

Bylaws of the STC – Heartland: Greater Omaha/Lincoln Community of the Society for Technical Communication

Proposed – June 2007

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These Bylaws of the STC Heartland: Greater Omaha/Lincoln Community (hereinafter referred to as the community) were approved by the community membership in *Month* 2007. In the event of a conflict or in situations not addresses by these community bylaws, the Articles of Incorporation and Bylaws of the Society for Technical Communication (hereinafter referred to as the Society or STC) are in force. Should the STC Bylaws be changed so as they conflict with community bylaws, the *STC Bylaws* take precedence and community bylaws must be amended as soon as possible to maintain compliance.

Article I – NAME AND OBJECTIVES

Section 1. Name

- A. The name of the chapter is the STC – Heartland: Greater Omaha/Lincoln Community of the Society for Technical Communication.
- B. The community name can be changed by a two-thirds vote at a community business meeting if a quorum is present. Quorum is defined as twenty-five percent of the voting members or twenty voting members, whichever is fewer. The members must be provided written notification at least two weeks prior to the vote. The Society must be advised of the name change.

Section 2. Objectives

The objectives of the STC – Heartland: Greater Omaha/Lincoln are to advance the arts and sciences of technical communication by encouraging research; and developing educational programs; stimulating the exchange of information by means of publications, meetings, and conferences; recognizing outstanding accomplishments; and cooperating with other societies and institutions in mutually beneficial projects.

Article II – POWERS AND CONSTRAINTS

Section 1. Powers

The powers of the community reside in its members and are exercised on behalf of the membership by an elected administrative council.

Section 2. Constraints

The community is non-profit, non-sectarian, and non-partisan. It cannot endorse or disparage a commercial enterprise, a political platform, or a candidate for public office.

Article III – MEMBERSHIP

Section 1. Qualifications for Community Membership

All members of the community must be members of the Society and must be assigned to the community by the Society. Grades of membership and rights and privileges thereof shall be provided in the *STC Bylaws*.

Section 2. Fees

The community may set fees for special projects, purchases, or community expenses, but only if the fees are approved by the administrative council.

Section 3. Use of Name

The Society and community name and insignia single or in combination, may be used only by persons authorized by the administrative council and only for chapter purposes.

Article IV – ADMINISTRATIVE COUNCIL

Section 1. Membership

The administrative council consists of elected officers of the community and the immediate past president. The elected officers are president, vice president, secretary, and treasurer.

Section 2. Powers and Constraints

The administrative council directs community activities to meet community and Society objectives. The 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 Web site and other electronic communications, telephone, or local media.

Section 3. Duties of Administrative Council Members

- A. The president supervises the STC – Heartland: Greater Omaha/Lincoln Community activities and administrative council meetings, communicates with Society officials; represents the community or designates a representative at local, state, international meetings, conferences, seminars, and workshops. The president and vice president appoint all standing committee chairs, develop, and arrange regular community programs. The president supervises all committee chairs and committees, and completes official correspondence. Other duties are outlined in the *STC Bylaws*.

- B. The vice president assumes the duties of the president in the absence of or incapacity of the president. The vice president and president appoint all standing committee chairs and arrange regular community programs. The vice president is also responsible for maintaining membership records and completing the annual membership drive.
- C. The secretary keeps all chapter and administrative council meeting minutes and submits a copy of the community's meeting minutes to the Web site manager and administrative council within two weeks of the meeting. The secretary conducts official correspondence; signs community documents as required; maintains records for administrative council use; is keeper of community bylaws and standing guidelines; and performs other duties as assigned by the president or administrative council.
- D. The treasurer supervises the community's fiscal affairs by maintaining books and records that can be reviewed by administrative council members upon request; receives payments for which the chapter is entitled and disburses funds for expenses approved by the administrative council; prepares and distributes reports required by the Society and the State of Nebraska; reports the community's financial status at community meetings; and performs other duties as assigned by the president or administrative council.
- E. The immediate past president attends administrative council meetings; advises the council as needed; is a member of the Nominating Committee; and performs other duties as the president or administrative council may request.

