



# STC Manitoba Policies and Procedures

2009 May

## Article I Accord with Bylaws

These policies and procedures must be in accord with STC Manitoba bylaws.

In any case of possible conflict between the bylaws and these policies and procedures, the bylaws must prevail.

## Article II Administrative Council

### Section 1. Membership

- a) In addition to the voting members of the Administrative Council specified in the bylaws (the President, Secretary, and Treasurer), the voting members of the Administrative Council are the following: the Vice-President, Secretary, Treasurer, immediate Past-President, Program Chair, Membership Chair, and Public Relations Chair.
- b) The additional voting members may be the same individuals serving as At-Large Directors in accordance with the STC Manitoba bylaws.
- c) All Administrative Council members are elected by the membership.

### Section 2. Meetings

- a) The Administrative Council meets monthly from September to June. Additional meetings may be called at the request of the President or two Administrative Council members.
- b) Three members of the Administrative Council constitute a quorum.

### Section 3. Council Responsibilities

- a) To provide monthly programs and general business meetings from September to May.
- b) To ensure ongoing recruitment of new members and membership processing.
- c) To attend all Administrative Council meetings.

- d) To ensure elections are held annually.
- e) To report to the Annual Meeting. STC Manitoba bylaws.
- f) To contribute to the production of the newsletter.
- g) To keep records to be passed on to successor.

### Section 4. Duties of Council Members

In addition to the general duties outlined in Section 3, individual Council members have the following duties.

- a) The President
  - Exercises general supervision over the affairs of STC (Manitoba)
  - Presides at General Meetings of STC (Manitoba) and at meetings of the Administrative Council
  - Submits reports as required to the Society
  - Reviews STC (Manitoba) bylaws during his or her term of office to ensure that they are responsive to the current situation, problems, and needs of STC Manitoba, and to ensure that STC Manitoba is functioning in accordance with the bylaws
  - Is an ex officio member of all STC Manitoba committees
- b) The Vice President
  - Conducts meetings in the absence of the President
  - Oversees special projects, workshops, and so on
  - Assists the President as requested
- c) The Secretary
  - Keeps minutes of all STC Manitoba and Administrative Council meetings

STC Manitoba  
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- and distributes these in accordance with set procedures
  - Conducts official STC Manitoba correspondence
  - Maintains records (such as the Bylaws and these policies and procedures) so that they are available at any time to the President or the Council
  - Performs other such duties as the President or Council may assign
- d) The Treasurer
- Keeps full and accurate accounts of financial transactions
  - Collects payment for meals at each regular monthly General Meeting
  - Makes payments
  - Presents a monthly statement of accounts to the General Meeting
  - Presents an annual fiscal report to the Society treasurer
  - Presents a budget for the upcoming fiscal year
  - Presents a financial report at the Annual meeting
- e) The Immediate Past President
- Chairs the Nominating Committee
  - Chairs the Volunteer Committee
  - Maintains the documentation that STC (Manitoba) needs to operate smoothly, including task lists and operational guidelines
  - Advises the Council as required
  - Performs other duties at the request of the President
- f) The Chair of the Membership Committee
- Is responsible for the management of the Membership Committee
  - Prepares a budget for the upcoming year and submits this budget to the Treasurer immediately preceding the Annual Meeting
- g) The Chair of the Program Committee
- Is responsible for the management of the Program Committee
  - coordinates activities with the Meeting Facilities Chair and Web Site Manager
  - Prepares a budget for the upcoming year and submits this budget to the Treasurer immediately preceding the Annual Meeting
- h) The Chair of the Public Relations Committee
- Is responsible for the management of the Public Relations Committee
  - Prepares a budget for the upcoming year and submits this budget to the Treasurer immediately preceding the Annual Meeting
- Section 5. Duties of the Committee Chairs**
- a) The Chair of the Newsletter Committee
- Is responsible for the management of the Newsletter Committee
  - Prepares a budget for the upcoming year and submits this budget to the Treasurer immediately preceding the Annual Meeting
- b) The Meeting Facilities Chair
- Is responsible for arranging facilities for general meetings
  - Coordinates activities with the Program Committee Chair
- c) The Job Bank Chair
- Is responsible for managing the job bank
  - Coordinates activities with the Web Site Manager
- d) The Professional Development Chair
- Is responsible for researching, arranging, and coordinating professional development activities
  - Prepares a budget for the upcoming year and submits this budget to the Treasurer immediately preceding the Annual Meeting
- e) The Website manager
- Is responsible for maintaining the chapter web site and updating it monthly

