

# Constitution

of the Council for Programs in Technical and Scientific Communication

## **Article I - Name**

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The name of the organization shall be the Council for Programs in Technical and Scientific Communication.

## **Article II - Purposes**

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The primary purposes of the organization shall be to (1) promote programs in technical and scientific communication, (2) promote research in technical and scientific communication, (3) develop opportunities for the exchange of ideas and information concerning programs, research, and career opportunities, (4) assist in the development and evaluation of new programs in technical and scientific communication, if requested, and (5) promote exchange of information between this organization and interested parties. Said organization is organized exclusively for educational purposes.

## **Article III - Membership**

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Membership shall be open to any individual or institution interested in supporting the purposes identified in Article II. Individuals or institutions whose primary responsibilities or functions are education shall be designated Regular Voting Members. Others shall be designated non-voting Special Advisory Members. Membership shall be open to any person without regard for race, age, sex, or religious affiliation.

## **Article IV - Officers**

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The officers of the organization shall be president, vice-president, secretary, and treasurer, each to be elected for a two-year term. The duties of the officers shall be:

### ***President***

1. preside at the annual meeting or special meetings of the organization.
2. represent the organization at official functions.
3. serve as the chairperson of the executive committee.
4. designate others to perform duties.

### ***Vice-President***

1. perform all the duties of the president in the event of the president's absence.
2. serve as managing editor of all publications.

### ***Secretary***

1. record all official minutes of all meetings.
2. maintain an up-to-date membership list and mailing lists.
3. oversee correspondence.

### ***Treasurer***

1. handle all financial matters of the organization including the receiving and recording of dues and payment and paying the bills of the organization.
2. transmit current membership information to the secretary on a regular basis.

The president, vice-president, secretary and treasurer, plus the immediate past president and three members-at-large, elected by the membership, shall serve as the executive committee. The executive committee shall have the right to act on behalf of the organization at such times as the organization is not meeting at the annual meeting or at special meetings, except to change the constitution or carry out elections.

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**Article V - Limits**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the organization shall be the carrying out of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170 (e) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

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**Article VI - Meetings**

The organization shall convene an annual meeting. The location and approximate date of the annual meetings shall be determined by vote of members present and voting at an annual meeting. Special meetings of the organization may be held as needed and determined by the executive committee.

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**Article VII - Finances**

The dues of the organization shall be \$40 per year for Regular Voting Members and \$100 per year for non-voting Special Advisory Members. Memberships shall be based on a calendar year, and dues shall be payable in January.

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**Article VIII - Elections**

1. The election of officers and members-at-large to the executive committee shall be by digital ballot. The ballot will have a list of candidates who are members presented by the nominating committee, and all nominations will have secured permission. There will be at least one candidate, but not more than three candidates, as well as provision for writing in at least one additional nominee for each position open.
2. The Immediate Past President shall chair the nominating committee and shall appoint, in consultation with the executive committee, four additional members: one from the executive committee and three from general membership, and shall announce committee membership at the annual meeting preceding elections.
3. The nominating committee will have a slate of officers and members-at-large mailed to the membership no later than 60 days prior to the annual meeting. Ballots must be returned no later than 15 days before the start of the annual meeting.
4. Results of the election will be announced at the business meeting of the annual meeting.

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**Article IX - Constitutional Amendments**

Proposed amendments to the constitution must be in the hands of the members at least 60 days in advance of the annual business meeting at which the vote is to be taken. The constitution shall be amendable by a two-thirds vote of those present and voting and the ballots mailed in to the secretary or proxy ballots from members unable to attend the annual business meeting accepted up to the opening of the annual business meeting.

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**Article X - Dissolution**

Upon the dissolution of the organization, the executive committee shall, after paying or making provision for the payment of all the liabilities of the organization, dispose of all of the assets of the

organization exclusively for the purposes of the organization in such manner, or to such organizations or organizations organized and operated exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the executive committee shall determine. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

#### **Article XI - Parliamentary Authority**

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All official meetings, of the organization, shall be conducted according to the most current edition of the Standard Code of Parliamentary Procedure by Alice B. Sturgis. The presiding officer shall appoint a parliamentarian to advise the assembly as each annual meeting.