

# Oklahoma Chapter Bylaws

## Article I: Name and Location

### *Section 1. Name:*

The chapter is named the Oklahoma Chapter of the Society for Technical Communication, Inc. (STC), which is hereafter called the Chapter and STC respectively.

The chapter name can be changed by a two-third vote at a business meeting of the chapter, if a quorum is present. (A majority of the members constitutes a quorum.) Written notification of the motion to change the name must be given to all chapter members at least two weeks before the vote. STC headquarters must be advised if the name is changed.

### *Section 2. Location:*

Members generally work or attend school in the states of Oklahoma and Arkansas.

## Article II: Affiliates

Guidelines for establishing student chapters are provided in the Community Handbook, Chapter 11.

## Article III: Objectives

The objectives of the chapter are the same as those of STC. The objectives are to advance the arts and sciences of technical communication by:

- A. Telling our powerful story: actively promoting the positive public image and presence of STC and the technical communication profession; publishing and providing access to information to support the development of technical communication careers; raising awareness among technical communicators and business leaders of the business impact of technical communicators; and adopting a marketing mindset.
- B. Implementing a strategic business model: ensuring that STC provides value to members as well as to industries that employ STC members; and ensuring that valued STC services are available to all STC members.
- C. Growing relationships and choosing partners: partnering with other organizations to sustain and enhance value to STC members; sponsoring meetings between related standard organizations, communication societies, and associated professional organizations; and encouraging partnerships and collaboration between STC communities and academe.

- D. Making money: improving existing revenue streams; and identifying and capitalizing on new revenue sources.
- E. Growing and supporting our leaders: identifying, recruiting, training, and nurturing STC leaders; providing incentives for and celebrating STC Heroes; ensuring the relevance of STC membership for long-term and senior members; and helping student communities to form, develop, and succeed, and foster leadership in student communities.
- F. Improving practice through research and education: providing comprehensive educational opportunities.

## **Article IV: Powers and Constraints**

### ***Section 1. Powers:***

The powers of the chapter reside in its members. An elected Administrative Council exercises these powers on behalf of the membership. The Administrative Council has powers to take whatever legal and proper actions are necessary for the fulfillment of STC and Chapter purposes.

### ***Section 2. Constraints:***

The 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 Chapter name may be used only by persons authorized by the Administrative Council and only for chapter and society purposes.

## **Article V. Membership**

Membership in the chapter is governed by Article III (Membership) of the STC Bylaws (AD-01-2006).

## **Article VI: Administrative Council**

### ***Section 1. Membership:***

The Administrative Council consists of five members including the President, Vice President, Secretary, Treasurer, and Immediate Past President. All Administrative Council members are elected by the membership. As required to conduct chapter business, the Administrative Council may consult with committee chairs. All members and participants serve without compensation.

### ***Section 2. Meetings:***

The Administrative Council meets at the request of the President or two of its members. A majority of the Administrative Council constitutes a quorum.

### ***Section 3. Vacancies:***

Persons nominated by the President to fill vacancies in the offices of Vice President, Secretary, and Treasurer are elected by majority vote of the Administrative Council. Vacancy appointments are not deemed a term of office within the meaning by STC Bylaws—Article IV Section 4.

### ***Section 4. Duties of Council Members:***

- A. The **President** exercises general supervision over the affairs of the Chapter, presides at meetings of the Chapter and the Administrative Council, appoints head of Chapter committees subject to Council approval. The President represents the Chapter or designates a representative at local, state, and international meetings such as conferences, seminars, and workshops.
- B. The **Vice President** assumes the duties of the President in the absence or incapacity of the President and performs such other duties as the President or Council may assign.
- C. The **Secretary** keeps minutes of all Chapter and Council meetings and distributes these in accordance with set procedures, conducts official correspondence, maintains records so they are available at any time to the President or the Council, and performs such other duties as the President or Council may assign.
- D. The **Treasurer** supervises the Chapter's fiscal affairs by preparing an annual financial budget and submitting it to the council for approval, preparing an annual financial report for submittal to the STC's Treasurer, maintaining books and records so they can be inspected any time, and authorizing any disbursements.
- E. The **Immediate Past President** attends all Council meetings, counsels the Council as required, and performs such other duties as the President may assign.

### ***Section 5. Terms of Office:***

Members of the Administrative Council are elected for terms of one year, which corresponds to the period from the announcement of the election results to the announcement of the next election results. They may succeed themselves in office as long as they are elected through procedures outlined in the Society and Chapter Bylaws.

## ***Section 6. Council Responsibilities:***

The STC Bylaws (Article IX, Communities) specify appropriate Chapter Activities.

The following responsibilities must be discharged:

- A. Regularly scheduled program meetings for the membership (at least five per year).
- B. Recruitment of new members and membership processing.
- C. Regular meetings of the Administrative Council to handle the Chapter's business.
- D. Fiscal controls by means of approved budgets and expenditures and fiscal operations in accordance with Article IX (Finances).
- E. Annual activity reports to the Director-Sponsor and annual fiscal reports to the STC Treasurer.
- F. Compliance with IRS requirements regarding annual information returns.
- G. Annual elections conducted by the Nominating Committee in accordance with Article VIII (Elections).
- H. An annual business meeting where election results are announced and the committee managers report to the membership.

## **Article VII: Committees**

### ***Section 1. Formation:***

Committees will be established at the request of the President or the Administrative Council to support Chapter activities. The normal procedure is to appoint a manager or committee leader and then to appeal to the membership to fill the committee.

### ***Section 2. Committees:***

The following committees help the Administrative Council fulfill their responsibilities to the membership.

- A. The Newsletter Committee prepares and distributes the Chapter's newsletter at least five times a year, in the period beginning in September and ending in May.

