

Bylaws

Ratified April 18, 2014

History of Revisions

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| --- | --- | --- |
| **Date** | **Description of Revision(s)** | **Implemented By** |
| April 2009 | Drafted initial WRTC AC Bylaws | Elizabeth Holena, WRTC Graduate Student |
| October 12, 2013 | Revised by inaugural WRTC AC during first business meeting | Elizabeth (Holena) Sonnenberg, Chair, WRTC AC |
| April 18, 2014 | Revised Article X. Ratification and Table 1. Original Executive Board Terms of Office; added the WRTC AC logo to the title page; and voted to ratify the bylaws | Elizabeth (Holena) Sonnenberg, Chair, WRTC AC |
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# Article I. Name

## Section 1.1 Official Name

The official name of this organization shall be the “School of Writing, Rhetoric and Technical Communication Alumni Council.”

## Section 1.2 Abbreviated Name

The organization may also be referred to as “WRTC AC.”

# Article II. Purpose and Goals

## Section 2.1 Purpose

The purpose of the School of Writing, Rhetoric and Technical Communication Alumni Council—referred to as “WRTC AC” in these bylaws—is to provide service and support to the School of Writing, Rhetoric and Technical Communication (WRTC) in areas such as current issues and practices; employment trends; tools and technologies; internship opportunities; and networking.

## Section 2.2 Goals

The goals of WRTC AC are

* to provide WRTC faculty and staff with information regarding contemporary issues and directions in the field;
* to offer WRTC faculty and staff advice on such topics as employment trends, advancement in technologies, or to suggest how to improve the competitiveness of majors to employers;
* to assist with the recruiting and hiring of current majors for internship and employment positions by sharing networking and job information;
* to connect past and recent graduates of WRTC with the program and each other; and
* to interact with WRTC faculty, staff, and students by visiting the campus or guest lecturing in-person or via teleconference.

# Article III. General Voting Membership

## Section 3.1 Eligibility

Membership shall be open to no more than 25 voting members to include graduates of WRTC—graduate and undergraduate students—or the previous departments which comprise the current WRTC, including

* WRTC majors
* WRTC minors
* TSC majors
* TSC minors
* WRS minors
* TSC or WRTC Master’s students

## Section 3.2 Responsibilities

As a voting member, one is required to support the WRTC AC purpose and goals, attend at least one meeting in-person or via teleconference per academic year, vote in elections, and serve on one committee.

## Section 3.3 Terms of Membership

General voting membership shall continue until a member chooses to terminate his or her voting privileges, through resignation or removal. Members may continue to service on the WRTC AC as non-voting members. Under special circumstances, the Executive Board, for medical or personal reasons, shall grant a member a temporary leave of absence.

## Section 3.4 Termination of Membership

Membership may be terminated by resignation or removal. A member who chooses to resign his or her membership must write a letter of resignation to the Executive Board. If a member does not maintain his or her responsibilities, as stated in *Article III. General Membership,* S*ection 3.3 Responsibilities*,the member will be removed by a majority vote of the Executive Board and a majority vote of the general membership. The member in question has the opportunity to go before the Executive Board and general membership to plea his or her case.

## Section 3.5 Dues

Members are not required to pay dues to the WRTC AC.

# Article IV. Executive Board

## Section 4.1 Executive Board Positions

The Executive Board of the WRTC AC shall consist of the following officer positions:

* Chair
* Vice Chair
* Secretary
* Publications Manager
* Parliamentarian

## Section 4.2 Duties of Executive Board Officers

The **Chair** of the WRTC AC is responsible for all WRTC AC operations. The Chair sets the agenda and presides at all WRTC AC and Executive Board meetings; notifies members of meeting dates, times, and locations; acts as a liaison between WRTC alumni and current WRTC faculty, staff, and students; and works closely with the Director of WRTC to achieve the goals of the WRTC AC.

The **Vice Chair** presides at WRTC AC and Executive Board meetings in the absence of the Chair. The Vice Chair secures campus-meeting locations with the assistance of the WRTC director, recruits WRTC AC members to participate in events, and shall be available to perform duties assigned by the Chair.

