

BYLAWS

Palm Beaches Chapter



SOCIETY FOR
TECHNICAL
COMMUNICATION

January 2002

Revision History

Rev.	Date	Description
—	12/1993	Original
1	01/2002	Administrative Council Changes

Reference

AD-01-90 Articles of Incorporation and Bylaws (Amended 1990)

CONTENTS

Article I Name and Objectives	1
Article II Powers and Constraints.....	1
Article III Membership	2
Article IV Administrative Council.....	3
Article V Chapter Activities	6
Article VI Amendments	7
Article VII Dissolution.....	8

Article I

NAME AND OBJECTIVES

Section 1. Name

The name of the chapter is PALM BEACHES. 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 Southeast Florida, and more broadly through its association with the international Society. The means to achieve the objectives are 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 elected administrative council.

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 for public office.

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 who meet the qualifications 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 the Society and are not channeled through the chapter.

Section 7. Termination of Membership

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

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 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 a member's status.

Article IV ADMINISTRATIVE COUNCIL

Section 1. Membership

The administrative council consists of the following elected officers of the chapter:

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

Section 2. Powers and Constraints

- A. The administrative council directs chapter activities in order to meet chapter and Society objectives. Decisions of the council are based on a majority vote of the council.
- B. 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 chapter newsletter, telephone, the Internet, or local media.
- C. The council may establish committees or delegate responsibilities to individual members to accomplish chapter and Society objectives. Council activities follow procedures stated in the Society Bylaws.

Section 3. Duties of Administrative Council Members

- A. The president:
 - Supervises the chapter activities
 - Calls meetings and presides over them
 - Communicates with appropriate Society officials
 - Represents the chapter or designates at least one representative at local, state, and international meetings, such as conferences, seminars, and workshops
 - Performs other duties as outlined in the STC Bylaws.

- B. The vice-president:
- Assumes the duties of the president in the absence or incapacity of the president
 - Performs other duties when assigned by the president or administrative council.
- C. The secretary:
- Keeps the minutes of all chapter meetings and distributes them by appropriate media
 - Conducts official correspondence
 - Signs chapter documents as required
 - Maintains records for the use of the council
 - Performs other duties as assigned by the president or council.
- D. The treasurer:
- Supervises the chapter's fiscal affairs by maintaining books and records that can be reviewed by council members upon request
 - Disburses funds for expenses approved by the administrative council
 - Prepares and distributes reports required by the Society and the state of Florida
 - Reports the chapter's financial status to the Administrative Council and upon request of an active chapter member.
- E. The immediate past president:
- Attends administrative council meetings
 - Advises the council as needed
 - Performs other duties as the president or council may request.

Section 4. Terms of Office

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.

Article V CHAPTER ACTIVITIES

Section 1. Chapter Elections

- A. Chapter officers are elected annually from among the voting members of the chapter. Elections are held in time for the new officers to attend the annual meeting of the Society as representatives of the chapter.
- B. The chapter nominating/tellers committee handles the elections. The nominating/tellers committee consists of at least three members:
 - A committee manager appointed by the president
 - At least two other members ratified by the membership at a regular business meeting.
- C. The nominating/tellers committee prepares and distributes a nomination form by appropriate means at least six weeks prior to the date of the election.
- D. The nominating/tellers committee announces the slate of candidates and distributes ballots to the membership at least three weeks prior to the date of the election.

- E. The results of the election are announced at the first regular business meeting following the stated election date.

Section 2. Chapter Business Meeting

- A. Meetings are held at least nine times a year, with day, time, and place determined by the administrative council. Chapter business shall be discussed and acted upon at each meeting, the order to be determined by the president. Voting members in attendance constitute a quorum for transacting business.
- B. The administrative council may call special meetings or may omit monthly meetings, provided members are notified well in advance of the action.

Section 3. Finances

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

Article VI AMENDMENTS

Section 1. Origination

- A. An amendment to the chapter bylaws may be originated by the administrative council or by a written petition signed by 20% of the voting members.

- B. Proposed amendments must be submitted to the administrative council for review and consideration. When approved by the council, a proposed amendment is submitted to the membership at large by means determined by the council.

Section 2. Implementation

To become effective, a proposed amendment requires the approval of 20% of the voting members. An approved amendment is announced to the membership at the earliest opportunity.

Article VII DISSOLUTION

The PALM BEACHES 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.



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