

# CONSTITUTION OF THE NC STATE STUDENT COMMUNITY OF THE SOCIETY FOR TECHNICAL COMMUNICATION

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## Article I: Purpose

The purpose of our student community at NC State 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 social, 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 international Society for Technical Communication.

## Article III: Officers

The elected officers for this organization are:

- **President.** Oversees the general affairs of the Community and develops Community 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.
- **Webmaster.** Maintains Community website.
- **Public Relations Coordinator.** Spearheads public relations campaigns to publicize Community events and identity. Leads efforts to compete in STC Public Relations competition.
- **Membership Coordinator.** Recruits new members and processes membership applications. Manages listserv. Publishes annual directory of Community members.
- **Newsletter Editor.** Solicits and reviews articles, provides editorial direction, coordinates production and distribution of newsletter.

In addition to the elected officers, the board may appoint **Program Leaders** who assist officers by running a specific Community project

Members will elect the officers for one-year terms in April in order to provide an opportunity for planning of the next year's activities. The board may create any position as they see fit.

Call for candidates occurs in the beginning of March by the Faculty Advisor, officers, and the MS Technical Communication Advisor. In April, a ballot is distributed to all members through their mailboxes or at a meeting or program. Members vote for the candidates and return the ballots to the designated officer (a non-returning officer) who tallies the votes. New officers are announced through the listserv and the newsletter. If a position comes open unexpectedly during the year, the same procedure is followed as soon as possible to fill the vacancy.

## Article IV: Dues

Members must pay dues to the international STC on a yearly basis.

## 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 international STC 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 Community will hold regular meetings, in addition to board meetings. There will be a Summer Strategic Planning Meeting for all new board members, as well as a New Student Orientation Meeting at the beginning of the school year. Board meetings are open to all members.