

STC Atlanta Chapter Bylaws

Revision Record

May 5, 1999

Major changes made to the STC Atlanta Chapter bylaws to ensure that they were in agreement with Society bylaws and to update them for current practices. Approved by the administrative council on May 5, 1999.

Contents

Article I. Name, Vision, Mission, and Objectives

- Section 1. Name
- Section 2. Vision
- Section 3. Mission
- Section 4. Objectives

Article II. Powers and Constraints

Article III. Membership

Article IV. Administrative Council

- Section 1. Elected Officers
- Section 2. Committees
- Section 3. Special Interest Groups
- Section 4. Voting Procedures
- Section 5. Terms of Office

Article V. Elections

- Section 1. Nominating Committee
- Section 2. Tellers Committee
- Section 3. Challenges to Election Results

Article VI. Vacancies

- Section 1. Elected Officers
- Section 2. Committee Managers
- Section 3. Managers of Special Interest Groups

Article VII. Removal from Office

- Section 1. Elected Officers
- Section 2. Committee Managers
- Section 3. Managers of Special Interest Groups

Article VIII. Budgets and Property

- Section 1. Budgets
- Section 2. Property

Article IX. Business Meetings

Article X. Policies and Procedures

Article XI. Amendment of Chapter Bylaws

Article XII. Dissolution

Article I. Name, Vision, Mission, and Objectives [TOC](#)

Section 1. Name

The name of the organization is the Atlanta Chapter of the Society for Technical Communication (STC). The name may be abbreviated as "STC Atlanta Chapter" or "the STC Atlanta Chapter" as long as the full name appears in the printed matter where the abbreviation is used. The STC Atlanta Chapter is a part of the Society for Technical Communication, Inc., a New York not-for-profit corporation (hereafter referred to as the "Society").

Section 2. Vision

The STC Atlanta Chapter is dedicated to advancing the arts and sciences of technical communication in and around the Atlanta metropolitan area.

Section 3. Mission

The STC Atlanta Chapter strives to Support, Promote, Educate, and Serve.

Support

It supports technical communicators who are established in the profession, those just starting, and those making the transition from other professions.

Promote

It promotes the profession of technical communication through worthy activities and by recognizing excellence and mastery.

Educate

It educates technical communicators and the community by providing opportunities for professional growth and a richer understanding of technical communication.

Serve

It serves the Atlanta metro community in creative and useful ways.

Section 4. Objectives

The objectives of the STC Atlanta Chapter support those of the Society.

Article II. Powers and Constraints [toc](#)

The STC Atlanta Chapter may engage only in activities that conform to the Society's purposes.

Because the Society is nonprofit, nonsectarian, and nonpartisan, the STC Atlanta Chapter cannot endorse or disparage a commercial enterprise, a political platform, or a candidate for public office.

Society bylaws take precedence over the STC Atlanta Chapter bylaws. If Society bylaws are changed in a way that conflicts with these bylaws, the STC Atlanta Chapter bylaws must be amended as soon as possible to bring them into agreement with Society bylaws.

Procedural issues that are not addressed by these chapter bylaws are handled in accordance with the articles of incorporation and bylaws of the Society and Robert's Rules of Order.

Article III. Membership [toc](#)

Only Society members in good standing may be STC Atlanta Members (hereafter referred to as "members"). Only voting members of the Society are eligible to vote on STC Atlanta Chapter questions, to hold office, and to manage committees and special interest groups.

Article IV. Administrative Council [toc](#)

The administrative council (also called "the council") is the governing body of the STC Atlanta Chapter. The administrative council consists of the five officers elected by the STC Atlanta Chapter members, the Immediate Past President, the committee managers, and the special interest group (SIG) managers. The Immediate Past President, committee managers, and special interest group managers are considered vital to the operation of the STC Atlanta Chapter. They can attend administrative council meetings, propose chapter business, and engage in debate of issues before the administrative council. In accordance with the Society bylaws, only the elected officers can vote on chapter business.

