

INTRODUCTION

STC student chapters offer students activities that place them in the mainstream of the professional organization.

This handbook introduces STC student chapter officers to the Society for Technical Communication.

It is intended to be a reference to help you fulfill your official duties, both to the National STC organization, and to the MWSU Student Government Association (SGA.)

For additional information,
refer to the Administrative Documents page on the
Society for Technical Communication web site at:
<http://www.stc.org/adminDocs.asp>

This handbook was created in the fall of 2002 by:
Nichole Karr
Bob Poirier
Heather Schenecker

Revised by:
Dr. Kaye Adkins

STC NATIONAL STUDENT CHAPTERS

Benefits of STC Membership

STC Members receive the following benefits:

- Award-winning publications to keep you up-to-date on current trends, tools, and practices vital to the industry.
- Networking opportunities through STC's 150 local chapters.
- Educational conferences and seminars at reduced member rates.
- The opportunity to join STC's two-dozen Special Interest Groups (SIGs).
- Forums for sharing your expertise, expressing your professional opinion, and building a reputation within the industry.
- Access to STC's Jobs Database - containing 1000's of current job openings specifically geared toward the technical communication field.
- STC's Annual Salary Survey, which provides vital statistics on pay and benefits for technical writers and editors in the U.S. and Canada.
- Association Group Rate Insurance.
- Mailings from local chapters, meeting announcements, and newsletters.
- Unrestricted access to STC's award-winning Web site.

Student Chapter Guidelines

The following guidelines will help you run a successful student chapter in accordance with the Society Bylaws (<http://www.stc.org/adminDocs.asp>).

Membership

To be a student member of STC, you must be enrolled in an accredited university, college, community college, or technical school taking at least two courses (or equivalent) each term preparing for a career in technical communication.

The term of STC membership is from January 1 to December 31. Annual membership fees are due and payable on January 1. New members joining on or after July 1 and before October 1 receive a 50 percent credit toward the next year's dues. New members who join on or after October 1 receive full credit for the following year.

Renewing STC Membership

The STC office sends renewal notices in late November. Memberships may be renewed on line at <http://www.stc.org>. The STC office sends a reminder notice to all unpaid members in early February. In addition, it sends a final notice to all members who have not renewed by the last day of February.

Sponsorship

If the student chapter is connected solely with an academic institution, the chapter must have an advisor who is both a member of STC and a member of the faculty. This faculty member can be a professor or a graduate assistant within the technical communications discipline.

Finances

Student chapters are required to file a chapter financial report if they wish to receive a dues rebate for their membership. Note that the fiscal year for student chapters runs from May 1 through April 30. This report is created by the treasurer and faculty sponsor.

STC Reference Documents and Periodicals

The Chapter Handbook

The Chapter Handbook contains information about nearly every aspect of chapter and Society operation. It serves as a reference guide for chapter leaders. Student chapter officers must review this manual carefully to locate information that is helpful and applicable to their own situation.

STC Administrative Directory

The *STC Administrative Directory*, published three times per year, provides updated contact information for all Society leaders, office staff, chapter presidents, newsletter editors, employment information managers, and membership managers. It also contains the *STC Bylaws*.

Tieline

Tieline is the monthly publication sent to STC chapter leaders. It contains helpful hints for running chapters. If you do not receive *Tieline*, contact your faculty advisor, your regular chapter president, or the Society office.

Technical Communication

Technical Communication is a publication sent quarterly to all STC members. It features information about many aspects of the technical communication field. More information about the journal can be found at <http://www.stc.org/techcommGeneral.asp>.

Intercom

Intercom is a magazine sent ten times a year to all STC members. It contains profession-related articles and Society news, and it welcomes articles from student members. Information about the magazine can be found at <http://www.stc.org/intercom/index.asp>.

MWSU SGA ORGANIZATIONS

Official Recognition

In order for a student organization to be officially recognized by the University, the following steps are required:

- Submit to the Dean of Student Affairs office three copies of the club or organization constitution, which includes a statement of purpose, membership requirements, and regulations of the proposed club.
- Submit to the Dean of Student Affairs office three copies of a petition seeking official recognition.
- Having a faculty advisor for the club.

