

**BYLAWS OF THE SUNCOAST CHAPTER
OF THE
SOCIETY FOR TECHNICAL COMMUNICATION**

DATE OF ISSUE: March 2,1992

ARTICLE I: NAME

The name of this organization is the Suncoast Chapter of the Society for Technical Communication. We are a subsidiary group of the Society for Technical Communication, Inc., which maintains its headquarters at 901 N. Stuart St., Arlington, VA 22203. These bylaws refer to the Suncoast Chapter as “the Chapter” and to the Society for Technical Communication as “the Society.”

ARTICLE II: BOUNDARIES

This Chapter encompasses the greater west central region of the Florida peninsula, including the counties of Citrus, DeSoto, Hardee, Hernando, Highlands, Hillsborough, Manatee, Pasco, Pinellas, Polk (western half, including Lakeland), Sarasota, and Sumter.

ARTICLE III: OBJECTIVES

The objectives of the Chapter are the same as those set forth in Article I, Section 2 of the Society’s bylaws; namely, to advance the arts and sciences of technical communication by:

- a. Encouraging research
- b. Developing educational programs and establishing scholarships
- c. Stimulating the exchange of information by means of publications, meetings, and conferences
- d. Recognizing outstanding accomplishments
- e. Cooperating with other societies and institutions in mutually beneficial projects

ARTICLE IV: POLICIES

The Chapter is a subsidiary of the Society for Technical Communication, a nonprofit professional organization. It is nonsectarian and nonpartisan, and it does not endorse any commercial enterprise or political candidate. The name of the Chapter or the Society may not be used in any connection with a commercial concern for any purpose other than the regular work of the Chapter. The Chapter exists under its charter from the Society, and it operates under the Society’s bylaws and within the Society’s policies.

ARTICLE V: MEMBERSHIP

All members of the Chapter must also be members of the Society for Technical Communication. They are assigned to the Chapter by the Society. The grades of membership and the rights and privileges are set forth in Article III of the Society's bylaws.

The management of the Chapter is exercised by an Administrative Council constituted according to the Society's bylaws, Article IX, Section 4.

Section 1. Administrative Council

The Administrative Council is composed of the Chapter's five elected officers (President, Vice-President, Secretary, Treasurer, and APR [Area Program Representative] Coordinator), and the Immediate Past President. These six persons are voting members of the Administrative Council. The leaders of all Chapter teams (including the Special Teams) are consultants to the Administrative Council; they are requested to attend certain meetings and offer advice to the officers, but do not normally vote on issues placed before the Council. Administrative Council meetings take place in accordance with the guidelines in Article VIII, Section 3 of these bylaws.

Section 2. Responsibilities of Administrative Council Members

This section defines the normal and expected duties of each of the Chapter's elected officers, and of the Immediate Past President.

The five officers are elected by the members of the Chapter as outlined in Article VII of these bylaws. (The eligibility requirements for candidates are also set forth in Article VII.) The term of office for elected officers is May 1 of the year of election until May 1 of the following year. The only exception to this is the Treasurer, who serves until the following June 30 in order to ensure that financial audits, reports, and bank account changes are handled in an orderly manner.

The duties of the Chapter officers are detailed in the following subsections.

President

- a. Attend and preside at all meetings of the Administrative Council and all general meetings of the Chapter's membership.
- b. Correspond with the Society's officers and directors as the spokesperson for the Administrative Council and the Chapter. (Correspondence relating only to dues payments and membership data is normally handled by the Membership Team Leader, who may enlist the assistance of the Secretary.)
- c. Appoint the leaders of the Chapter teams, including any special teams that are deemed necessary. Ensure that each team has sufficient members to carry out its duties in an efficient and timely manner.
- d. Assign special duties to teams, as necessary. Maintain communication with all team leaders to ensure that their duties are properly discharged.
- e. Authorize expenditures approved by the Administrative Council.

- f. Keep all elected officers advised of Chapter activities overseen by the President. This is to be accomplished by means of direct correspondence and/or copies of letters relating to Chapter business.
- g. Introduce new members to the Chapter at the first opportunity. NOTE: This duty may be delegated to the Membership Team Leader, if he or she is present.
- h. Officially recognize the work of the teams, acting as spokesperson for the Administrative Council.
- i. By August 31 of the year of election, submit to the Treasurer a budget of expenses (estimated) for the President's office for the next fiscal year.
- j. At the annual business meeting and installation of officers (April), present to the membership an annual report summarizing Chapter operations during the calendar year just ending.
- k. As the Chapter's executive officer, represent the Administrative Council and the Chapter in the Chapter's business with other organizations and individuals.