- Coordinates activities with the Job Bank Chair and Program Committee Chair

**Section 6. Terms of Office**

- a) Members of the Administrative Council are elected for terms of one year, and serve from the time of the announcement of the election results at the Annual Meeting to announcement of the election results at the next Annual Meeting.
- b) Members of the Administrative Council will usually not hold the same office more than two consecutive years, and will usually not serve on the Council for more than four consecutive years.

**Section 7. Vacancies**

- a) Vacancies in the Administrative Council are filled by majority vote of members at a regular General Membership Meeting, provided a quorum is present.

**Article III Committees.**

**Section 1. Formation**

- a) Committees will be established at the request of the President or of the Administrative Council to support STC Manitoba activities.

**Section 2. Standing Committees.**

- a) Membership Committee  
The duties of the Membership Committee include:

- To promote the membership growth of STC Manitoba
- To monitor monthly membership statistics
- To verify the June membership count for the annual rebate
- To publish a membership directory
- To maintain accurate membership records
- To inform potential and new members about activities and opportunities related to membership
- To provide a host for potential and new members at monthly meetings

- To maintain a supply of up-to-date information packages for distribution on request

- b) Program Committee

The Program Committee is responsible for providing a variety of programs for STC Manitoba. The duties of the Program Committee include:

- To canvass the members for possible topics of interest
- To plan and arrange workshops and other programs that meet the needs of the members
- To arrange the speakers and presentations for the monthly dinner meetings and to ensure a committed program plan at least three months in advance
- To keep the membership apprised of upcoming programs
- To arrange for any items a speaker may require, for example, flip charts, projectors, screens
- To arrange for someone to introduce and thank the speakers
- To book meeting rooms and make arrangements for dinner service
- To receive responses for attendance before each meeting
- To contact all persons on membership list who have not confirmed attendance before each meeting
- To book reservations for dinner

- c) Newsletter Committee

- The Newsletter Committee prepares and distributes STC Manitoba's newsletter regularly from August to May. It should advise members of activities of the Society and STC (Manitoba). A primary goal for this committee is to use sound technical communication skills to produce a newsletter that properly represents STC (Manitoba).

d) Public Relations Committee  
The duties of the Public Relations Committee include:

- To advertise meetings through available media
- To build public awareness in our area about STC Manitoba and technical communication

e) Nominating Committee

- The nominating committee solicits candidates for the Administrative Council positions, for membership in the Nominating Committee for the coming year, and for other positions as requested by the President. The Nominating Committee is responsible for determining the appropriate number of Member-at-Large positions in a given year. It consists of the immediate Past President as Chair, and two other members elected by the General Membership at the Annual STC Manitoba meeting. The Nominating Committee is responsible for preparing the ballot, and for counting and recording the vote.

### **Section 3. Special Interest Groups**

- a) A Special Interest Group (SIG) provides a focus on specific areas of interest to STC Manitoba members. Members of each SIG elect a committee chair to serve as co-ordinator. A representative of the committee regularly reports, at least informally, to the Administrative Council, annually submits a written report, and works with the international SIG chair as required.

## **Article IV Meetings**

### **Section 1. General Membership Meetings**

- a) Regular meetings of the General membership are held monthly from September to April, except for May when the Annual Meeting occurs.
- b) The quorum is as specified in the Bylaws.