The Student Government Association (SGA), in its role of coordinating the student organizations through a system of self-government, will act upon the request for recognition. If it passes by that body, the petition will go to the Dean of Student Affairs, the Executive Vice President, and the President of the University for final approval.

Requirements of a Recognized Organization

Officially recognized organizations have certain requirements placed on them by the office of the Dean of Student Affairs and the Student Government Association. The requirements of the SGA will be discussed in the following section on the SGA. Student Clubs and Organizations are required to do the following :

- Submit annual fall and spring reports to the Dean of Student Affairs.
- Schedule club meetings and other events through the office of the Assistant Dean of Student Affairs.

- Clear all guest speakers through the office of the Assistant Dean of Student Affairs.
- Notify the Dean of Student Affairs of all changes in club officers.
- Apply for an on campus Fundraising Permit (available in SU 207) for each organizational fundraising event on campus. Limited to five per semester.

Detailed SGA Requirements

Characterization

- Any recognized organization must adhere to the Criteria and Rules for Recognized Organizations on Campus.
- Each organization which is to be officially recognized by Missouri Western State University must be approved and chartered by the Office of Student Affairs and the Student Government Association.
- Semester reports are required of each organization. Fall reports are to be submitted by the third full week of classes in the fall semester and Spring reports are to be submitted by May 1.
- Proposed changes in the constitution of a recognized organization must be approved by the Office of Student Affairs and the Student Government Senate.
- Recognized organizations must have an advisor who is a member of the Missouri Western State University faculty, administration, or staff.

Activities

All organization activities and programs held on campus must be approved and scheduled through the Dean of Students. Recognized student organizations may engage in five fund raising activities per semester that are held on campus with the approval of the Dean of Student Affairs and under the following conditions:

- That such activities do not conflict with the educational purposes of the University.

- That such activity does not conflict with any activity already approved.
- All guest speakers must be cleared through the Dean of Student Affairs.
- If an organization, which is acting as an organization--not individuals--has an activity which brings bad publicity to Missouri Western State University, an investigation into the responsible organization and the activity shall be made. This investigation shall be performed by the Student Government Association Judicial Board. If the cause of the bad publicity could have clearly been avoided by the organization, disciplinary action shall be taken.
- Disciplinary action against any organization not adhering to the Criteria and Rules for Recognized Organizations on Campus shall be determined by the Student Government Association Judicial Board. The prior conduct of the organization and the severity of the incident shall be considered before establishing the penalty against the organization.

Advertising

Eligibility for Advertising:

- Non-college agencies, individuals, and activities for student participation are subject to approval.
- All advertising on campus must be approved by the Dean of Student Affairs Office.
- The name of the organization or individual doing the advertising must be contained somewhere on the advertisement. The expiration date must also be placed visibly on the advertisement. Within two days following the expiration date, the advertisement must be removed.
- Advertisements must not overlap other advertisements. No advertisements shall be chalked on sidewalks.
- Failure to adhere to these guidelines regarding advertising shall result in: punishment determined by the Student Government Association Judiciary Board with the

first offense; loss of advertising privileges for a period of the remainder of the semester with the second offense; possible probation, loss of charter, or other action to be determined by the Dean of Student Affairs and/or Student Government Association Judiciary Board for each offense after the second offense.

Contents of advertising materials

Advertising shall be defined as any method or device used to publicize information on the Missouri Western State University campus. The following rules shall govern the approval or disapproval of advertising materials:

- Advertising which may encourage the violation of a law will not be approved.
- Advertising which, in any way, unfairly ridicules any race, sex, religion, organization, business, or profession will not be approved.
- Advertising which is obscene or profane will be left to the discretion of the Office of Student Affairs.

Additional SGA Information

The Prexy Club

The Prexy Club is made of all the Presidents of all the Clubs and Organizations on Missouri Western's campus. The Prexy Club meets with the President of the University once each month during the regular academic year.

Mailboxes

Each recognized club and organization has its own mailbox located in the Dean of Student Affairs office, Student Union room 207. The Presidents of the clubs and organizations are responsible for checking these mailboxes on a regular basis.

Special Events

Most clubs and organizations enjoy participating in several of our annual events that occur throughout the academic

year. Our main events include Western Warm Up, Family Day, Homecoming, and Spring Fest.