The administrative council meets monthly, at the request of the President, or the request of two of its members. A simple majority (three officers) of the administrative council constitutes a quorum.

Section 1. Elected Officers

The elected officers are accountable to the STC Atlanta Chapter members for the professional and financial health of the STC Atlanta Chapter. The five officers elected by the membership are: President, First Vice President, Second Vice President, Secretary, and Treasurer. The Immediate Past President serves as an advisor to the administrative council and assists in overseeing chapter activities, but is not an elected officer.

The officers and Immediate Past President are each responsible for a key area of the following STC Atlanta Chapter activities and operation.

Chapter Leader	Key Area
President	Chapter direction, growth, and communication
First Vice President	Professional development
Second Vice President	Meetings
Secretary	Chapter history and information
Treasurer	Budget
Immediate Past President	Community outreach and volunteer recruitment

The specific roles and procedures for officers and the Immediate Past President are defined in the Policies and Procedures.

Committee managers and special interest group managers report to the chapter leaders that are responsible for their key areas according to the following table.

President	First VP	Second VP	Secretary	Treasurer	Immediate Past President
<i>Chapter direction, growth, and communication</i>	<i>Professional development</i>	<i>Meetings</i>	<i>Chapter history and information</i>	<i>Budget</i>	<i>Community outreach and volunteer recruitment</i>
Public Relations Manager	Currents Manager and Assistant Manager	Program Manager	Chapter Historian	Sponsorship Manager	Student Liaison
Newsletter Editor	Competitions Managers	SIG Managers	Employment Manager		Nominating committee
Web Master	Awards and Recognition Manager	Hospitality Manager			Community Service Manager
Membership Manager					

Managers responsible for chapter direction, growth, and communication should make every effort to attend all administrative council meetings. These managers include: Public Relations, Newsletter Editor, Web Master, and Membership Manager. Other managers should attend administrative council meetings when they have issues before the

administrative council or during the months that their activities are especially active. For instance, the Currents Manager should attend administrative council meetings as soon as Currents planning begins through the month after Currents is held. Any manager not attending the administrative council meeting should provide a written status report to the chapter leader responsible for their key area prior to the administrative council meeting.

All managers should attend administrative council meetings or ensure representation through the chapter leader responsible for their key area during the budget process.

If the administrative council decides by majority vote that more than five officers are required to operate efficiently, it may schedule a business meeting (see Article IX) to vote on an increase in the number of elected officers, specifying the titles and duties of such officers and, if applicable, any changes in succession if the office of President becomes vacant.

The procedures of Article IX apply to the business meeting except that a two-thirds vote of those present is necessary to increase the number of officers. If approved, the increase becomes a rule of operation for the STC Atlanta Chapter until it is changed by the same procedure.

Section 2. Committees

Committee managers are appointed by the President, with approval by majority vote of the administrative council.

Following is a list of the standing committees (manager positions):

- **Art Competition Manager** – Coordinate the art competition.
- **Awards and Recognition Manager** – Ensure that the STC Atlanta Chapter provides professional recognition to its members and others in the community by preparing nominations for Society and chapter awards and recognition; to solicit nominations for awards and recognition from the membership; and to publicize the awards and recognition bestowed to its members and those outside the chapter.
- **Chapter Historian** – Gather and share information about the STC Atlanta Chapter history; maintain minutes of all chapter meetings; ensure that minutes from chapter meetings and Special Interest Group (SIG) meetings are archived where they can be easily retrieved by the membership; ensure that other chapter records are preserved such as the newsletter and chapter awards.
- **Community Service Manager** – Plan and coordinate volunteer service activities between the STC Atlanta Chapter and the Atlanta metro area community.
- **Currents Assistant Manager** – Assist the Currents Manager in planning Currents for the current year, and prepare to become the Currents Manager for the following year.
- **Currents Manager** – Organize and lead the committees required to hold the annual STC Atlanta Chapter Currents conference.
- **Employment Manager** – Maintain the job line and the resume bank; serve as a link between the corporate community and chapter members; educate chapter members about employment opportunities in Atlanta; coordinate the annual salary survey.
- **Hospitality Manager** – Coordinate all arrangements with facilities, food, and other meeting needs for the chapter meetings; manage the awards banquet; provide guidance to Currents committee and Special Interest Groups (SIG) managers about meeting facilities.

