

# **Constitution of the Society for Technical Communication**

## **@ Iowa State University**

### **Article I – Name**

The name of this organization shall be the Society for Technical Communication at Iowa State University.

### **Article II – Purpose**

#### Section One: Organizational Purpose

The purpose of this organization, in affiliation with the Society for Technical Communication International, shall be to provide students with networking and career development opportunities within the technical communication field, with the goals of increasing awareness and interest in technical communication and providing Iowa State University graduates with the knowledge and support necessary for securing employment in the industry.

The organization will accomplish these goals by:

- Collaborating with other STC communities to provide networking opportunities with professionals in the field
- Providing educational experiences that will help students develop the skills they need to succeed in the industry
- Participating in local, state, regional, and national activities that focus on technical communication

#### Section Two: Relationship with International STC

The Society for Technical Communication at Iowa State University is affiliated with the International Society for Technical Communication (International STC). The International STC provides networking opportunities for students, options for students to join as student members, and additional training and events.

Currently, the ISU STC does not pay any dues to the International STC.

### **Article III – Statement of Compliance**

The Iowa State University Chapter of the Society for Technical Communication abides by and supports established Iowa State University policies and state and Federal Laws and follows local ordinances and regulations. STC agrees to annually complete President's and Treasurer's Training.

## **Article IV – Non-Discrimination Statement**

Iowa State University and STC do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

## **Article V – Membership**

### Section 1: Requirements

Membership shall be open to all Iowa State University students and faculty/staff who pay annual fees as required by STC International. The Iowa State University student must be in good standing with the Iowa State University, and a member must subscribe to the ideals and policies of the club and Iowa State University.

Members must attend two meetings or activities per semester to remain in good standing with the organization. As required by STC International, student members are also expected to be enrolled in at least two classes or the equivalent per semester, excluding the summer semester. Membership will be revoked by ½ officers' vote and 3/4 general membership vote if a member's behavior is deemed inappropriate.

The officers of this organization must meet the following requirements:

- Prospective officers must have a minimum 2.00 cumulative GPA in the semester immediately preceding the election/appointment, the semester of election/appointment, and semesters during the term of office. For this provision to be met, at least six hours must have been taken for that semester.
- Prospective officers must be in good standing with the university and enrolled at least half-time in (unless fewer credits are required to graduate in the spring or fall semester during the term of office.
- Prospective officers must be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).

### Section 2: Removal

a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).

b. The removal process may be initiated by any member of the organization.

- A formal call for removal must first be brought to the officers of the organization. A member may call for removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
  - Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club membership present at the voting meeting.
- d. Voting will be conducted by secret ballot at a general meeting.
- The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- i. Member in question may request reinstatement 365 days after removal.
- Member must submit a written request for reinstatement to officers.
  - Officers must reach a unanimous vote through a show of hands to reinstate member.

## **Article VI – Officers**

### Section 1: Officer Positions and Duties

- a. President
- Facilitate officer meetings and general meetings.
  - Oversee the activities of the officers and general membership.

- Maintains record of membership in the student organization database.
- Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
- Maintain contact with the Advisor regarding organization activities and concerns
- Complete all trainings as required by Iowa State University policy.

b. Vice President

- Presides at meeting and conducts all official organizational business when the President assigns them to do so, or in the President's absence.

c. Secretary

- Will keep official minutes and records, and is required to distribute and process communications among members.
- Maintain an accurate record of all organization meetings and post on the organization's website
- Handle all the correspondence for the organization including follow up thank you letters to guest speakers and financial donors
- Maintain chapter database

d. Treasurer

- Manage the club's finances.
- Hold the club's purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
- Maintain the club's budget and work with officers to determine spending allowances.
- Collect dues at the beginning of each semester.
- Work with Advisor to approve each expenditure before payment.
- Complete all trainings as required by Iowa State University policy.

e. Secretary/Treasurer

- Will keep official minutes and records and is required to distribute and process communications among members. They will also be responsible for keeping accurate records of all financial matters and for collecting dues.

### Section 2: Elections

- a. Elections will occur annually during the month of September.
- b. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
- c. Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.
- d. At the voting meeting, each candidate will have 2 minutes to speak in front of general membership.
- e. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.
  - In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
  - In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
- f. The term of office for all officer positions shall be one year, beginning September 15 and ending September 15.

### Section 3: Impeachment/Removal

- a. Officers can be removed from their position by a vote of club membership.
- b. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.

- The officers will hold a special meeting with the Advisor to deliberate.
  - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
- Voting will be conducted by secret ballot at a general meeting.
  - The vote will be announced at least one week prior to the meeting.
  - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

#### Section 4: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

#### Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office
- b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

## **Article VII – Advisor**

### Section 1: Duties

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

The faculty advisor(s) are expected to perform the following duties:

- Maintain communication and meet with officers regularly
- Approve all financial expenditures
- Work with the organization president to ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement

### Section 2: Method of Selection

- a. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
- b. A candidate may be elected through a majority vote of officers.
  - Officers will vote through a show of hands.
  - All officers must be present for a vote to occur.
- c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

### Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

### Section 4: Impeachment/Removal

a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.

- Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.

b. The Advisor must be notified and given reason for removal at least one week prior to voting.

c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.

d. The Advisor will be notified of the decision via email.

### Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

## **Article VIII – Finances**

At this time, members are not required to pay organizational dues to participate as members of the ISU STC. The ISU chapter of STC is not required to pay any dues to the International STC organization.

a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

b. Upon disbandment of ISU STC, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.



c. Dues will be determined by a majority of officers at the beginning of each semester. Dues will not exceed \$25 per semester.

a. Dues will be collected by the Treasurer within the first 3 weeks of each semester through the student organization marketplace.

## **Article IX – Amendments and Ratification**

a. The amendment process may be initiated by any club member.

- Requests for amendment must be submitted in writing to the club officers
- The officers must have a majority vote of approval to move the amendment to a general membership vote.
- Officers will vote through a show of hands.

b. The proposed amendment must be presented to general membership at least one week before the vote.

c. Constitution may be amended by a majority vote of club membership present at the meeting.

- Voting will take place at a club meeting.
- Voting will be conducted by show of hands.

d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.

e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

- Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
- Notification of these changes must be communicated at the next full organizational meeting.