



SOCIETY FOR TECHNICAL COMMUNICATION

Bylaws of the South Carolina Chapter

On February 25, 1987, The Board of Directors of the Society for Technical Communication granted a charter of existence to the South Carolina Chapter of the Society for Technical Communication. On November 14, 2001, the name of the Chapter was changed to the South Carolina Midlands Chapter of the Society for Technical Communication.

The twelve articles of the South Carolina Midlands Chapter Bylaws are organized as follows:

- Article I: Name
- Article II: Boundaries
- Article III: Objectives
- Article IV: Policies
- Article V: Membership
- Article VI: Management
- Article VII: Elections
- Article VIII: Meetings
- Article IX: Finances
- Article X: Annual Report
- Article XI: Dissolution
- Article XII: Amendments

ARTICLE I: NAME

The name of this organization shall be the South Carolina Midlands Chapter of the Society for Technical Communication. The Society's legal name is the Society for Technical Communication, Inc. These bylaws hereinafter refer to the South Carolina Chapter as **the Chapter**, and to the Society for Technical Communication as **the Society**.

ARTICLE II: BOUNDARIES

The boundaries of the Chapter shall be the Midlands Area of the state of South Carolina, plus the Augusta, GA, area.

ARTICLE III: OBJECTIVES

The objectives of the Chapter shall be the same as those set forth in Article I, Section 2, of the Society's Bylaws, namely to advance the arts and sciences of technical communication by:

- Encouraging research
- Developing education programs and establishing scholarships
- Stimulating the exchange of information by means of publications, meetings, and conferences
- Recognizing outstanding accomplishments
- Cooperating with other societies and institutions in mutually-beneficial projects

ARTICLE IV: POLICIES

The Chapter shall be a non-profit professional organization; it shall be nonsectarian and nonpartisan; and it shall not endorse any commercial enterprise or political candidate. The names of the Chapter and Society shall not be used for commercial purposes. The Chapter exists under its charter from the Society, and it shall operate under the Society's Bylaws and within the Society's policies.

ARTICLE V: MEMBERSHIP

All members of the Chapter must be members of the Society for Technical Communication, assigned to the Chapter by the Society. The grades of membership and the rights and privileges thereof are set forth in Article III of the Society's Bylaws.

ARTICLE VI: MANAGEMENT

The management of the Chapter shall be exercised by an Administrative Council constituted according to the Society's Bylaws, Article IX, Section 4.

Section 1. The Administrative Council

The Administrative Council shall be composed of the following officers:

- President
- Vice President
- Secretary
- Treasurer
- Immediate Past President

The President may appoint members to hold one or more of the following positions to aid the Administrative Council in the management of Chapter affairs:

- Membership Manager
- Employment/Education Manager
- Newsletter Editor

Additional committees and their managers may be appointed by the President as needed.

The Administrative Council shall meet at the discretion of the President or at the request of two or more of its members.

Section 2. Duties of Officers and Committee Managers

The **President** shall perform the following duties:

- Conduct regular meetings of the Administrative Council, and determine and delegate duties to officers and committee managers, as required
- Preside over all general Chapter meetings
- Correspond with the Society's officers and directors on behalf of the Chapter and the Administrative Council. (Correspondence for membership processing may be delegated to the Membership Manager.)
- Authorize expenditures for the Chapter
- Keep the Vice President and Secretary informed of Chapter activities by direct correspondence and copies of letters to and from others concerning Chapter business
- Appoint committees and committee managers for specific tasks, as needed
- Submit a report describing Chapter activities to the regional Director-Sponsor prior to each meeting of the Society's Board of Directors
- Officially recognize the work of others in the Chapter at general Chapter meetings and Administrative Council meetings

The **Vice President** shall perform the following duties:

- Perform administrative duties as delegated by the President and maintain a special awareness of all Chapter operations
- Organize the program for each general Chapter meeting by lining up speakers, making necessary room arrangements, and making other plans, as required
- Solicit program suggestions and ideas from the membership
- Head up public relations activities by preparing a yearly plan listing proposed activities for the Chapter
- Publicize the Chapter's meetings and services to members, prospective members, and their management, and work to increase business and public recognition of the Chapter and the Society
- Monitor the Chapter's finances on a continuing basis
- Keep the President informed in a timely manner concerning the above activities
- Assume the duties of Chapter President when the President is not available

The **Secretary** shall perform the following duties:

- Direct the preparation and mailing of special meeting notices and/or telephone system for contacting all members
- Take minutes at Administrative Council and general Chapter meetings or arrange to have a substitute do so
- Gives names and telephone numbers of all new members and guests to the President and Membership Manager for followup

The **Treasurer** shall perform the following duties:

- Prepare a budget at the beginning of the Chapter and Society fiscal year (that is, July 1) for approval by the Administrative Council
- Establish and maintain a checking account for current operations; establish and maintain a savings account for surplus funds
- Promptly deposit chapter funds and pay invoices
- Complete and sign a year-end report for the Society Treasurer
- Arrange for the Chapter funds to be audited in May of each year

The **Membership Manager** shall perform the following duties:

- Receive and process membership applications, changes of address, and so forth, and maintain the membership files
- Maintain a complete, up-to-date mailing list; verify this list once a month, and provide the secretary with a copy of the list each month for mailing purposes
- Prepare and publish a membership directory each year
- Organize and direct an active membership recruiting campaign each year

The **Newsletter** shall perform the following duties:

- Produce an attractive, professional newsletter by recruiting Chapter members to assist with the writing, editing, and layout of the newsletter
- Exchange the newsletter with other chapters

The **Employment/Education Manager** shall perform the following duties:

- Act as an employment contact for Chapter members and employers, maintaining professionalism and confidentiality for both groups
- Maintain a training file and inform the membership of educational opportunities of interest

ARTICLE VII: ELECTIONS

Section 1. Date

The annual election of Chapter officers shall be conducted at the May general Chapter meeting.

Section 2. Nominations

Nominations shall be presented by a Nominating Committee (when formed) or by individual members of the Chapter no later than the April Chapter meeting. To be valid, a nomination must be accompanied by a verbal agreement from the nominee to accept the office if elected.

Section 3. Election

Officers shall be elected by a majority of the members voting. If a majority is not obtained, a second ballot shall be taken.

Section 4. Terms of Office

Officers are elected to serve a term of office of one year beginning on July 1 and ending on June 30 of the following year.

Section 5. Vacancies

The Vice President shall fill a vacancy in the office of President. A vacancy in any other office shall be filled by the majority vote of the Administrative Council.

ARTICLE VIII: MEETINGS

The Chapter shall hold at least five general meetings a year, one of which is an annual business meeting for the purpose of presenting annual reports and conducting other Chapter business.

ARTICLE IX: FINANCES

Chapter funds shall be deposited in a duly established banking institution that is a member of the Federal Deposit Insurance Corporation or a savings and loan institution which is a member of the Federal Savings and Loan Association Insurance Corporation. The Chapter shall own no real estate

The Administrative Council is empowered to authorize payment of Chapter expenses. Chapter funds may be withdrawn from accounts with the signature of both the Treasurer and either the President or the Vice President. If the Treasurer lives in a different city than both the President and Vice President, withdrawals of less than two hundred dollars may be made with the signature of the Treasurer alone.

No Chapter member may contract debts in the name of the Chapter without the express authorization of the Administrative Council. The Chapter shall levy no dues or assessments against the members without express permission of the Board of Directors of the Society.

The Chapter's financial records shall be audited annually in May.

ARTICLE X: ANNUAL REPORT

In April or May, the Administrative Council shall prepare an annual report of Chapter Activities during the current fiscal year, including the financial status at the time of writing. This report shall be submitted to the Society's Board of Directors through the Society's business office in July. All books and records of the Chapter shall be available for examination by the Society's President or Board of Directors at any time.

ARTICLE XI: DISSOLUTION

The Chapter may be dissolved by action of the Society's Board of Directors after a hearing as set forth in the Society's Bylaws. Dissolution of the Chapter shall in no way affect the Society standing of any Chapter member.

If the Chapter is dissolved under the prescribed procedure, all funds of the Chapter shall revert to the Society's treasury.

ARTICLE XII: AMENDMENTS

Section 1. Proposing

Amendment of these Bylaws may be proposed by a resolution adopted by the Administrative Council or by a petition signed by five voting members of the Chapter. Such resolutions or petitions shall be transmitted to the Bylaws Committee.

Section 2. Processing

The Bylaws Committee shall formulate all proposed amendments. The final draft of every proposed amendment shall be submitted to the originator for review and approval. The Bylaws Committee shall then mail the proposed amendment to the Chapter membership two weeks prior to a designated general meeting during which it will be discussed and voted on.

Section 3. Adopting

An amendment to these Bylaws shall become effective upon its approval by a majority of the votes cast.