Vice-President

- a. Attend all meetings of the Administrative Council and, if possible, all general membership meetings. In the absence of the President, preside at these meetings.
- b. By August 31 of the year of election, submit to the Treasurer a budget of expenses (estimated) for the Vice-President's office for the next fiscal year.
- c. Serve as the Administrative Council's official liaison with the leadership of any chapter-level or statewide competitions in which the Chapter participates.
- d. Undertake such additional duties as the President may direct.

Secretary

- a. Attend and record the minutes of all Administrative Council meeting and Chapter business meetings. Prepare the minutes and distribute them to all Council members.
- b. Prepare a newsletter article summarizing each Administrative Council meeting. After reviewing this article with the President (and other Council members, if the President feels this is necessary), send it to the Newsletter Editor for publication in the next scheduled issue.
- c. Prepare and process correspondence concerning Chapter records, and other correspondence as directed by the Administrative Council.
- d. Prepare and maintain a Chapter Mailing List. As required, make mailing labels for all names on the list and send them to officers and team leaders who request them.
- e. Keep records of all activities of the Secretary's office, including copies of correspondence, mailing lists, Chapter and Society Bylaws, Chapter team reports, meeting sign-in sheets, and standard Chapter forms.
- f. By May 1, report the results of the Chapter's annual elections to the following Society officials: Second Vice-President, Secretary, Executive Director, and Region 3 Director-Sponsor.

- g. By August 31 of the year of election, submit to the Treasurer a budget of expenses (estimated) for the Secretary's office for the next fiscal year.

Treasurer

- a. Receive, keep, and disburse the Chapter's funds and other negotiable assets, if any. Cash disbursements from the Chapters bank account(s) may be made only under the signatures of two Chapter officers, one of whom should normally be the Treasurer. Other assets are to be managed in accordance with the directives of the Administrative Council.
- b. Keep current records of the receipt, status, and disbursement of Chapter funds. All disbursements in excess of twenty-five dollars must be reported to the President within five working days. The Treasurer shall also prepare periodic financial reports for the Administrative Council. These are to be presented at regularly-scheduled Administrative Council meetings and relayed to the general membership at monthly meetings or via the newsletter.
- c. Make available to an independent auditor (or an auditing team appointed by the Administrative Council) all records necessary to audit the Chapter's books. This audit is to be completed by the end of the fiscal year for which the Treasurer serves (June 30 of the year in which a new Treasurer is elected). The auditor's report is to be submitted to the Administrative Council at the summer planning meeting (see Article VIII, Section 2).
- d. Prepare for the annual business meeting (April) a report summarizing receipts and disbursements for the year to date.
- e. By July 31, prepare and submit to the Society Treasurer a Chapter Financial Report Form for the fiscal year just ended. This report is to be prepared and submitted by the outgoing Chapter Treasurer, with assistance from the incoming Treasurer and approval by the President.
- f. By August 31 of the year of election, prepare a budget for the Treasurer's office for the upcoming fiscal year.
- g. By October 15, prepare and distribute to the members of the Administrative Council a proposed Chapter budget for the current fiscal year (beginning on the previous July 1). After approval by the Administrative Council, publish the final budget to the Chapter membership.
- h. Comply with Internal Revenue Service requirements concerning annual information reports, if this function is not fully assumed by the Society Treasurer.

Area Program Representative (APR) Coordinator

Because of the unique geographical problems faced by the Chapter, this position has been added to the elected offices listed above. The APR Coordinator is a full, voting member of the Administrative Council, whose duties include the following:

- a. Serve as Leader of the Program Team.
- b. Provide all necessary assistance to the APRs in setting up monthly meetings for which they are responsible.
- c. Serve as the liaison between the APRs and the Administrative Council, bringing any program-related problems to the attention of the Council in a timely manner.

- d. Receive each month's sign-in sheet from the responsible APR. Provide quarterly summaries of meeting attendance to the President and copies of the monthly sheets to the Secretary.
- e. When appropriate, appoint special APRS to serve the needs of particular subgroups within the Chapter. This should only be done if there is a clear benefit to be obtained, and should not interfere with the activity of the regular members of the Program Team. (See Article VI, Section 3.)

