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# Society for Technical Communication, Kachina Chapter: Policies and Procedures

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# **Society for Technical Communication, Kachina**

## **Chapter: Policies and Procedures**

The Chapter shall be managed by an Administrative Council constituted according to the Society's Bylaws, Article IX, Section 8.

### **Section 1: Administrative council and committees**

#### **Membership**

The Administrative Council consists of 7 voting members: President, Immediate Past President, 3 Vice Presidents, Secretary, and Treasurer. The President, Vice Presidents, Secretary, and Treasurer are selected by the previous year's Administrative Council; if multiple candidates are identified for an office, it will be filled by a ballot to the membership.

In addition to the selected voting members, the following are nonvoting members of the Administrative Council: Competition Manager, Education Chair, Job Bank Manager, Historian, Newsletter Editor, Webmaster, and others as needed. These members are appointed by the President with concurrence of the other members of the Administrative Council. The President(s) of Student Chapter(s) or student branches within the Chapter's geographic area shall be ex officio, nonvoting members of the Administrative Council.

#### **Eligibility**

All candidates for elective office shall be members of the Chapter in good standing and may not be student members. The members of the Council shall be elected in accordance with election procedure outlined in the Chapter Bylaws.

#### **Powers and Constraints**

The Administrative Council has the power to manage the Chapter's property, to determine its fiscal policies, and to direct its affairs in order to meet the objectives stated under the heading "Objectives" in the Chapter bylaws.

#### **Term of Office**

Except as stated immediately following, the newly elected Chapter Officers shall take office in May. The Chapter Treasurer shall remain in office until the following June 30 and, with assistance from the newly elected Treasurer, shall prepare and file the Chapter's annual report.

#### **Meetings and Quorum**

Meetings may be called by the President or at the request of two or more members of the Council. A majority of the Council's membership constitutes a quorum.

## **Vacancies**

If the office of the Immediate Past President is vacant, it shall remain so until the next election. A vacancy in the office of President shall be filled by a Vice President, nominated and elected by the remaining Administrative Council members. A vacancy in any other office shall be filled by a majority vote of the Administrative Council.

## **Removal**

If an officer; committee manager, or other Administrative Council member fails to carry out the duties and responsibilities of the office as outlined in these policies and procedures, or persists in activities not in the best interest of the Chapter, the Administrative Council by a two-thirds vote may remove him or her from office. The subject of the complaint shall be notified in writing of the Council's decision.

## **Duties of Administrative Council Members**

The President, as head of the Administrative Council, shall be responsible for all operations. The Chapter President shall delegate duties to the other officers and committee managers in accordance with Chapter bylaws. The following are the responsibilities of each chapter officer.

### **President**

The president shall

1. Preside at meetings of the Administrative Council and meetings of the Chapter.
2. Correspond with the Society's officers and act as spokesperson for the Administrative Council and the Chapter.
3. Appoint managers to ad hoc and standing committees, subject to Council approval, and assign duties relating to those committees.
4. Authorize expenditures approved by the Administrative Council.
5. Keep the Administrative Council advised of Chapter activities supervised by the President, by e-mail or by direct correspondence and copies of letters to and from others concerning Chapter business.
6. Keep records of all expenses incurred for the office of President.
7. At the annual meeting, present to the membership an annual report summarizing Chapter operation during the previous fiscal year.
8. As the Chapter's Executive Officer, represent the Administrative Council and the Chapter in business transactions with other organizations and individuals.

### **Vice Presidents**

There are three vice presidents: Communications, Membership, and Programs.

- The **Vice President for Communications** coordinates communications, including the newsletter and Web page, ensures that the chapter has brochures and other marketing collateral, and prepares and submits to local news media notices of Chapter meetings and activities.
- The **Vice President of Membership** downloads and maintains lists of members, welcomes new and transfer members by mail or email, submits the names of new members for publication in the newsletter and Website, serves on the Nominating Committee, and analyzes chapter demographics.
- The **Vice President for Programs** is responsible for scheduling speakers for local Chapter programs, making meeting arrangements, and sending out thank you notes.

#### Vice presidents shall

1. In the absence of the President, preside at meetings of the Administrative Council and meetings of the Chapter.
2. Operate within budget guidelines established by the Administrative Council.
3. Keep records of all expenses incurred for their work.
4. Undertake other duties as directed by the President.

#### Secretary

##### The secretary shall

1. Prepare and process special correspondence as directed by the Executive Council. Ordinarily, Administrative Council members prepare and process their own correspondence.
2. Record the minutes of Administrative Council meetings. Record the minutes of Chapter meetings, including meeting location and program information.
3. Submit minutes for Administrative Council approval.
4. Distribute minutes of Administrative Council meetings to members of the Council. Distribute minutes of annual meeting to the Chapter President.
5. By the deadline stated in *Tieline*, report the results of chapter elections to the designated staff members in the Society office.
6. Keep records of all activities of the Secretary's office, Chapter and Society bylaws, and Chapter committee reports.
7. Keep records of all expenses incurred for the office of Secretary.

