

*Setting:*

The **Clemson University Student Chapter of the Society for Technical Communication** held its fourth official meeting on **Monday, April 13, 2009**, from **4:00 to 4:30 p.m.**, in the **Multimedia Authoring Teaching & Researching Facility (MATRF)** at Clemson University.

*Attendance:*

- Heather Dunn (President)
- Rita Howard (Public Relations Director)
- Beth Wilkerson (Secretary/Treasurer)
- Heather Witmer (Vice President of Membership)
- Amanda Gold
- Amy Jessee
- Janet Miller
- Lara Tellis
- Stephanie Williams
- Dustin Wilson

*General Business:*

- President Heather Dunn spoke briefly about a change in the bylaws that will move officer elections to the spring semester each year instead of the fall. All present members voted in favor of the amendment. This change will provide first-year MAPC students an opportunity to get to know other students before running for officer positions. It will also give new officers adequate time to adjust to their positions and to interact with previous officers prior to assuming their officer responsibilities. Highlighted sections indicate the new changes:

**Article IV – OFFICERS***Section 3. Terms of Office*

All officers shall serve for an elected term of one year. Upon the expiration of their respective term, the current President shall automatically succeed to the office of Immediate Honorary Past President. If the current President will be unable to fulfill the role of Immediate Honorary Past President, the current VP of Membership may advance to the position. If the VP is unavailable, the position will slate down to the Director of Public Relations. If the Director of PR is unavailable, the position will slate down to the Secretary/Treasurer. **Terms shall begin Spring semester.**

**Article VI – COMMITTEES***Section 1. Committee Creation*

Committees are optional and may be created to address potential growth and increasing responsibilities of the Chapter. The Bylaws for any future committees shall be determined by the officers operational **during the current calendar year.**

**Article VIII - SOCIETY ELECTIONS***Section 2. Annual Election*

A. *Selection and evaluation of candidates.* The advisor shall request names of candidates to be considered for election **approximately one month before the end of the Fall semester**, and may, as he or she deems appropriate, contact individual Chapter members for recommendations. The candidates' qualifications shall be evaluated in accordance with the requirements established in these Bylaws. Qualified candidates shall be asked to submit a statement of availability. **Elections shall take place at the end of the Fall semester, and newly elected officers shall begin their service in the Spring.**

- The officers once again reminded present members about the STC conference in Atlanta taking place Sunday, May 3 through Wednesday, May 6, 2009. Heather Dunn, Amanda Gold, Rita Howard, Lara Tellis, Beth Wilkerson, and Heather Witmer all expressed interest in attending. **If interested, members should email Lloyd Tucker at [lloyd@stc.org](mailto:lloyd@stc.org) to request an application and then give their completed applications to Secretary/Treasurer Beth Wilkerson either in person or via email, [awilker@clemson.edu](mailto:awilker@clemson.edu), by **Wednesday, April 15.****
- All present members discussed what they would like to see happen next semester and what they would like to change. Members expressed interest in a “meet-n-greet” at the beginning of next semester. The meeting would be open to all senior undergraduate students interested in technical communication, MAPC students, RCID students, faculty, and members of the Foothills STC chapter. Such a meeting would hopefully garner more interest in the Clemson STC chapter and result in better attendance in the future. Members also expressed interest in attending Foothills chapter meetings next semester.
- Members mentioned allowing all MAPC students, RCID students, and faculty members to attend future Webinars, possibly charging non-STC members a small fee (around \$2) to attend while allowing free attendance to STC members. This would allow a wider variety of people to benefit from the Webinars while also bringing in revenue for the chapter. Food would likely be provided by the STC members as incentive for attendance.
- President Heather Dunn said we already have a potential guest speaker for the fall semester, Julie Pratt, a 1986 Clemson graduate whose current work focuses on technical writing and publishing. Members agreed that she would make a good speaker and look forward to having her speak at a future meeting.

*Next Meeting:*

Today's meeting was the last of the Spring 2009 semester. The current officers will likely meet early in the fall semester to determine the best meeting times for members.

*Approval of Minutes:*

The following signature indicates acceptance of these minutes.

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Heather Dunn  
Club President