- **Membership Manager** – Track the members attending chapter meetings and SIG meetings; plan and coordinate activities to increase membership; produce a membership directory for the STC Atlanta Chapter.
- **Newsletter Editor** – Solicit, edit, and layout articles and other announcements for the printed version of CommLink as well as solicit and edit articles for CommLink Online.
- **Online Competition Manager** – Coordinate the online competition.
- **Program Manager** – Plan, coordinate, and publicize chapter meetings.
- **Publications Competition Manager** – Coordinate the publications competition.
- **Public Relations Manager** – Advertise STC Atlanta Chapter events and opportunities to the corporate community, STC members at large, the Society, and potential STC members in accordance with the marketing and/or public relations plan and established publicity procedures.
- **Sponsorship Manager** – Coordinate and solicit corporate sponsorship of STC Atlanta Chapter activities and events; manage any advertising provided by the chapter; and build the endowment for the scholarships and bookshelf programs.
- **Student Liaison** – Encourage student participation in the STC Atlanta Chapter, especially after graduation from student chapters; provide support and guidance to student chapters in Georgia and to the Region 3 student conference; manage the scholarship process.
- **Web Master** – Maintain and enhance the STC Atlanta Chapter Web site, including announcements of upcoming events and activities as well as laying out CommLink Online; encourage member interaction and communication through the Web site; advise the chapter about technical matters concerning the Internet.

Additional temporary committees may be created by the President with approval from the administrative council. Each committee manager should be assigned to an administrative council member according to the key area for the manager's activities. Members of the administrative council may hold one or more manager positions.

The specific roles and procedures for committee managers are defined in the Policies and Procedures.

Section 3. Special Interest Groups

Formation of a special interest group must be approved by the administrative council. The Group must operate in accordance with Society bylaws, STC Atlanta Chapter bylaws, and Policies and Procedures.

Managers of special interest groups are appointed by the President, with approval by majority vote of the administrative council.

Section 4. Voting Procedures

In conducting business, the administrative council may extend or withhold consent for various STC Atlanta Chapter activities. Only the five elected officers can vote on motions before the administrative council, although any council member may make motions.

If the administrative council can reach a consensus on an issue, no vote is necessary. If no consensus can be reached, any administrative council member may move to vote.

Each of the five elected officers has only one vote, even though an individual may hold two positions. According to Robert's Rules of Order, the President abstains from voting unless his/her vote is required to break a tie.

Only elected officers in attendance, either in person or by conference call, may vote. Proxy votes are not allowed. E-mail voting is allowed according to the Policies and Procedures.

Unless the administrative council is meeting in executive session, any STC Atlanta Chapter member may attend administrative council meetings but may not address the administrative council without consent of the presiding officer.

Section 5. Terms of Office

The President, First Vice President, and Second Vice President are elected for terms of one year, and the Secretary and Treasurer for terms of two years in accordance with Article V, Elections. The President, First Vice President, Second Vice President, Secretary, and Treasurer may immediately succeed themselves in office only once.

Article V. Elections [toc](#)

STC Atlanta Chapter officers are elected annually in time for the newly elected officers to attend the annual business meeting of the Society. New officers take office on May 1. A nominating committee and a tellers committee handle the STC Atlanta Chapter elections.

Section 1. Nominating Committee

The nominating committee is responsible for selecting a slate of candidates, handling nominations by petition from members, and preparing the ballot in accordance with the Policies and Procedures.

