

Bylaws
for the Snake River Chapter
of the
Society for Technical Communication

Revised 30-June-2004

Article I - Name and Objectives

Section 1. Name

The name of the chapter is the Snake River Chapter of the Society for Technical Communication. The chapter is a subsidiary of the Society for Technical Communication (STC).

Section 2. Objectives

The objectives of the chapter are to advance the arts and sciences of technical communication throughout the Treasure Valley and the surrounding areas with regular local activities, and more broadly through its association with the International Society. The means to achieve the objectives are those listed in the STC Bylaws.

Article II - Powers and Constraints

Section 1. Powers

The powers of the chapter reside in its members and are exercised on behalf of the membership by an administrative council (described in Article IV).

Section 2. Constraints

In keeping with the STC Bylaws, the chapter is nonprofit, nonsectarian, and nonpartisan. It cannot endorse or disparage a commercial enterprise, a political platform, or a candidate's public office.

Should situations not addressed in these bylaws arise, the Articles of Incorporation and Bylaws of STC are in force. Should STC Bylaws be changed such that they conflict with these Chapter Bylaws, STC Bylaws take precedence. Chapter Bylaws must then be amended as soon as possible to bring them into agreement with STC Bylaws.

Article III - Membership

Section 1. Grades of Membership

The grades of membership are identical to those in the STC Bylaws.

Section 2. Qualifications for Grades of Membership

Membership in the chapter is open to those eligible for any of the grades of STC membership and who work or reside in proximity to the Treasure Valley, although the STC may assign members who live outside this area to be in the chapter. Other qualifications for membership in the chapter are as listed in the STC Bylaws.

Section 3. Rights and Privileges of Grades of Membership

Identical to those listed in the STC Bylaws.

Section 4. Obligations of Membership

Identical to those listed in the STC Bylaws.

Section 5. Admission to Membership

Identical to procedures listed in the STC Bylaws.

Section 6. Appeals Panel

As described in the STC Bylaws, membership appeals are made to the appeals panel of STC and are not channeled through the chapter.

Section 7. Suspension or Termination of Membership

Suspension and expulsion are determined by the board of STC and not by chapter membership or administrative council. As described in the STC Bylaws, termination of membership is accomplished through resignation, nonpayment of dues, or expulsion.

Section 8. Reinstatement and Transfer of Membership

Identical to procedures listed in the STC Bylaws.

Section 9. Dues and Fees

- A. Dues and fees are identical to those described in the STC Bylaws.
- B. The chapter may set fees for special projects, purchases or chapter expenses, but only if the fees are approved by the administrative council and only if they have no bearing on membership.

Article IV - Administrative Council

Section 1. Membership

The administrative council consists of the elected officers of the chapter as well as members holding appointed positions.

Section 2. Powers and Constraints

The administrative council directs chapter activities in order to meet STC objectives. The administrative council is responsible for reporting its actions to the membership through appropriate means. These reports may include discussions at regular meetings and at special meetings that the council may initiate when necessary. Other appropriate means of communication are the chapter newsletter, telephone, flyers, email, or local media.

The administrative council may establish committees or delegate responsibilities to individual members to accomplish chapter and STC objectives. Administrative council activities follow procedures stated in the STC Bylaws.

When voting on chapter business, a simple majority (51%) of the administrative council is required to approve all motions, for example, motions to set meeting times, and approval of committee appointments. However, if the motion involves the expenditure of chapter funds, the removal of an administrative council member, or an amendment to these bylaws, a two-thirds majority (66%) of the administrative council must approve the motion. Votes by proxy, email, and telephone are acceptable.

Section 3. Elected Officers

Officers are elected for terms of one year. Only one candidate is presented for president; automatic progression of the same individual from first vice president to president is customary; at least two candidates are presented for the office of first vice president unless the majority of the administrative council waives this requirement. Elected officers may succeed themselves in office as long as they are elected through procedures outlined in the STC Bylaws and these Chapter Bylaws.

- A. The president supervises the chapter activities, calls meetings, and presides over them; communicates with appropriate STC officials; and represents the chapter or designates a representative at local, state, and international meetings such as conferences, seminars, and workshops. Other duties are outlined in the STC Bylaws.
- B. The first vice-president arranges the regular chapter programs and assumes the duties of the president in the absence or incapacity of the president. The first vice-president also performs other duties when assigned by the president or the administrative council.

- C. The second vice-president is responsible for membership, which includes coordinating efforts to recruit new members; answering inquiries for chapter information; maintaining the chapter membership database; keeping in touch with STC regarding membership issues; and publishing the chapter membership directory.
- D. The secretary keeps the minutes of all chapter meetings and reports the minutes of the last meeting as part of the business session for each meeting. The secretary signs chapter documents as required, maintains records for use of the administrative council, and performs other duties as assigned by the president or the administrative council.
- E. The treasurer supervises the chapter's fiscal affairs by maintaining books and records that can be reviewed by administrative council members on request; disburses funds for expenses approved by the administrative council; prepares and distributes reports required by STC; and reports the chapter's financial status at chapter meetings.
- F. The immediate past president advises the administrative council as needed, and performs other duties as the president or administrative council may request.

