Society. In addition, an applicant becomes a member of the Willamette Valley Chapter by selecting it on the STC application for membership or renewal of membership.

Section 2. Office-Holding Rights

Only members of the Society and the Chapter shall be allowed to hold elective office in the Willamette Valley Chapter Administrative Council. Student members may not hold elective office, but they may serve as non-voting committee members.

Article IV Administrative Council

Section 1. Membership

The Administrative Council of the Willamette Valley Chapter shall consist of the following elected officers:

- President
- 1st Vice President
- 2nd Vice President
- Treasurer
- Secretary
- Immediate Past President

Section 2. Powers and Constraints

The Administrative Council of the Willamette Valley Chapter is empowered to manage the Chapter's property, to determine its fiscal policies, and to direct its affairs in order to meet the objectives stated in Article I. The Administrative Council acts in accordance with the governing documents, which it has the authority to interpret and clarify in terms of language. The elected officers may act for the Chapter in legal matters. The Administrative Council may prudently delegate powers in the interest of effective management.

Each elected officer has the right to vote in all Administrative Council meetings. Each officer is entitled to one vote.

Section 3. Duties of Elected Officers

- **President**

The president heads the Administrative Council and is responsible for all operations of the Chapter. The president calls meetings, presides at meetings of the Chapter and the Administrative Council, appoints committee and SIG managers subject to the approval of other elected officers, and is an ex-officio member of all Chapter committees.

The following responsibilities must be discharged:

- At least five regularly scheduled program meetings for the membership.
- Regular meetings of the Administrative Council to handle chapter business.
- Fiscal controls by means of approved budgets and expenditures, and fiscal operations.
- Annual activity reports to the director-sponsor and annual fiscal reports to the STC Treasurer.
- Compliance with IRS requirements regarding annual information returns.
- Annual elections conducted by the Chapter Nominating Committee.

The following activities are optional, but have proven beneficial to chapter growth:

- Publication of a regular newsletter, the Willamette Galley, to establish communication with chapter members.
- Publicity on the Chapter's activities and on the STC in general. This may be done through the newsletter, E-mail lists, and periodic mailings to chapter members.
- Chapter-sponsored seminars, workshops, and competitions for its members.
- Employment information to establish contact between chapter members and local employers who have posted job openings.
- Special Interest Groups (technical groups) to pursue specific fields of interest in technical communication. SIGs are subject to change depending on membership interest. The SIGs may consist of, but are not limited to, the following:
 - Entry Level Writers (ELSIG)
 - Contractors
 - Managers
 - Marketing Communications
 - Single-Sourcing
 - Online

- **1st Vice-President**
The 1st vice-president assumes the duties of the president in the absence or incapacity of the president, performs such other duties as the president or elected officers may assign, and arranges for speakers at monthly Chapter meetings or oversees the activities of a non-elected Program Manager (if available) who assists with the Chapter meeting planning activities.
- **2nd Vice-President**
The 2nd vice-president assumes the duties of the president in the absence or incapacity of both the president and the 1st vice-president, and performs such other duties as may be assigned by the president or other elected officers.
- **Secretary**
The secretary keeps minutes of all Administrative Council meetings and distributes these in accordance with set procedures; conducts official correspondence; signs official documents as required; and maintains records so that they are available at any time to the president and the Administrative Council.
- **Treasurer**
The treasurer supervises the Chapter's fiscal affairs by:
 1. Preparing an annual fiscal year budget for review at the first annual Administrative Council meeting.
 2. Maintaining books and records so they can be inspected at any time by the president, the Administrative Council, or any auditor named by the Administrative Council or the Society.
 3. Ensuring that the Chapter books are audited annually by a certified public accountant.
 4. Authorizing disbursements.
 5. Submitting to the membership and Society the Annual report of the Chapter's financial status.
- **Immediate Past President**
The immediate past president attends all Administrative Council meetings, advises the Administrative Council, performs other duties that the president may assign, and serves as Nominating Committee Manager.

Section 4. Terms of Office

It is the intent of the Chapter to follow the model of the Society with respect to filling the positions of president and 1st vice president. The positions of president and 1st vice president are filled by succession from the next-highest position.

The positions of 2nd vice president, treasurer, and secretary are filled by a vote of the membership. Prior to the election, the membership shall be advised of the upcoming election and invited to submit names for the elected positions.

Section 5. Vacancies

If the president or 1st vice president position becomes available between elections, the succession will be accelerated and the Administrative Council shall appoint an interim 2nd vice president to serve until the next regularly scheduled election. If in the opinion of the Administrative Council, succession to fill the president or 1st vice president position is not advisable or possible, the Administrative Council shall make that position eligible to be filled by vote in the next regular election. If any other Administrative Council position becomes available, the president shall appoint an interim replacement to serve until the next regularly scheduled election.