The nominating committee consists of three members. The Immediate Past President of the STC Atlanta Chapter serves as manager. Two members are elected by the STC Atlanta Chapter members during the annual election of officers. If the Immediate Past President cannot serve, the President appoints a manager, subject to approval by majority vote of the administrative council.

A member of the nominating committee may be removed at the request of the manager, subject to approval by majority vote of the administrative council. The President must appoint a replacement within 30 days, subject to approval by majority vote of the administrative council.

Section 2. Tellers Committee

The tellers committee validates the ballots while protecting the identity of the voters, counts, and records the vote in accordance with the Policies and Procedures.

The tellers committee consists of three members, a senior member, a member, and preferably a past President who serves as manager of the committee. They are appointed by the President, subject to approval by majority vote of the administrative council. Members of the tellers committee must not be on the nominating committee, nor be candidates.

Candidates are elected by a plurality of votes cast. If an unopposed candidate receives fewer affirmative than negative votes, that office is declared vacant (see Article VI). A tie vote is resolved by a simple majority vote of administrative council.

Section 3. Challenges to Election Results

Members have the right to challenge the results for a particular office or the entire election. A challenge must be in writing, must be signed by the lesser of 10 percent of the STC Atlanta Chapter members or 20 members, and must state the specific reason or reasons for the challenge.

A challenge must be received by the President within 10 days after the first general announcement of election results, whether the first announcement is made at a program meeting or in the newsletter. Copies of the challenge must also be sent to the manager of the nominating committee and the manager of the tellers committee.

A challenge is handled in accordance with the Policies and Procedures.

Article VI. Vacancies [TOC](#)

Section 1. Elected Officers

If the President leaves office before the term is completed, the First Vice President assumes that office unless that office is also vacant, in which case the Second Vice President succeeds to the presidency. If the office of Second Vice President is also vacant or if the first and Second Vice Presidents choose not to fill the vacant position, a President is elected from among the members by majority vote of the administrative council.

A vacancy in the office of First Vice President is filled by the Second Vice President unless that office is also vacant or the Second Vice President chooses not to fill the vacant position, in which case a First Vice President is elected from among the members by majority vote of the administrative council.

If the Second Vice President, Secretary, or Treasurer leaves office, a replacement is chosen by a majority vote of the administrative council.

If no members are elected to fill a position of chapter officer, the previously elected officer shall remain in office an additional term upon majority approval by the administrative council. If the officer chooses not to serve for another term, the administrative council can choose an interim officer for that position by a simple majority vote.

Section 2. Committee Managers

If a committee manager resigns or is removed, a replacement is appointed by the President, subject to approval by majority vote of the administrative council.

Section 3. Managers of Special Interest Groups

If the manager of a special interest group resigns or is removed, a replacement is appointed by the President, subject to approval by majority vote of the administrative council.

Article VII. Removal from Office [TOC](#)

Section 1. Elected Officers

Elected officers may be removed only by recall of the members. A recall petition must bear the signatures of 10 percent of members collected over a period of not more than 30 days. The petition must be presented to the administrative council. A recall election must be held within 30 days of presentation of the petition.

A recall election is organized by the Immediate Past President or another chapter member appointed by the Immediate Past President, subject to approval by majority vote of the administrative council. The Policies and Procedures for a recall election must be followed.

Recall of an elected officer requires a simple majority of the members who vote.

An officer who has been recalled is replaced according to procedures in Article VI, Section 1, except that the individual removed by recall may not be appointed to fill the vacancy.

Section 2. Committee Managers

A committee manager may be removed by the President, subject to approval by majority vote of the administrative council or by the recall provisions in the Policies and Procedures.

Section 3. Managers of Special Interest Groups

The manager of a special interest group may be removed by the President, subject to approval by majority vote of the administrative council or by the recall provisions in the Policies and Procedures.

Article VIII. Budgets and Property [TOC](#)

Section 1. Budgets

The newly elected Treasurer prepares a budget in consultation with other elected officers, the Immediate Past President, committee managers, special interest group managers, and the outgoing Treasurer.