Section 4. Appointed Positions

Appointed positions are created, filled, and eliminated by the president, subject to administrative council approval. The duration of these appointments is one year, and run concurrent with the terms of the elected officers. The following positions are examples of those which may (or may not) be filled each year:

- A. The newsletter editor publishes a chapter newsletter at regular intervals nine times a year and mails it to the chapter members and society officers before each chapter meeting.
- B. The employment manager maintains a file of current job openings, updates the chapter's job hotline, and provides employment information to interested chapter members and potential employers.
- C. The competition manager directs the efforts of the competition committee to plan, promote, and conduct any chapter-hosted publication competition.
- D. The Internet content manager maintains the chapter website and updates its content on a monthly basis.
- E. The conference manager directs the efforts of the conference committee to plan, promote, and conduct the STC Region 7 Conference when it is held in the Treasure Valley.

Section 5. Collective Duties of the Administrative Council

Members of the administrative council perform the following duties:

- Attend administrative council meetings and regular chapter meetings.
- Provide supervision and support for standing and special committees, as directed by the president.
- Submit reports, as required, to the other members of the administrative council.

Section 6. Administrative Council Meetings

The administrative 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 administrative council.

Administrative council meetings may be held without a quorum present; however, the rules outlined in Article IV, Section 2 must be observed when voting on chapter business.

Section 7. Chapter Office Vacancies

The first vice-president fills a vacancy in the office of president. A vacancy in any other office is filled by a majority vote of the administrative council.

Section 8. Removal of Administrative Council Members

If a member of the administrative council 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 administrative council may remove him or her from office with a two-thirds majority (66%) vote. However, removal is only recommended after other reasonable options are exhausted.

Article V - Chapter Activities

Section 1. Chapter Elections

Chapter elections follow procedures in the STC Bylaws. A nomination/election committee (described in Article V, Section 5A) shall be formed to identify a slate of candidates. Nomination of a candidate for the ballot may be made by petition if at least 10% of the voting membership sign the petition. All chapter members shall be notified of the slate of candidates at least one month before the election is held.

Section 2. Finances

Management of chapter funds follows procedures described in the STC Bylaws.

Section 3. Meetings

Meetings are held between September and June, with day, time, and place determined by the administrative council. The administrative council may call special meetings or may omit monthly meetings, provided members are notified in advance of the action.

Chapter business may be discussed and acted upon at chapter meetings, as determined by the president. As stated in the STC Bylaws, a quorum for transacting business is 25% of the voting members or 20 voting members, whichever is fewer.

Section 4. Standing and Special Committees

The administrative council establishes standing and special committees to take charge of specific work areas. Standing committees follow the procedures described in the STC Bylaws. The following standing and special committees are examples of those which may (or may not) be activated by the administrative council:

- A. The nomination/election committee identifies a slate of candidates, mails out ballots, validates election ballots, tallies the results of annual and special elections, and announces the results. This committee shall be made up of at least three chapter members (including the immediate past president, a student member, and a senior member).
- B. The competition committee, which is led by the competition manager, shall plan, promote, and conduct the chapter's publications competition.
- C. The regional conference committee, which is led by the conference manager, shall plan, promote, and conduct the STC Region 7 Conference when it is held in the Treasure Valley.

Article VI - Amendments

Section 1. Origination

Amendments to the Chapter Bylaws are originated and implemented according to procedures described in the STC Bylaws. Proposed amendments may be originated by the administrative council or by a written petition signed by 25 chapter members.

Section 2. Submitting Amendments

Proposed amendments to the Chapter Bylaws must be submitted to the administrative council for recording and review. The administrative council may vote to adopt the amendment by a two-thirds majority (66%). Adopted amendments shall be reported to the membership through a special mailing or the chapter newsletter.

Article VII - Dissolution

The Snake River Chapter has no power to effect its own dissolution. Only the STC board of directors may dissolve a chapter of STC as described in the STC Bylaws.

Document History

30-June-2004:

Article IV, Section 3 changed. Approved by the 2003-2004 Administrative Council.

WAS: Officers are elected for terms of one year. They may succeed themselves in office as long as they are elected through procedures outlined in the STC Bylaws and these Chapter Bylaws.

IS: Officers are elected for terms of one year. [Only one candidate is presented for president; automatic progression of the same individual from first vice president to president is customary; at least two candidates are presented for the office of first vice president unless the majority of the administrative council waives this requirement. Elected officers](#) may succeed themselves in office as long as they are elected through procedures outlined in the STC Bylaws and these Chapter Bylaws.

10-February-1998:

Bylaws created by committee and approved by the 1997-1998 Administrative Council.