The **Secretary** records and distributes minutes of all WRTC AC and Executive Board meetings via e-mail; records and maintains member attendance at meetings; updates membership information; collects and calculates votes for elections; and assists the Chair with other assigned duties. The Secretary shall provide the appropriate information to the Publications Manager on a timely basis.

The **Publications Manager** updates and maintains the WRTC AC Webpage. The Publications Manager is responsible for posting minutes from all WRTC AC and Executive Board meetings and news concerning the WRTC AC, WRTC Alumni, and upcoming events.

The **Parliamentarian** oversees the election of office of the Executive Board officers to include nominations and voting procedures. The Parliamentarian is responsible for ensuring the WRTC AC conducts business according to the rules contained in the current edition of *Robert's Rules of Order Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the WRTC AC may adopt.

## Section 4.3 Election of Office

The first Chair will be nominated by WRTC faculty. The Vice Chair, Secretary, Publications Manager, and Parliamentarian will be nominated by the initial general members (see Article XII. Construction of Original Council). These initial officers will serve a staggered term to create the framework for the organization and recruit alumni to serve as general members. After the initial officers have served their term (see Article 12.2 Executive Board Officers), the general membership will elect new officers during the spring meeting with a majority vote (See Article V. Elections). The new officers will assume their office during the fall meeting.

## Section 4.4 Eligibility for Office

To be an eligible candidate for an Executive Board position, a WRTC alumnus or alumna must be a member of the WRTC AC and must have attended at least half of the WRTC AC meetings and events for the previous academic year, according to the records of the Secretary. The candidate must be an active member who contributes to the purpose and goals of the organization.

## Section 4.5 Terms of Office

Executive Board officers shall be elected for two-year terms. Officers may run for re-election and serve more than one term of office. If a position becomes vacant, the Executive Board officers will appoint a new officer by a majority vote.

## Section 4.6 Removal from the Executive Board

An officer shall be removed from his or her office, if the Executive Board and WRTC AC members find his or her service inadequate. The member of the Executive Board is relieved of his or her duties if and only if a majority of the membership votes in approval.

# Article V. Elections

## Section 5.1 Elections Process

Executive Board elections will be held during the spring WRTC AC meeting. During this meeting, each candidate for office will require nomination from one of the voting meeting attendees. The nominated candidates will present reasons for attaining their desired positions to the members in attendance. The voting meeting attendees will vote for one candidate for each Executive Board position on a paper ballot. Candidates will win office by a majority vote of the voting meeting attendees.

The Parliamentarian will oversee the elections process. The Secretary will collect and calculate the votes for each candidate for each Executive Board position. The Secretary will present the votes during the meeting following the elections. The Chair will announce the results of the election to members. In addition, the Publications Manager will post the results to the WRTC AC Webpage.

## Section 5.2 Tie in Voting

In an event of a tie, the Executive Board will determine which candidate should receive the position by a majority vote. The vote will occur during the spring meeting following the elections.

# Article VI. Meetings

## Section 6.1 Council Meetings

The WRTC AC shall meet twice each year, once in the fall and spring. The fall meeting shall occur in September or October. The spring meeting shall occur in April. The Chair of the Executive Board shall preside over both of these meetings. In the absence of the Chair, the Vice Chair shall preside over the meeting.

## Section 6.2 Executive Board Meetings

The Executive Board shall meet in conjunction with the WRTC AC meetings in the fall and spring. The Board shall also meet and coordinate virtually however it sees fit. The Chair shall preside over all Executive Board meetings, on-campus and virtually. In the absence of the Chair, the Vice Chair shall preside over the meeting.

## Section 6.3 Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the WRTC AC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the WRTC AC may adopt.

# Article VII. Committees

## Section 7.1 Committees

All standing committees help the WRTC AC fulfill its purpose and goals. The WRTC AC shall form and maintain the following standing committees:

* Alumni Mentor Committee
* Events Committee
* Education Committee
* Communications Committee

The Executive Board officers will be responsible for chairing one standing committee during their term. Committees are encouraged to have at least five members, including the chair. Non-voting members may serve on one committee. Members have the option to switch committees during the spring meeting.