Immediate Past President

- a. Counsel and assist the President in matters relating to the discharge of his or her duties.
- b. Chair special teams and undertake other duties, as assigned by the President.

Section 3. Responsibilities of Chapter Teams

The Chapter membership is served by the following teams: Education, Employment, Membership, Newsletter, Program, Public Relations, Bylaws, Competitions, and Nominating. The last three of these are considered "Special Teams," because they do not operate continuously throughout the chapter year. Their duties are discussed in Section 4. All team leaders are nonvoting consultants to the Administrative Council.

The team leaders are appointed by the President. Typically, each team has a single team leader; however, the President may appoint additional leaders for individual teams, based on geography, the magnitude of the team's responsibilities, or other considerations.

Team leaders must be members of the Chapter in good standing. Normally, team leaders will serve for the duration of the President's term. If the President remains in office for a second year, the team leaders may be changed at the President's discretion. For serious cause, the President may remove team leaders before their term ends; however, this may only be done with the concurrence of a majority of the Administrative Council.

By September 15 of the year of election, each team leader must prepare an estimated budget for his or her committee for the upcoming fiscal year. Revisions to these budgets may be made at any time during the year; however, any increases must be approved in advance by the Administrative Council.

Education Team

The duties of the Education Team are the following:

- a. Establish contacts for the Chapter among the faculties and student bodies of local colleges and universities. Encourage active participation by these groups in the activities of the Chapter.
- b. (*Leader*) Serve as the Administrative Council's official liaison with any student groups that wish to associate themselves with the Chapter on an official or semiofficial basis.
- c. Determine ways in which the Chapter can be of service to (or contribute to the creation of) local technical communication programs.
- d. If possible, conduct an annual Student Technical Writing Competition among local high school students,
- e. Arrange Chapter participation in "career nights" and other activities designed to promote technical communication as a career option for high school and college students.

- f. (*Leader*) Publish a column at least twice each year to bring the membership up to date on recent scholarly publications, educational opportunities, and happenings in the academic community.
- g. Design and conduct seminars aimed at improving the competencies of local technical communicators and students.

Employment Team

The duties of the Employment Team are the following:

- a. Keep abreast of the employment situation within the Chapter's boundaries and beyond.
- b. (*Leader*) Publish information on a regular basis to inform the membership regarding overall employment trends and current job opportunities in the Chapter's service area.
- c. Provide employment-related assistance to members and to area employers, of technical communicators. This assistance is to be provided when requested and without prejudice.
- d. Maintain liaison with the Society's Employment Team. Pass information from the Society team to local members and from the Chapter to the Society team, as appropriate.

Newsletter Team

The Leader of the Newsletter Team is also known as the Newsletter Editor-In-Chief, or, if no other Editors are named, simply as the Newsletter Editor. The duties of the Newsletter Team are the following:

- a. Write, edit, produce, and mail a monthly Chapter newsletter. This newsletter should reach the membership at least one week prior to the date of the next scheduled Chapter meeting.
- b. Assist the Public Relations Team with the production and mailing of monthly meeting flyers, if necessary.
- c. Solicit articles from Chapter members and other local professionals in the field of technical communication.
- d. Establish policies regarding newsletter advertising for companies and individual members. Publish the advertising rates to the membership and other interested parties.
- e. Establish standard annual subscription rates for the newsletter, if so directed by the Administrative Council.
- f. Submit to the editors of *Tieline* and *Intercom* any news about Chapter meetings, conferences, or other activities that may be of general interest to the Society membership.
- g. Exchange newsletters with other chapters. As a minimum, newsletters are to be exchanged with all other Florida chapters. Other exchange agreements may be made at the discretion of the team.
- h. Assume full responsibility for the quality, content, and timeliness of the Chapter newsletter. (The text of each issue should be approved in advance by the President, unless he or she waives this right.)

