

2000

CONSTITUTION OF THE STUDENT CHAPTER OF THE SOCIETY FOR TECHNICAL COMMUNICATION

Article I: Name and Purpose

The purpose of the **Student Chapter of the Society for Technical Communication** is to introduce and orient incoming students, both undergraduate and graduate, to the field of technical communication, the Society for Technical Communication, and the professional writing and technical communication programs at NC State, and to provide academic and professional networking opportunities.

Article II: Membership

Membership is open to all regularly-enrolled students who are interested in technical communication. Members must join the national Society for Technical Communication.

Article III: Officers

The elected officers for this organization are

- **President.** Oversees the general affairs of the chapter and develops chapter goals and plans.
- **Immediate Past President.** Provides advice and continuity to current officers.
- **Vice President.** Presides in the absence of President, coordinates committees, assists President.
- **Secretary.** Keeps and distributes meeting minutes, distributes records and forms.
- **Treasurer.** Maintains accounts, provides annual financial reports.
- **Nominating Committee Manager.** Oversees Nominating Committee and presides at meetings.
- **Program Committee Manager.** Oversees Program Committee, presides at meetings.
- **Education Committee Manager.** Oversees Education Committee, presides at meetings.
- **Public Relations Committee Manager.** Oversees Public Relations Committee, presides at meetings.
- **Membership Committee Manager.** Oversees Membership Committee, presides at meetings.
- **Newsletter Editor.** Solicits and reviews articles, provides editorial direction, coordinates production and distribution of newsletter.

Members will elect the officers for one-year terms on the first Monday of April, in order to allow time for a smooth transition.

Article IV: Dues

Dues are required by the Student Chapter; however, members must pay national dues.

Article V: Amending the Constitution

The mandatory steps for amending the constitution are

1. Proposed amendments are submitted in writing to the officers.
2. Officers ensure that proposed amendments do not conflict with the national STC's bylaws and objectives.
3. Proposed amendments, voting date, and venue are published in the newsletter, at least 2 weeks before the voting date.
4. Proposed amendments are voted on by all members.
5. An amendment is passed by a 2/3 majority vote.

Article VI: Meetings

The organization will hold monthly meetings. Officers will meet separately as needed.

Article VII: Committees

There are five standing committees:

- Nominations Committee. Selects candidates, prepares the ballots, conducts elections, counts votes, and announces results.
- Program Committee. Coordinates programs, including speakers, facilities, refreshments, and other arrangements.
- Education Committee. Functions as liaison to the national Education Committee.
- Public Relations Committee. Publicizes chapter events and identity.
- Membership Committee. Recruits new members and publishes an annual directory of chapter members.

Additional special committees will be formed as needed.