### **Section 2. Annual Meeting**

- a) The Annual Meeting of STC (Manitoba) is held in May for the purpose of electing the Administrative Council for the upcoming

year, receiving reports from the outgoing Council, and receiving the budget for the upcoming year.

- b) The quorum is as specified in the Bylaws.

## **Article V Elections**

### **Section 1. Timing**

Elections are held at the Annual Meeting in May.

### **Section 2. Procedures**

- a) The Nominating Committee solicits names of candidates to be considered for election.
- b) The slate of candidates is announced at the April General Meeting. Where possible, more than one candidate should be proposed for each office.
- c) Additional nominations may be made from the floor during the Annual Meeting.
- d) Voting is by secret ballot.

### **Section 3. Mid-year Vacancies**

- a) If a member of the Administrative Council vacates a position before the term of office expires, the Nominating Committee will search out a replacement candidate as quickly as possible, and present the name of the candidate to the first possible regular monthly meeting. The General Membership votes to accept or reject the nomination at that same meeting. There must be a majority vote of the members present, providing they constitute a quorum.
- b) If the President vacates the position before the term of office expires, the Vice-President will take over as President and the Nominating Committee will search out a replacement candidate for Vice-President according to (a) above. The acting President and Vice President will be automatically declared President and Vice-President at the next Annual General Meeting.

## **Article VI Finances**

### **Section 1. Responsibility**

The STC Manitoba Treasurer is responsible for ensuring accurate financial records and reporting.

### **Section 2. Disbursements**

Payment for STC Manitoba expenses must be authorized by the Administrative Council. Funds in amounts not exceeding \$1000.00 can be

withdrawn over the signature of the Treasurer or the President alone.

### **Section 3. Fiscal Year**

STC Manitoba operates on a fiscal year specified by the Society. Funds are established for operating purposes and for reserves. Only Canadian chartered banks and Manitoba credit unions can be used for depositing STC Manitoba funds. Approval by two-thirds of the Administrative Council is required to designate reserve funds for investment, levy assessments, or change the cost of monthly meetings.

### **Section 4. Annual Certification**

For STC Manitoba's purposes, an audit consists of the following:

- Comparing monthly financial statement balances to internal records (such as working notes, spreadsheets, bank deposit receipts)
- Comparing balances in the Treasurer's annual (year-end) report to balances in the monthly financial statements and internal records
- Deciding if the statements prepared by the Treasurer are similar to what they, in similar circumstances, would have prepared, in terms of the format and general presentation
- Undertaking only such other measures or performing such tests as the auditors may feel competent and comfortable to undertake

STC Manitoba annually arranges the performance of an audit of its financial records for the operating year. The audit is performed by two members of STC Manitoba who are not on the Executive Committee (the auditors). These members are generally lay people who have no specific training in audit or accounting functions and who provide a lay person's certification.

## **Article VII Amendments to Bylaws and to Policies and Procedures**

### **Section 1. Who may propose an amendment**

Any STC Manitoba member in good standing may propose an amendment to STC Manitoba bylaws and to policies and procedures.

### **Section 2. Procedure**

- a) The person proposing the amendment submits the proposed change to the Administrative Council for review and consideration.
- b) The Council reviews the amendment to ensure that it conforms to Society guidelines and bylaws. In the case of bylaws this requires submission of the proposed amendment to the Society for approval before proceeding to the next step.
- c) The amendment is referred to the General Membership at a regular monthly meeting for their approval or rejection. Voting will usually be by show of hands, but may be by ballot at the discretion of the President.
- d) Approval requires the affirmative vote of two-thirds of the valid votes cast.
- e) The President sends a copy of the revised STC (Manitoba) bylaws to Society headquarters to be included in STC (Manitoba)'s file.

### **Section 3. Scheduled Review**

The President reviews the policies and procedures and the bylaws annually to ensure that they are responsive to the current situation, problems and needs of STC Manitoba, and to ensure that STC Manitoba is operating in accordance with the policies and procedures and the bylaws.

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