Membership Team

The duties of the Membership Team are the following:

- a. Conduct membership drives, provide membership literature at meetings, and pursue other measures designed to increase the Chapter's membership.
- b. Send information to persons who inquire about membership in the Society and to nonmembers whose names appear on the monthly meeting sign-in sheets.
- c. Process all membership application copies and address corrections received from the Society, and any address corrections received from other sources. Promptly enter corrections and additions in the master copy of the membership directory.
- d. Send welcoming letters or packets to new Chapter members as soon as their application information is received from the Society. Include any other information that might be of use to the new member.
- e. Provide new members' application information and current members' address changes to the Secretary for inclusion in the Chapter mailing list.
- f. Contact each new member as soon as possible after receiving an application. Verify all information required to update the membership directory and Chapter Mailing List.
- g. (*Leader*) Publish a membership column in the Chapter newsletter at least once every quarter. This column should include new and changed member information, announcements of membership-related news, and other information suggested by the team members or officers.
- h. Publish an annual membership directory for the Chapter containing (as a minimum) all members' names, addresses, telephone numbers, job titles, and employers.
- i. Publish membership directory updates, when needed.
- j. Periodically conduct a campaign to update the nonmember listings on the mailing list. Nonmembers may receive mailings that are not restricted to MEMBERS ONLY, *if* they have a *bona fide* interest in technical communication *and* if they declare their interest in remaining on the mailing list at the required intervals. Nonmembers may be charged standard subscription rates for Chapter mailings, if these are established by the Newsletter Team and approved by the Administrative Council.

Public Relations Team

The duties of the Public Relations Team are the following:

- a. Plan and develop publicity for the Chapter and its activities.
- b. Prepare and disseminate press releases and other publicity-oriented material as directed by the Administrative Council.
- c. Maintain liaison with local businesses and industries so that our presence will be known to local employers.
- d. Foster and maintain a mutually supportive relationship with other Florida chapters *and* with local chapters of other professional societies.

- e. (*Leader*) Write a column for the newsletter at least once during the year to let the members know what public relations avenues are being pursued.
- f. Produce and mail a monthly flyer providing details about the next Chapter meeting. This flyer should reach the membership at least one week prior to the date of the meeting it describes.

Program Team

The Program Team normally consists of five members. These include four Area Program Representatives (APRs), one for each of the three areas in which meetings are customarily held (Tampa, Sarasota- Bradenton. and St. Petersburg-Clearwater). and one to represent and communicate with the student members of the Chapter. The fifth member and acting leader is the elected APR Coordinator, whose duties are listed in Article VI, Section 2.

The meeting locations for each month of the Chapter year are determined by the Administrative Council at least one month in advance of the September meeting. Each APR is to work with other Chapter personnel (as designated by the President and/or APR Coordinator) to set up the meetings held in his or her area. The responsible APR should provide all relevant information at least three weeks in advance of the meeting date to the APR Coordinator, the Newsletter Editor, and the Public Relations Team Leader.

The duties of the Program Team are the following:

- a. Plan and schedule programs for the Chapter's monthly meetings and for other activities, as directed by the Administrative Council.
- b. Arrange meeting locations, menus, and special equipment required by speakers.
- c. Receive reservations for meetings. All APRs shall receive reservations for members in their local areas and pass them on to the APR who has primary responsibility for the meeting.
- d. Provide a sign-in sheet for each Chapter meeting. Send copies of this sheet to the APR Coordinator and Membership Team Leader within five working days after the meeting.
- e. Provide name tags to meeting attendees and ask them to sign the sign-in sheet as they arrive.
- f. Collect money from meeting attendees. Deliver all receipts to the Treasurer within three working days after the meeting.
- g. Ensure that the speaker is introduced at the beginning of his or her presentation.
- h. Write (or designate someone else to write) a wrap-up article to be published in the next newsletter following the meeting.
- i. Before leaving the establishment at which a meeting was held, ensure that all financial matters have been settled to the satisfaction of both the Chapter and the management of the establishment.
- j. If possible, schedule at least one joint activity with another professional society during the year.

Section 4. Responsibilities of Special Teams

The Chapter's Special Teams include the Bylaws Team, the Competitions Team, and the Nominating Team. Each of these teams has an acting team leader and performs its specified tasks as required. (The President is responsible for activating these teams when their services are needed.) During times of activity, additional team members may be appointed by the team leader.

The leaders of the Special Teams are consulting members of the Administrative Council. The Chapter President may establish additional Special Teams at his or her discretion.

Bylaws Team

The duties of the Bylaws Team are the following:

- a. Formulate and process all proposed amendments to the Chapter Bylaws as directed in Article XII, Section 2.
- b. Advise the Chapter President and Administrative Council regarding the Bylaws upon request.
- c. Secure approval from the Society for all amendments or revisions to the Bylaws.
- d. Distribute copies of the Bylaws and any approved amendments to all Chapter members. Also mail copies to the Director-Sponsor for Region 3, the Society Second Vice-President, and the Society Executive Director.

