

**BYLAWS**  
**Central New York Chapter of the Society for Technical Communication**

**Article I - NAME AND OBJECTIVES**

Section 1. Name

The name of the organization is the Central New York Chapter (hereafter referred to as the CNY Chapter) of the SOCIETY FOR TECHNICAL COMMUNICATION, INC. (hereafter referred to as the Society).

Section 2. Adherence to Society Bylaws

The CNY Chapter follows all Bylaws of the Society in addition to the CNY Chapter Bylaws described in this document.

Section 3. Objectives

The objectives of the CNY Chapter are to:

- A. Provide a forum for the exchange of information.
- B. Promote the education of technical communication.
- C. Enhance the professionalism of its members.
- D. Enhance corporate and community recognition of Technical Communication and the Society.
- E. Support the Society and its professional objectives.

**Article II - POWERS AND CONSTRAINTS**

Section 1. Powers

The powers of the CNY Chapter reside in its members. The CNY Chapter Administrative Council exercise these powers on behalf of the membership.

Section 2. Constraints

The CNY Chapter is nonprofit, nonsectarian, and nonpartisan. It cannot endorse or disparage a commercial enterprise, a political platform, or a candidate for public office.

Section 3. Use of Name

The CNY Chapter name and insignia, singly or in combination, may be used only by persons authorized by the Administrative Council and only for CNY Chapter purposes.

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**Article III - MEMBERSHIP**

**Section 2. Qualifications for Membership**

A. *General.* CNY Chapter membership is open to all Society members in good standing living within the CNY Chapter region as defined by the Society.

**Section 3. Rights and Privileges of Grades of Membership**

A. *Universal rights.* Individual CNY Chapter members may:

1. attend any meeting, convention, conference, or workshop sponsored by the CNY Chapter. Should a fee be required for meeting attendance, that fee must be paid for by the member.
2. contribute ideas and suggestions that may further the CNY Chapter purposes.

B. *Voting rights.* All CNY Chapter members are entitled to vote on each matter submitted to the membership by mail or email or at a meeting of any CNY Chapter body at which the member is present.

C. *Office-holding rights*

1. A CNY Chapter member may hold any CNY Chapter office, may serve as a president, and may serve as a member of a CNY Chapter committee.

**Section 4. Obligations of Membership**

By acceptance of the Society's certificate of membership, each CNY Chapter member agrees to abide by all Society and CNY Chapter governing documents, work toward achievement of its purposes, and act in accordance with its precepts. Members who fail to do so may have their membership suspended or revoked.

**Article IV - CNY CHAPTER ADMINISTRATIVE COUNCIL**

**Section 1. Membership**

The CNY Chapter Administrative Council consists of the president, vice-president, the newsletter editor, the secretary, and the treasurer. Other members may be admitted membership on the Administrative Council based on the recommendation of the president and upon obtaining a majority vote in favor of admittance from the members of the Administrative Council.

**Section 2. Meetings**

The Administrative Council meets several times each year for the conduct of business. Meetings are called by the president or at the request of a Administrative Council member. Administrative Council meetings are open to the general membership. Meeting notices will be posted to the general membership at least 24 hours prior to a meeting of the Administrative Council.

**Section 3. Compensation**

All CNY Chapter Administrative Council board members serve without compensation.

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Section 4. Travel Expenses

The Administrative Council may authorize travel expenses for purposes which directly benefit the CNY Chapter.

Section 5. Powers and Constraints

The Administrative Council has the power to manage the CNY Chapter property, to determine its fiscal policies, and to direct its affairs. The Administrative Council acts in accordance with any governing documents, which it has the authority to interpret and clarify in terms of language.

Section 6. Duties of Administrative Council Members

A. The *president* exercises general supervision over the affairs of the CNY Chapter; calls meetings; presides at meetings of the CNY Chapter and the Administrative Council; appoints assistants to the president and heads of CNY Chapter committees, subject to Administrative Council approval; and is an ex-officio member of all CNY Chapter committees.

B. The *first vice president* assumes the duties of the president in the absence or incapacity of the president and performs such other duties as the president or the Administrative Council may assign.

D. The *secretary* keeps minutes of all regular CNY Chapter meetings and Administrative Council meetings and distributes them within 14 calendar days of the meeting; conducts official correspondence; signs official documents as required; maintains records so that they are available at any time to the president or the Administrative Council; and performs such other duties as the president or the Administrative Council may assign.

E. The *treasurer* supervises the CNY Chapter's fiscal affairs by (1) preparing an annual fiscal year budget for review at each Administrative Council meeting; (2) maintaining books and records so that they can be inspected at any time by the president, the Administrative Council, or any auditor named by the Administrative Council; (3) authorizing disbursements; (4) submitting to the membership, and publishing, an annual report of the CNY Chapter financial status.