Section 4. Terms of Office

The president and vice president are elected for one-year terms, which commence on June 1 and conclude May 31. The secretary and treasurer are elected for two-year terms, which commence on June 1 and conclude May 31, two years later. The president, vice president, secretary, and treasurer may succeed themselves in office but cannot serve more than two consecutive terms in the same office as long as they are elected through procedures outlined in these bylaws.

Section 5. Vacancies

The president position is filled by the vice president. All other vacancies are filled by appointment from the president and confirmed by a majority vote of the administrative council. Vacancies are filled for the balance of the respective unexpired term. Any person filling a vacancy in an elected office is eligible for nomination for that office.

Section 6. Removal of Officers

Removal terms are governed by the *STC Bylaws*.

Article V – COMMITTEES

Section 1. Chairperson Selection

The community president and vice president are responsible for making sure that the standing committee chairpersons are appointed from chapter members to serve one year from the date of officer installation.

Section 2. Committee Member Selection

The committee chairperson appoints committee members to assist in running the committee. Members are approved by the administrative council.

Section 3. Standing Committees

- A. Membership committee – develops recommends, and implements ways to recruit new members to the community; maintains a current list of all members' names, addresses, and telephone numbers.
- B. Program committee – schedules programs consistent with the objectives of the Society, arranges for meetings, and provides the communications committee with details about future meetings in a timely manner.
- C. Communications committee – responsible for maintaining the community web site and ensuring regular updates and postings about community meetings (newsletter), activities, and member achievements.
- D. Education committee – updates members about educational opportunities, coordinates or administers workshops in conjunction with the program committee, acts as liaison with students and other higher education institutions, and educates students about careers.
- E. Nominating committee – composed of the immediate past president, the current president, and one or more non-administrative council community members appointed by the president. The committee selects a slate of nominees for each elective office, informs nominees of responsibilities of positions, and makes sure nominees are willing to serve. The committee should work with the vice president, who will succeed to presidency, on the slate of officers.
- F. Special committees can be created by the administrative council to accomplish specific chapter projects.

Article VI – COMMUNITY ACTIVITIES

Section 1. Office Nominations

- A. The nominating committee will convene in January (of an election year) prior to the May election.
- B. The nominating committee finds candidates for each office to be filled. Nominees should be members in good standing and be willing and able to serve.
- C. The community's vice president will automatically be nominated as president unless the candidate declines the nomination.
- D. The nominating committee presents the slate of candidates to the community membership at the March meeting.

Section 2. Chapter Elections

Chapter elections will be conducted either on line through the community web site or at the May meeting. Members must be notified of the slate of officers in April of the election year. Ballots will be e-mailed or sent by hard copy to all members. Election is by majority vote of members. Officers will be installed at the May meeting.

Section 3. Community Business Meeting

Community business shall be discussed and acted upon at each meeting, the order to be determined by the president. As stated in the STC Bylaws, a quorum for transacting business is twenty-five percent of the voting members or twenty voting members, whichever is fewer.

Section 4. Finances

- A. Management of community funds follows procedures described in the *STC Bylaws*
- B. Community funds must be deposited in a financial institution that is government regulated and insured.

Section 5. Meetings

- A. At least five (5) meetings will be held each community fiscal year (June 1 – May 31).
- B. Meetings are held bi-monthly. Date, time, and place are determined by the program committee with consent of the administrative council. The administrative

council may call special meetings or may omit meetings, provided members are notified well in advance of the action.

Article VIII – AMENDMENTS

Amendments to these Bylaws are originated and implemented according to procedures described in the STC Bylaws. Amendments can be proposed by any chapter member. Amendment proposals must be in writing and sent to the secretary who will present it to the administrative council. It requires a substantial (two-thirds) majority vote of the administrative council to pass it on to the community. An amendment proposal will be presented to the community at a regular meeting where it requires a majority vote of the membership for adoption provided a quorum has been met.

Article IX – DISSOLUTION

The STC – Heartland: Greater Omaha/Lincoln Community has no power to affect its own dissolution. Only the STC Board of Directors may dissolve a chapter of STC as described in the *STC Bylaws*.