Competitions Team

- a. (*Leader*) Oversee the Chapter's annual Publications and Art Competitions. Appoint a coordinator for each of the Competitions, if possible.
- b. (*Leader*) If the Suncoast Chapter elects to join with other chapters in a statewide or regional Competition, act as liaison in all matters relating to the Suncoast Chapter's participation. NOTE: In this case, the duties of the Competitions Team may be modified in accordance with official guidelines approved by the participating chapters.
- c. Solicit entries for the annual Publications and Art Competitions.
- d. Collect entry fees from persons entering the Competitions.
- e. Solicit judging services from qualified persons and arrange transportation of entries, final judging meeting(s), etc., as required.
- f. Submit winning entries and fees to the designated person(s) at the international level.
- g. Act as liaison for any other competitions sponsored by the Society that are not administered at the local level (such as the AV Competition).

Nominating Team

The duties of the Nominating Team are the following:

- a. Poll the membership and obtain at least one nominee for each of the Chapter's elective offices.
- b. Solicit volunteers for appointed positions and teams from among the members who do not wish to run for elective office.
- c. Announce the slate of officers during at least one Chapter meeting *and* in at least one issue of the Chapter newsletter prior to the elections.
- d. Produce and mail official ballots to all members no later than three working days after the March meeting.

- e. Receive and count the completed ballots. This task is to be completed no later than three working days before the meeting at which the new officers will be installed (April).
- f. Keep the ballots of all elections on file for at least six months, in case any member chooses to challenge the election results.
- g. Inform all candidates of the election results no less than 24 hours in advance of the installation meeting. Announce the election results to the general membership at the beginning of the meeting *and* in the next newsletter following the meeting.
- h. Within three working days after the April meeting, formally pass the new list of officers to the Secretary for transmittal to Society headquarters.

ARTICLE VI: ELECTIONS

Section 1. Date

The annual election of Chapter officers is conducted during the month of March. The incoming officers are installed at the April Chapter meeting and officially assume their duties by the first of May.

Section 2. Nominations

Nominations for all Chapter elective offices may be submitted by the Nominating Team and by other members of the Chapter, as specified below. The Nominating Team is responsible for formulating the “official” slate of nominees for the coming Chapter year.

The President must activate the Nominating Team no later than January 5. Once the Nominating Team is activated, its members contact all members of the Chapter. Each member should be queried regarding his or her willingness to serve in an elected or appointed capacity.

By the March Chapter meeting, the Nominating Team must be prepared to announce a slate of nominees for the elective offices. The names of these nominees should also be published in the issue of the Chapter newsletter that reaches the membership immediately prior to the March meeting. The names of members who are willing to serve on Chapter teams should be forwarded to the President for future use.

All candidates for elective office must be members of the Chapter in good standing. Student members and honorary members are not eligible to hold elective offices. No member may be nominated for more than one office in the same election. No member may be nominated for any office against his or her will. (The Nominating Team may require written statements of willingness from the candidates, if this is deemed necessary.)

Chapter members may submit nominations directly to the President, if they wish. Such nominations must be submitted in writing and signed by at least five percent of the total voting membership of the Chapter. To be valid, such nominations must be accompanied by the nominee’s written statement of willingness to accept office, and must reach the President not later than the day of the March Chapter meeting. The names of nominees received in this way are to be added to the ballot without comment alongside the names recommended by the Nominating Team.

Section 3. Election Process

The Nominating Team sends out ballots to all voting members of the Chapter within three working days after the March meeting. The deadline for returning ballots must be no later than three working days before the date of the April meeting. The Nominating Team is responsible for receiving the completed ballots and for determining the winners and losers of all elections, as specified in Article VI, Section 4 of these Bylaws.

A candidate is considered to have won election if he or she receives a simple majority of the votes cast. If there is a tie or if no candidate receives a majority on the first ballot, a runoff election must be held for that office. In cases where three or more candidates are running and none has received a majority of the votes, the two candidates who received the largest numbers of votes in the initial voting shall be included in the runoff.

In communicating the election results to the Chapter membership, the Nominating Committee shall make a simple announcement of the names of winning and losing candidates. The exact vote counts shall not be released unless the election is challenged. Any member may challenge the results of the election by making a written request to the Nominating Team Leader or the President within six months after the winners are announced. When such a request is received, the Nominating Team shall recount the ballots and send a detailed listing of the results to the requesting member.