- B. The Vice President acts as program chair for the chapter, scheduling meetings that appeal to all technical communicators to help them widen their knowledge of the field and strengthen their networks. Meetings are normally scheduled once a month from September through May. The Vice President may designate representatives in each of the three major areas of the state: Oklahoma City, Stillwater, and Tulsa. Those area representatives may make arrangements in their respective areas and aid in the statewide programming. Other chapter activities may replace selected monthly meetings.
- C. The email listserv functions as a central repository for job postings in technical communication positions in the state of Oklahoma and surrounding areas. Jobs may be posted by any STC member by forwarding the announcement to a board member. Postings do not have to come from STC membership to be posted. STC recognizes the benefit of posting job openings and encourages all members to share this information with other technical communicators.
- D. The Chapter may be requested to help with the judging of the SW Regional PAO Competition. The Administrative Council will request a member of the Oklahoma Chapter volunteer to be the coordinator for this judging. The coordinator will solicit other members to act as judges for the competition.
- E. The Nominating Committee solicits candidates for the Administrative Council positions. Whenever possible, there should be two candidates for each position. Election procedures are explained in Article VIII (Elections).
- F. Other committees may be appointed by the president on an ad hoc basis.

## **Article VIII: Elections**

### ***Section 1. Timing:***

Chapter officers are elected annually in time for the new officers to represent the chapter at the annual STC business meeting and to participate in the chapter leadership workshop at the STC annual conference.

### ***Section 2. Committees***

The Nominating Committee consists of two to five members, and the President appoints the committee manager. The Nominating Committee is responsible for selecting candidates, preparing the ballots, and tallying the votes.

### ***Section 3. Procedure:***

- A. The Nominating Committee requests names of candidates to be considered for election. In addition, it may contact individual members for recommendations. The committee reviews the qualifications and availability of the candidates.

The Nominating Committee mails the slate of candidates and ballots to Chapter members at least one month before the annual chapter business meeting in May, but no later than April 1, so that results are ready for the chapter annual business meeting. Whenever possible, the committee should offer more than one candidate for each position.

The ballot should offer a yes or no option for unopposed candidates and voting instruction should clearly identify how many candidates for each office can be selected, the date that ballots must be returned, and where the ballots should be mailed.

- B. All votes are secret and members are not required to sign their ballots. The voter's name and address must appear on the return envelope.
- C. The Committee counts and records the vote.
- Candidates are elected by a plurality of votes cast.
  - Tie votes are resolved by the majority vote of the current Administrative Council.
  - If an unopposed candidate receives more negative than positive votes, the office is declared vacant.
- D. The manager of the Nominating Committee notifies the chapter membership of the election results.

### ***Section 4. Special Voting Issues (not including elections):***

Whenever possible, special chapter issues such as amendments to the chapter Bylaws should be included on the annual election ballot; however, the Administrative Council – by majority vote – may authorize a special ballot. When a special election ballot is issued to the chapter membership, basic election procedures are followed.

- A. The ballot and instructions are assembled and mailed to chapter members at least two weeks before the final date they must be returned.
- B. The Nominating Committee counts and records the vote. Tie votes are resolved by a majority vote of the Administrative Council.

The results of the election are announced to the membership at the next monthly meeting or the next newsletter following the election deadline.

## **Article IX: Finances**

### ***Section 1. Responsibility:***

The Chapter Treasurer is responsible for establishing a budget for the chapter's fiscal year, and for ensuring accurate financial records and reporting.

### ***Section 2. Deposits:***

The Treasurer may deposit chapter funds in any bank that is a member of the Federal Deposit Insurance Corporation.

### ***Section 3. Disbursements:***

Payment for chapter expenses must be authorized by the Administrative Council. Funds can be withdrawn only over the signature of both the Treasurer and the President or Vice President.

### ***Section 4. Required Reporting:***

The Treasurer must prepare and submit an annual financial report to the STC's Treasurer.

## **Article X. Amendments to Chapter Bylaws**

### ***Section 1. Orientation:***

An amendment to the chapter Bylaws may be originated by the Administrative Council or by a written petition signed by twenty voting members.

### ***Section 2. Procedure:***

- A. The originator submits the proposed change to the Administrative Council for review and consideration.
- B. The Council reviews the amendment to ensure that it conforms to the STC guidelines and bylaws.
- C. The amendment is approved or rejected. Amendments to the following articles must be referred to the membership on a ballot and approval requires the affirmative vote of two-thirds of the votes cast.
  - Article I (Name and Location),
  - Article IV (Powers and Constraints),
  - Article VI (Administrative Council),
  - Article X (Amendments to Chapter Bylaws), and
  - Article XI (Dissolution).

- D. Amendments to the remaining articles may be approved by three-fourths vote of the entire Administrative Council.
- E. The approved amendment is announced to the chapter members, and the Administrative Council sends a copy of the revised Chapter Bylaws to STC headquarters to be reviewed and included in the chapter's file.

### ***Section 3. Scheduled Review:***

Chapter Bylaws should be reviewed by the Administrative Council or a special committee at least once every two years to ensure that the bylaws are responsive to the current chapter's situation, problems, and needs.

## **Article X: Dissolution**

The STC board may by two-thirds vote dissolve the chapter when it is satisfied that the chapter is inactive and that there is no reasonable hope of its immediate revival or when it is satisfied that such action is in the best interests of the Society. Chapter dissolution does not affect the Society membership status of the members assigned to such chapter. Members of a dissolved chapter are assigned unaffiliated status or are reassigned to another chapter or branch if such exists in the general region. Upon dissolution, residual chapter funds revert to the Society treasury.

## **Approval date**

March 22, 2007