

# TECHNICAL COMMUNICATION ADVISORY BOARD BYLAWS

(Approved November 2004. Revised June 2006; July 2006.)

## ARTICLE I – NAME

The name of the organization is the Technical Communication Advisory Board at Southern Polytechnic State University.

## ARTICLE II – MISSION AND OBJECTIVES

### *Section 1: Mission*

The mission of the Technical Communication Advisory Board (TCAB) is to enhance the welfare of the Technical Communication programs for

- The School of Arts and Sciences
- Alumni of the Technical Communication programs
- Students enrolled in Technical Communication programs
- Potential students of Technical Communication programs
- Friends of the Technical Communication programs, and the community at large

### *Section 2: Objectives*

The objectives of the Technical Communication Advisory Board are to

- Support the policies and goals of the Technical Communication programs within the Department of Humanities and Technical Communication, and in all matters act in harmony with the principles and procedures of the School of Arts and Sciences and the statutes of Southern Polytechnic State University (SPSU);
- Encourage cooperation among faculty, students, industry, and similar colleges and schools to promote higher education and research in Technical Communication (TCOM);
- Protect and advance the interests of students, the professional status of alumni and faculty, and the ideals, standards and welfare of the Technical Communication profession;
- Inform the academic community about industry trends, standards and policies;
- Promote the Technical Communication programs and develop appropriate board sanctioned programs, events and information necessary to accomplish the TCAB mission and objectives.

To accomplish these objectives, the board has the power to

- Conduct studies
- Disseminate information such as statistics, letters, releases and marketing communication, as appropriate
- Engage in appropriate fundraising projects
- Conduct promotional activities, including advertising and publicity
- Acquire resources necessary to further its purposes under this article

This board is organized and operated for the above-stated mission and objectives. No part of its assets, income, or profits are to be distributed, shared or used to benefit any individual or entity except for the purpose of accomplishing these objectives.

## **ARTICLE III – MEMBERSHIP**

### ***Section 1: Qualifications for membership***

Members of TCAB include alumni of the SPSU Technical Communication programs or representatives in business and industry interested in promoting the goals of the Technical Communication programs.

### ***Section 2: Requirements for membership***

Members participate in board-sanctioned efforts (e.g., fundraising projects, committees, and faculty requested assignments) to assure that the TCAB mission and objectives are met. In addition to serving in an advisory capacity, members are expected to attend the semiannual board meetings (Spring and Fall) and at least one quarterly event each year. Members must also participate in their committees.

If a member is unable to meet the requirements of membership as determined by the membership committee, the member may be asked to resign. If a member determines that he or she cannot meet the requirements of membership and chooses to resign, the member should submit a letter of resignation to the membership chair.

### ***Section 3: Nomination for membership***

TCOM faculty and board members may submit nominations of qualified individuals for board membership to the membership chair. Upon acceptance by a majority of the executive committee members, new board members begin their term of service. All members serve for **a minimum of** two years.

### ***Section 4: Membership capacity***

The membership capacity of the TCAB is 25 members and comprises executive committee members, the faculty advisor, and board members. An invitation to all board meetings is extended to TCOM faculty, the Chair of Humanities and Technical Communication, and the Dean of Arts and Sciences as valued, consulted parties; these invitees are non-voting participants.

## ARTICLE IV – EXECUTIVE COMMITTEE AND SPECIAL COMMITTEES

### *Section 1: Executive committee*

The executive committee provides oversight of the TCAB and monitors progress of the board's efforts in meeting its mission and objectives. The executive committee facilitates the board meetings, approves nominations for membership, and presides over special committees.

### *Section 2: Executive committee membership*

The executive committee comprises a president, five chairpersons, and the faculty advisor. Executive committee members may not serve as more than one chair concurrently.

### *Section 3: Roles of the executive committee*

Roles of the executive committee members include a president, a finance chair, a communications chair, a membership chair and a faculty advisor. Executive committee members' roles have the following core responsibilities:

- President – Presides over board meetings and executive committee meetings.
- Finance Chair – Manages the financial business of TCAB.
- Communications Chair – Manages the internal and external communications of TCAB.
- Membership Chair – Manages nominations of new board members and maintains membership information.
- Events Chair – Manages/oversees planning and execution all events connected with TCAB.
- Faculty Advisor – Serves as liaison between the board and faculty.

### *Section 5: Terms and appointments*

Executive committee chairs serve a two-year term, **which can be extended for one additional term**, at the majority vote of the executive committee. Each year the incumbent executive committee announces three position openings, accepts nominations, and initiates a selection process. Outgoing committee chairs may accept a new role on the executive committee. The new executive committee president presides over subsequent board meetings.

### *Section 6: Special committees*

The executive committee initiates special committees for any special purpose. Any board or TCOM faculty member may submit for executive committee consideration a topic to be addressed or a recommendation for a special committee.

## ARTICLE V – MEETINGS

### *Section 1: Board meetings*

A minimum of two regular TCAB meetings are held during the fiscal year. These board meetings should be scheduled for the entire year at the first meeting of the fiscal year, if possible.

Unless otherwise ordered by the board, regular meetings of the board are held in April and October, at a minimum. The president calls meetings of the executive committee, as deemed

necessary. The president, as needed, may call special meetings. The purpose of the meetings will be stated and reasonable notice given.

### ***Section 2: Committee meetings***

In addition to the board meetings, the executive committee meets in whole, at least two other times a year. Committees and ad hoc committees meet throughout the year as needed to achieve outlined goals determined by the TCAB.

### ***Section 3: Quorum and voting***

A majority of the board or other committee must be present for any official business to take place. A two-thirds vote of those in attendance is required for official action.

## **ARTICLE VI – FINANCE AND FUNDRAISING**

### ***Section 1: Fundraising activities***

Any board member may propose a fundraising activity. Fundraising proposals should include a description of the activity, the required resources and budget, and the purpose. Fundraising proposals are considered during the semi-annual board meetings.

### ***Section 2: About SPSU Foundation, Inc.***

Southern Polytechnic State University Foundation, Inc. (foundation), the university's non-profit entity charged with managing private donations to the university, serves as the mechanism for managing fundraising proceeds and for accounting of TCAB funds.

### ***Section 3: Signatories***

Because the foundation routinely sets up accounts for restricted funds managed by named signatories, three executive committee members are named signatories and each signatory must be registered with the foundation.

These named signatories include the president, the finance chair, and the faculty chair, and each signatory has authorization to access and manage TCAB accounts.

## **ARTICLE VII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern the board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE VIII - AMENDMENTS**

These bylaws may be amended at any regular meeting of the board where a majority of the board is present and by a two-thirds vote, provided that the proposed amendment has been submitted in writing at the previous regular meeting.