If no office *is* contested, the Nominating Team may choose to suspend the usual election process. Instead of mailing ballots, the team (with the approval of the President) may conduct the election by secret ballot, show-of-hands, or other method, at the March meeting. However, if this method is used, the Nominating Team Leader must announce the intent to do this at the February meeting *and* in the newsletter that is published between the February and March meetings. He or she must also seek any additional nominations at the beginning of the March meeting. If any other names are placed in nomination *or* if a majority of the members present object to the use of this method, the usual mailed ballot method must be used.

Section 4. Vacancies

If the office of President becomes vacant for any reason during the course of the Chapter year, the Vice-President assumes that office for the remainder of the term. A vacancy in the office of Immediate Past President (IPP) may be filled only by another past president of the Chapter and then only with the approval of that person and of the Administrative Council. If this method is used to fill the office of IPP, the word "Immediate" is dropped from the title and he or she is known simply as the "Past President."

Any other vacancy is filled by a majority vote of the Administrative Council and announced to the membership at the earliest possible date. The qualifications of persons selected to fill vacant positions shall be the same as those for members seeking election in a general election. (See Article VII, Section 3.)

ARTICLE VII: MEETINGS

Section 1. General Membership Meetings

The Chapter holds at least nine general membership meetings each fiscal year. The first meeting is normally held in September and the last meeting is held in June. At the discretion of the Administrative Council, the schedule of meetings may be extended to include the months of July and August.

Chapter meetings are to be held on a day and in a location convenient to the majority of the members. In the event that a national holiday falls on, or one day before or after, the normal meeting day, the meeting may be transferred to a more convenient date.

A rotating schedule of meeting locations (i.e., cities) may be adopted in order to serve the needs of the Chapter members as efficiently as possible. The schedule of such meeting locations shall be decided by the Administrative Council at its summer planning meeting. (Refer to Article VIII, Section 3.) Meeting locations other than those normally used may be approved by the Administrative Council on a case-by-case basis.

The April meeting is the Chapter's annual business meeting. At this meeting, the outgoing officers and team leaders present reports regarding their activities and financial expenditures during the preceding year. Also at this meeting, the new Chapter officers are installed.

In addition to the annual meeting in April, shorter business meetings are to be held at least three times per year in conjunction with regularly-scheduled programs; these should offer an opportunity for the officers to inform the membership of important Chapter business, and for members to bring their concerns to the attention of the Administrative Council. The intent to hold a business meeting should be published in the newsletter and in the monthly meeting flyer.

A quorum for any Chapter business meeting consists of either 20 percent of the voting membership or 15 voting members, whichever is less. Business meetings are to be conducted under the general guidance of *Robert's Rules of Order, Revised*, in all cases where they apply and cause no conflict with the Bylaws of the Society or the Chapter. However, strict adherence to all details of Parliamentary Procedure is not required.

Section 2. Administrative Council Meetings

The Administrative Council meets at least once every three months throughout the year. Meetings may be held more frequently, at the discretion of President.

The first meeting should be held in August; the purpose of this meeting is to plan the Chapter's meetings and competitions and to set goals for the coming year. The President is responsible for the agenda, arrangements, and list of attendees for this meeting.

All current officers are expected to attend all Administrative Council meetings. A quorum shall consist of at least four of the six voting members. Team leaders are encouraged to attend these meetings and report on their activities. Officers and team leaders who are unable to attend should report their activities to the President prior to the meeting date.

All members of the Chapter are allowed to attend Administrative Council meetings as observers. Any member wishing to address the Administrative Council should inform the President or Vice-President before the meeting starts.

ARTICLE VIII: FINANCES

All Chapter funds are to be deposited in a duly established banking institution that is a member of the Federal Deposit Insurance Corporation (FDIC) or in a suitably insured credit union. The Chapter is not permitted to own real estate.

Chapter funds are to be withdrawn from their accounts only over the signatures of two of the Chapter officers. Normally, these signatures are those of the Treasurer and the President; however, any two officers' signatures are considered valid.

The President has the power to authorize payment of debts contracted in the name of the Chapter. Chapter members may contract debts in the name of the Chapter *ONLY* with the express authorization of the Administrative Council.

Reasonable operating expenses incurred by officers and team leaders are to be reimbursed by the Treasurer upon submission of itemized receipts for these expenditures, *PROVIDED* that such expenditures are in accord with previously submitted budgets *or* previously approved by the Administrative Council. Expenses not covered by these provisos may be reimbursed at the discretion of the Administrative Council.