#### Treasurer

##### The treasurer shall

1. Receive, keep, and disburse the Chapter's funds and other negotiable assets.

2. Keep current records of the receipt, status, and disbursement of Chapter funds.
3. Prepare a financial report for each meeting of the Administrative Council. The report shall include a statement of the Chapter's receipts and disbursements since the last financial report, a statement of the cash and other assets at the beginning and end of the reporting period, and an itemized list of receipts and expenditures.
4. Make available to an independent auditor or the Administrative Council, all records necessary to audit the Chapter's books and ensure that the audit report is included in the Treasurer's annual report to the Council.
5. Prepare for the Administrative Council an annual report summarizing the receipts and disbursements for the year ending on the date of the report, including a statement of the cash and other assets at the beginning and end of the reporting year as well as a comparison of the current with the previous report year.
6. Keep records of all expenses incurred for the office of Treasurer.
7. With the participation of the incoming treasurer, prepare a proposed budget for the Chapter for the next fiscal year, based on the estimates submitted by the Administrative Council members before the annual meeting.
8. Before July 15, prepare and submit to the Society Treasurer an annual financial report for the Chapter. (The report is to be prepared and submitted by the Treasurer who held office during the report period. The absolute deadline is 30 September.)
9. Comply with the Internal Revenue Service requirements concerning annual information reports.
10. Issue State of New Mexico Nontaxable Transaction Certificates (NTTCs) forms and file appropriate reports to the New Mexico Taxation and Revenue Department twice yearly, or as required.

Immediate Past President

The immediate past president shall

1. Serve as Manager of the Nominating Committee to identify a new slate of Administrative Council officers. If more than one candidate is identified for voting-officer positions, oversee process of preparing ballots, mailing them to members, and tallying election results.
2. Be a voting member of the Administrative Council after serving as president.
3. Undertake other duties as directed by the President.

Newsletter Editor

The newsletter editor shall

1. Publish a chapter newsletter at least four times a year and distribute it to the

- Chapter members, persons on the adjunct mailing list, and Society officers.  
Select staff members to assist in preparation and mailing, as necessary.
2. Operate within budget guidelines established by the Administrative Council for the newsletter
  3. Keep records of all expenses incurred for the newsletter.

#### Education Chair

The education chair shall

1. Disseminate Chapter information as follows: (a) prepare newsletter announcements or articles; (b) publicize Chapter-sponsored activities, such as workshops, seminars, contests, awards, etc., by means of flyers, posters, and letters to participants; and (c) send copy to national publications when appropriate.
2. Encourage participation in educational endeavors by coordinating annual Kachina STC awards to the top technical communication students at UNM, NM State, and New Mexico Tech .
3. Report on educational outreach activities at Administrative Council meetings.
4. Operate within budget guidelines established for the Committee.
5. Keep records of all expenditures incurred during term of office.

#### Job Bank Manager

The job bank manager shall

1. Maintain a list of current job openings in technical communications on the Kachina Web site as a service to prospective employers and to Society members.
2. Report on Committee activities at each Administrative Council meeting.
3. Operate within budget guidelines established for the Committee.
4. Keep records of all expenses incurred for the Committee.

#### Webmaster

The Webmaster will maintain and update the chapter's Web site, posting information provided by Administrative Council members.

#### Competition Manager (ad hoc position)

The Competition Manager will coordinate those STC competitions (for technical publications, technical art, and online communications) sponsored by the Chapter or chapter involvement in competitions sponsored by other STC chapters, such as the Southwest Regional STC Competitions.

Historian

The historian shall

1. Maintain a chronicle of the Chapter's operations and programs throughout the fiscal year for which elected.
2. Prepare and submit articles on Chapter history to newsletter, as requested.
3. Research and submit historical information for members of Administrative Council as requested.

## **Section 2: Ad hoc committees and special appointments**

### **Establishment**

The Administrative Council shall establish ad hoc committees to take charge of specific work areas. The manager of an ad hoc committee shall be appointed by the Chapter President, subject to Council approval. The committee manager shall appoint additional committee-members as necessary.

### **General Responsibilities:**

Ad hoc committees shall perform under the general direction of the Administrative Council and directly under the supervision of the Chapter President. Each committee manager shall submit an annual budget to the Chapter Treasurer to be approved by the Administrative Council, track committee expenses as directed by the Treasurer; and provide periodic written reports to the Council.

## **Section 3: Other chapter matters**

### **Meetings**

The Chapter shall hold general meetings or activities each fiscal year. Meeting and activity times and locations will be arranged by the Vice President for Chapter Programs and Education Chair subject to the approval and recommendations of the Administrative Council.

### **Amendments to chapter policies and procedures**

Chapter policies and procedures may be amended by a majority vote of the Administrative Council.