## Section 7.2 Functions

The **Alumni Mentor Committee** assists WRTC majors with career information, internship opportunities, job searches, résumés, interviews, and job shadowing opportunities. Members will be encouraged to visit classes on-campus or by teleconference to share their experiences in the field, and to engage in correspondence with majors via e-mail.

The **Education Committee** will inform the Director of WRTC and faculty on employment trends, advancement in technologies, and potential workshop themes for WRTC Day. The Education Committee also provides recommendations on how to improve the competitiveness of WRTC majors to employers. Members will work closely with WRTC faculty and staff to help majors obtain employment after graduation.

The **Events Committee** plans, organizes, and executes events during the JMU Homecoming weekend, WRTC Day, and additional events sanctioned by WRTC and the WRTC AC. Members will involve WRTC faculty, staff, majors, and student organizations (e.g., STC and RSA) with events.

The **Communications Committee** creates awareness of WRTC AC upcoming meetings, news, and events via the Web, social media tools (e.g., Facebook, Twitter, LinkedIn, etc.), and marketing materials.

# Article VIII. Representatives

## Section 8.1 Faculty Representatives

WRTC faculty members shall be permitted and encouraged to attend WRTC AC meetings and events, and serve on committees. The faculty representatives shall act as liaisons between the WRTC AC and faculty members. Faculty members interested in serving as representatives to the WRTC AC must notify the Director of WRTC and the Chair of the WRTC AC by e-mail in the first two weeks of the fall semester. Faculty representatives are non-voting members of the WRTC AC.

## Section 8.2 Student Representatives

WRTC graduate and undergraduate students shall be invited by the Executive Board to serve as representatives, attending WRTC AC meetings and events, and to serve on committees. Student representatives shall act as liaisons between the WRTC AC and their peers. A student must be nominated by a faculty member to serve as a representative.

The faculty member who nominates a student must contact the Chair with his or her nomination. The Executive Board shall extend an invitation to the nominated student to serve as a student representative to the WRTC AC. The WRTC AC may invite no more than four student representatives. The student representative shall serve for a maximum of two semesters—fall and spring. Student representatives are non-voting members of the WRTC AC.

# Article IX. Amendments

WRTC AC members may suggest amendments to the existing bylaws. These amendments should be submitted—via e-mail—to a member of the Executive Board. Said amendment(s) will be voted on at the next regular WRTC AC meeting (fall or spring). In order to adopt the amendment, a majority vote of the membership is necessary.

# Article X. Ratification

These bylaws shall become effective upon approval by a majority vote of the membership. The month and year the bylaws become effective shall appear on the title page of these bylaws (see WRTC\_AAC\_bylaws\_title\_page.docx).

# Article XI. Dissolution

The members may, by a majority vote, dissolve the WRTC AC when they believe its existence to be ineffective or unnecessary to the School of Writing, Rhetoric and Technical Communication.

# Article XII. Construction of Original Council

## Section 12.1 General Membership

The initial members of the WRTC AC will be nominated by WRTC faculty and staff. General votingmembership shall be open to no more than 25 graduates of WRTC—graduate and undergraduate students—or the previous departments which comprise the current WRTC, including

* WRTC majors
* WRTC minors
* TSC majors
* TSC minors
* WRS minors
* TSC or WRTC Master’s students

## Section 12.2 Executive Board Officers

The first Chair will be nominated by WRTC faculty. The Vice Chair, Secretary, Publications Manager, and Parliamentarian will be nominated by the initial general membership. These initial officers will serve a staggered term to create the framework for the organization and recruit alumni to serve as general members (see Table 1). After the initial officers have served their term, the general voting membership will elect new officers during the spring meeting with a majority vote (See Article V. Elections).

Table 1. Original Executive Board Terms of Office

|  |  |  |  |
| --- | --- | --- | --- |
| **Officer** | **Term Length** | **Term Start** | **Term End** |
| Chair | 3 | Fall 2013 | Spring 2016 |
| Vice Chair | 2 | Fall 2013 | Spring 2015 |
| Secretary | 1 | Fall 2013 | Spring 2014 |
| Publications Manager | 1 | Fall 2013 | Spring 2014 |
| Parliamentarian | 1 | Fall 2013 | Spring 2014 |