Section 6. Meetings

The Administrative Council shall meet once a month, between August and June, the regular Willamette Valley Chapter meeting year. The Council will vacation during the month of July, to coincide with the summer vacation months in business, industry, and academe.

Section 7. Appointment of Additional Officers

If the Administrative Council decides by majority vote that more than six (6) officers are required to operate efficiently in a given Chapter Meeting Year, it may propose to increase the number of officers for that Chapter Meeting Year, specifying the titles and duties of such officers. The term of such appointed officers will last until the next regularly scheduled election. Appointed officers are non-voting officers.

Article V Committee and SIG Managers

Section 1. Voting Rights

The elected officers have the right to vote at all Administrative Council meetings.

The elected officers may decide to use straw ballots to discern the opinions of the SIG and Committee Managers, to gauge the sentiment of the entire group, but the only the elected officers are entitled to vote on matters of chapter business.

Section 2. Committee, SIG Manager, and Advisory Council Member Appointments

In addition to the elected Administrative Council members, all appointed committee and SIG managers shall attend Council meetings. The Committee and SIG managers vary with the needs of the Chapter, and can include, but are not limited to the following committees and SIGs:

- Publicity
- Online
- Web Manager
- Employment
- Membership and Mailing Lists
- Publication, Online, and Art Competition
- Nominating
- Education
- Mentoring
- Program
- Newsletter, representing the following functions:
 - Typesetting/Graphics and/or Online Production
 - Mailing
 - Printing
- SIG managers of all currently-active SIGs
- Any other committee managers deemed necessary for the smooth operation of the Administrative Council and the Chapter, as appointed by the president.

All appointments of committee and SIG managers are made by the president. Typically appointed for terms of one year, committee and SIG managers serve under the direction of the president. They may appoint their own committee members.

Advisory Council Members are appointed by the president and serve the Council in an advisory capacity. Advisory Council members may include the following:

- College Relations Coordinator(s)
- Other Chapter Presidents
- Student Chapter President(s)

Section 3. Responsibilities of Committee and SIG Managers

Committee and SIG managers should attend monthly meetings of the Administrative Council and provide reports to the Council (verbal or written) of the activities of their committees and SIGs. The committee and SIG managers will follow all guidelines approved by the Administrative Council.

Section 4. Responsibilities of Advisory Council Members

Advisory Council Members will not have voting rights in Administrative Council matters, but their counsel will be given consideration in all matters concerning the Willamette Valley Chapter's relationship with colleges and other chapters.

Article VI Elections

All elections will be held in compliance with the Society Bylaws.

The annual election of officers is held during the month of March. Officers are elected by a simple majority of voting members, by secret ballot provided to all members a minimum of ten days before the election date. A tie vote is resolved by a majority vote of the Administrative Council. New officers are sworn in at the last meeting of the year, in June.

If the immediate past president cannot chair the Nominating Committee, the president appoints a Nominating Committee Manager to perform the duties of that office.

Preparation and distribution of preliminary slate.

At a date established by the nominating committee, all candidates who have agreed to serve if elected are evaluated for specific positions on the slate. Only one candidate each is presented for president and 1st vice president; automatic progression of the same individual from 2nd vice president to president is customary. At least two candidates are presented for the office of 2nd vice president unless a majority of the Administrative Council waives this requirement. For each of the remaining positions on the slate (secretary, treasurer) the Nominating Committee endeavors to offer more than one candidate, but this is not required. The preliminary slate is prepared by the Nominating Committee and announced to all voting members with instructions pertaining to nomination by petition. Voting instructions specify the date by which a vote must be submitted to be counted.

Nomination by Petition.

Additional candidates for any elective office (2nd vice president, secretary, or treasurer) may be nominated by petition of at least 4 percent of the voting members. The full name and address of each signatory to such a petition must be typed or printed adjacent to the signature. The petition must be accompanied by the candidate's signed statement of acceptance and pertinent biographical data. The name of any candidate qualified in accordance with the bylaws and properly nominated by petition must appear on the final slate and ballot. Any nominations by petition must be received by the due date set by the Nominating Committee.

Results of the Election

The Nominating Committee Manager makes the official public announcement of elected candidates and also notifies the Society headquarters of the results of the election. The official public announcement consists of the names of each winner, but not how many votes were received by each candidate.

Article VII Amendments

These bylaws may be amended at a regular or special meeting of the Chapter, by a vote of two-thirds of the members present and voting at such a meeting, provided the proposed amendment shall have been provided to the membership at least ten days prior to the meeting at which the amendment is to be voted on. These bylaws may also be amended by simple majority of the votes cast by a secret ballot that has been provided to all members at least ten days before the election date. The vote shall be a choice of FOR, AGAINST, or ABSTAIN.

Article VIII Dissolution

The Chapter can be dissolved only by the Society Board of Directors.

Article IX Parliamentary Authority

Meetings of the Chapter and the Administrative Council are conducted in accordance with *Robert's Rules of Order*, the latest edition.