The Chapter may not levy dues against the membership at any time. Local assessments are limited to necessary surcharges that may be added onto the basic cost of the meeting meals, tips, etc. Such surcharges are to be approved in advance by the Administrative Council (for specific purposes) and may never exceed 20 percent of the price per meal (including tips, room and equipment charges, etc.) quoted by the establishment at which the meeting is held. Members who choose to attend only the program portion of the meeting (and not the meal) may be required to pay the surcharge.

Nonmembers attending Chapter meetings may be charged special nonmember administrative fees. These fees, if any, are to be enacted by the Administrative Council.

Failure to attend a meeting for which a reservation has been made directly and adversely affects the Chapter's cash flow. Therefore, any person who makes a reservation, then **does not** attend the meeting *or* cancel the reservation **AT LEAST 24 HOURS PRIOR** to the meeting, may be billed for the amount that would have been due had he or she attended.

All financial records for the preceding fiscal year must be audited annually during the month of June. A copy of the auditor's report is to be submitted to the Administrative Council at the summer planning meeting.

ARTICLE IX: ANNUAL REPORTING

By July 31, the outgoing Chapter Treasurer must submit to the Society Treasurer a Chapter Financial Report Form for the fiscal year just ended. This form is to be prepared and submitted in accordance with the latest Society guidelines.

The outgoing Treasurer is also responsible for providing a report of the Chapter's financial status to the Chapter membership at the annual business meeting. (See Article VI, Section 2 of these bylaws for more information.)

All books and records of the Chapter will be available for examination by the Society's President or Directors at any time.

ARTICLE X: DISSOLUTION

The Chapter may be dissolved only by action of the Society's Board of Directors, as set forth in Article IX, Section 3 of the Society's Bylaws. Dissolution of the Chapter would in no way affect the Society standing of any Chapter member.

If the Chapter is dissolved under the prescribed procedures, all Chapter funds will revert to the Society's treasury. In the event of simultaneous dissolution of the Society in accordance with Article XII of the Society Bylaws, all Chapter funds are to be distributed to educational or charitable institutions and may in no way benefit any of the Society's or the Chapter's officers, directors, members, or employees.

ARTICLE XI: AMENDMENTS

Section 1. Proposing

Amendments to these Bylaws may be proposed by a resolution adopted by the Administrative Council or by a petition signed by at least ten voting members of the Chapter. All such resolutions or petitions are to be transmitted to the Leader of the Bylaws Team.

Section 2. Processing

The Bylaws Team will formulate all proposed amendments to these Bylaws. The final draft of every proposed amendment is to be submitted to the originator for review and approval. Upon receiving that approval, the Bylaws Team will mail the proposed amendment to the Chapter membership at least two weeks before a designated Chapter meeting at which it is to be discussed.

The proposed amendment is discussed at the designated meeting. All members who wish to comment on the proposed amendment are given an opportunity to speak at this meeting. Within ten days after the meeting, the Bylaws Team prepares an official ballot containing the proposed amendment and mails it to each voting member of the Chapter. This ballot must offer each member an opportunity to vote YES or NO. The ballot must state the date by which it has to be received and the complete address to which it is to be returned. The Bylaws Team Leader may receive the ballots himself or herself, or may appoint another member of the Bylaws Team to receive them. NOTE: Voting on amendments not considered time-critical may be deferred until the Chapter's next general election and included on the ballot used to elect the new officers.

On the day following the deadline for returning the ballots, the designated person is to count the votes cast for and against the proposed amendment. The results are reported to the Administrative Council at its next meeting. All ballots are to be retained for a period of at least 90 days to facilitate a recount, should this become necessary.

Section 3. Adoption

An amendment to these Bylaws becomes effective upon its approval by a majority of the votes cast. If an amendment is rejected by a majority of the Chapter members, the same or a similar amendment may not be submitted again for at least six months.

Section 4. Compatibility

These Bylaws and all amendments thereto must maintain compatibility with the Bylaws and operating policies of the Society. If any part of these Bylaws or of any amendment conflicts with the Society's Bylaws or operating policies, the conflicting part of these Bylaws or of the amendment is to be considered null and void. Notice of such nullification must be transmitted promptly to all members of the Chapter by means of the Chapter newsletter or a special mailing. The Bylaws Team is to be activated immediately by the President and instructed to formulate whatever corrections are needed.