An operating budget must be approved by the administrative council no later than 60 days after installation of new officers.

Officers and managers may spend up to the amounts specified in the operating budget on their designated chapter activities without additional approval from the administrative council. However, officers are encouraged to seek approval from the administrative council if they have any question about the expense. An increase in any budget above the specified amount in the approved operating budget must be approved by the administrative council.

Section 2. Property

Items needed for STC Atlanta Chapter activities may be purchased by officers, the Immediate Past President, committee managers, special interest group managers, or members that they designate. All purchases must be in accordance with the operating budget, and all items become the property of the STC Atlanta Chapter.

All items of STC Atlanta Chapter property are the responsibility of the President. The Secretary maintains a listing of property, along with the names of individuals to whom each item has been assigned. Within 30 days of the time that incoming officers are installed, all property must be returned to the outgoing President and transferred to the incoming President.

Article IX. Business Meetings [TOC](#)

At least one annual business meeting must be held at which the administrative council, chapter committees, and special interest groups report to the membership.

If members are to vote on an issue, a business meeting may be held before or after a program meeting. Notice of the purpose of the business meeting must be sent to all members at least 10 days before the meeting, either through the newsletter or a special mailing.

A quorum to transact business is the lesser of 25 percent of voting members or 20 voting members.

If it is moved and passed by a simple majority at the meeting that voting eligibility of those present be verified, or that a vote be by secret ballot, or that the issue be decided by ballots mailed to all members, such procedures must be followed.

Any member of the STC Atlanta Chapter may request the administrative council to schedule a business meeting to vote on an issue. If the lesser of 10 percent of the members or 20 members sign a petition asking for a vote on an issue, the administrative council must schedule a vote unless the petition requests an action that is not in accordance with STC Atlanta Chapter and Society bylaws. The business meeting must be held within 60 days after the petition is received by the administrative council or in conjunction with the next regular program meeting after that period if no program meeting is held during the 60 days.

Article X. Policies and Procedures [TOC](#)

The objectives of the Policies and Procedures are to supplement the chapter bylaws and to facilitate the efficient and harmonious operation of the Chapter. Policies and Procedures must conform to Society and chapter bylaws. Policies and Procedures are maintained by the Secretary and must be distributed to the administrative council when they take office.

Any STC Atlanta Chapter member may suggest a change in the Policies and Procedures to the administrative council. Changes must be submitted to the Secretary in writing.

The administrative council can approve changes in the Policies and Procedures by a simple majority, which will remain in effect until a future administrative council amends them.

Article XI. Amendment of Chapter Bylaws [TOC](#)

A proposed amendment to the chapter bylaws may be presented to the administrative council by any STC Atlanta Chapter member. If the administrative council approves the amendment, the President must forward the proposed amendment to the Society bylaws committee within 15 days of the approval.

If the Society bylaws committee rejects the proposed amendment as not in accordance with Society bylaws, the decision and any reasons given by the Society bylaws committee are announced in the next issue of the STC Atlanta Chapter newsletter.

If the Society bylaws committee approves the proposed amendment, a vote by members at a business meeting is scheduled in accordance with Article IX of the chapter bylaws and the Policies and Procedures. Adoption of the amendment requires a two-thirds majority of voting members present at the business meeting. If the amendment is adopted, the Secretary revises the chapter bylaws. The date of the amendment is noted on a revision record appearing at the front of the chapter bylaws.

Article XII. Dissolution [TOC](#)

If the administrative council determines that the STC Atlanta Chapter may not be able to continue, the Society's director-sponsor for the region should be contacted for advice on reviving the STC Atlanta Chapter or dissolving it. In accordance with Society bylaws, the STC Atlanta Chapter may be dissolved only by action of the Society's board of directors. Dissolution of the STC Atlanta Chapter shall in no way affect the Society standing of any member. If the STC Atlanta Chapter is dissolved, all funds revert to the Society's treasury.