Section 7. Terms of Office

The president and vice president are elected for terms of one year, and the secretary and treasurer for terms of two. The president, vice president, secretary, and treasurer may succeed themselves in office only once. Terms of office for all members of the Administrative Council begin with their installation at the CNY Chapter's annual business meeting.

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Section 8. Vacancies

A vacancy in the office of president is filled by the vice president. If the office of vice president is also vacant, a president is elected from among the Administrative Council members by majority vote of the entire council. Persons nominated by the president to fill vacancies in the offices of second vice president, secretary, treasurer, and director are elected by majority vote of the entire Administrative Council.

Section 9. Removal

If the conduct of a Administrative Council member is such that the Administrative Council as a whole feels it necessary to suspend the member's authority, the council appoints a special committee to hear and review the case. The person to be suspended must be served personally or by registered mail with a notice containing a statement of the charges and specifying the time and place of a hearing before the special committee; this notice must be received at least ten days before the hearing. At the hearing the accused may be represented by counsel and must be allowed to confront the accusers. The special committee reports its findings to the Administrative Council. A vote on the committee's recommendations must be sustained by two-thirds of the entire Administrative Council.

Section 10. Meetings and Quorum

A majority of the Administrative Council's membership constitutes a quorum.

Section 11. Transaction of Business

The Administrative Council acts by majority vote when a quorum of Administrative Council members is present.

Section 12. Finances

The CNY Chapter operates on a fiscal year basis, July 1 to June 30 of the following calendar year. Funds are established for operating purposes and for reserves. Only banks that are members of the Federal Deposit Insurance Corporation (FDIC) or credit unions that are members of the National Credit Union Share Insurance Fund (NCUSIF) can be used for depositing CNY Chapter funds.

**Article VI - COMMITTEES**

Section 1. Establishment

The Administrative Council may establish standing or special committees to take charge of specific work areas. The manager of each standing or special committee is appointed by the president, subject to Administrative Council approval. A committee manager serves until a successor is appointed and is responsible for orderly transition of duties and transfer of committee records to successors. After the work of a special committee is completed, the committee is dissolved by the Administrative Council, the manager is discharged by the president, and committee records are archived.

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Section 2. Committee Membership and Subcommittees

Each committee manager appoints the members of the respective committee. Administrative Council approval is not required for appointment of committee members nor for establishment of subcommittees.

**Article VII - REGULAR CNY CHAPTER MEETINGS**

Section 1. Meeting Time and Location

Eight CNY Chapter meetings are held each year, one meeting held during the month of January, February, March, April, June, September, October, November. Meetings are held on the third Wednesday of the month at a location close to Syracuse, NY. A meeting may be held at a different locale if so decided by the Administrative Council.

Section 2. Special CNY Chapter Meetings

Special CNY Chapter meetings may be held at their own time and in their own place as approved by the Administrative Council.

**Article VIII - CNY CHAPTER ELECTIONS**

Section 1. Annual Election

A. *Time of election.* Volunteer officers, directors, and members of the nominating committee are organized in the fall of each year. The final slate and ballots are mailed or e-mailed to all voting members at least three months prior to the June CNY Chapter Meeting, also known as the CNY Chapter Business Meeting, and the votes are tabulated at least two weeks prior to the June CNY Chapter Meeting. The nominating committee sets specific dates each year and instructs the voters accordingly.

B. *Nominating committee.* The nominating committee, is responsible for the selection of candidates and for the preparation of the preliminary slate, final slate, and ballot.

C. *Selection and evaluation of candidates.* The nominating committee requests names of candidates to be considered for election from CNY Chapter membership, and may, as it deems appropriate, contact individual CNY Chapter members for recommendations and contact the candidates to ensure that the candidate is available to hold office.

F. *Preparation and distribution of the final slate and ballot.* The nominating committee prepares the final slate and ballot for distribution to all voting members by mail or e-mail. For unopposed candidates, the ballot offers a "yes" or "no" choice. Voting instructions specify the date on which ballots must be returned to be counted.

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G. *Count of votes and announcement of results.* The tellers committee validates the ballots while protecting the identity of the voters, and counts and records the vote. Candidates are elected by plurality of votes cast. A tie vote is resolved by a majority vote of the Administrative Council of directors. If an unopposed candidate receives fewer affirmative than negative votes, that office is declared vacant. The manager of the tellers committee promptly notifies the CNY Chapter Administrative Council and the candidates of the total votes cast for the various candidates.

**Article IX - AMENDMENTS**

**Section 1. Changes to CNY Chapter Bylaws**

An amendment to these bylaws may be originated by the Administrative Council or by a written petition signed by five chapter members. Changes to CNY Chapter Bylaws must be approved by the membership.

**Section 2. Implementation**

To become effective, a bylaws amendment submitted to the membership requires the affirmative vote of two-thirds of the valid votes cast. An approved amendment is announced to the membership at the earliest opportunity.