Western Warm Up is a chance for student s to see what organizations are here at Missouri Western. They get the opportunity to meet with the members of each organization and see what that organization has done at Missouri Western and in the Community. Western Warm Up is geared to new students at Missouri Western, and is therefore usually held within the first week of classes in the fall semester.

Family Day is usually planned for late September or early October. The parents and family of the students at Missouri Western are invited to attend a mini-carnival consisting of booths of each student organization and a football game following the day's festivities. All clubs and organizations are encouraged to participate in this event and plan activities for the families of club members.

Homecoming is usually planned for October of every year. The Homecoming Committee, consisting of representatives of each student organization, plans, coordinates, and executes this annual event. Organizations are awarded points in the Most Active Organization Contest and the Most Active Organization During Homecoming Contest for participating in Homecoming each year. For more information, contact the Dean of Student Affairs office or the Student Government Association. Further information may also be found in the attached by-laws pertaining to Homecoming.

Spring Fest is an annual event that is scheduled for April of every year. Clubs and Organizations are encouraged to participate in this event designed to provide students, faculty, and the staff of Missouri Western with a pleasant distraction from the pressures generally associated with this time of the semester. For more information, contact the Dean of Student Affairs office or the Student Government Association.

STC OFFICER DUTIES

As defined in the STC Bylaws, the administrative council is a group of elected officers that manages the chapter's affairs. The council is generally composed of the president, vice president, treasurer, secretary, and immediate past president. Its composition may vary depending on the chapter's bylaws.

The administrative council meets at the call of the chapter president or the faculty sponsor or at the request of any two of its members. A majority of the council (at least three of the five members) constitutes a quorum. A simple majority rules on questions brought before the council. If the administrative council decides that more than five officers are required for efficient operation, a proposition to increase the number of elected officers and change the chapter's bylaws may be brought before the general membership. The proposition must specify the title and duties of such officers. Currently existing variations on the above chapter organization include a president succeeded by president-elect, and three vice presidents.

The administrative council formulates and defines chapter objectives. It also identifies some of the specific projects and programs by which these objectives can be reached. The council assigns projects and programs to appropriate committees and individuals for implementation, refinement, or enhancement. The council works closely with committees and individuals with special assignments.

In collaboration with appropriate committees, the council seeks to provide some or all of the following benefits:

- Monthly meetings that offer stimulating learning opportunities and strong membership involvement

- A close liaison among the chapter, sponsor, Society, and other communication groups
- A newsletter
- A chapter membership drive
- A membership directory
- A chapter publications, technical art, or online communications competition, and a science writing competition for high school students to create awareness of the technical writing courses and degrees offered at colleges and universities
- Professional development opportunities, such as workshops, seminars, or regional conferences
- Significant chapter participation at STC's annual conferences
- Assistance in gaining support of business and industry for the chapter and the Society
- Encouragement of members to contribute to Intercom, Tieline, Technical Communication, and STC's professional development publications
- Recognition through chapter and Society programs

The following activities are optional but have proved beneficial to chapter growth:

- Publication of a regular newsletter to establish communication with chapter members
- Publicity on the chapter's activities and on the Society
- Educational programs for the members such as chapter-sponsored seminars, workshops, and contests
- Employment referral services to establish contact between chapter members and local employers
- Establishment of technical groups to pursue specific fields of interest in technical communication

President

Responsibilities

The chapter president, as head of the administrative council,

is responsible for all operations. The chapter president delegates duties to the other officers and appoints committee managers. The following responsibilities must be discharged:

- Regularly scheduled program meetings for the membership (at least five per year)
- Recruitment of new members and membership processing
- Regular meetings of the administrative council to handle the chapter's business
- Fiscal controls by means of approved budgets and expenditures, and fiscal operations
- Annual activities reports to the director-sponsor, appropriate campus offices, and annual fiscal reports to the Society treasurer
- Compliance with IRS requirements regarding annual information returns
- Annual elections conducted by the chapter nominating committee

The chapter president heads the administrative council and is responsible for all operations of the chapter. The chapter president should be enthusiastic, energetic, responsive, and good at solving problems and resolving disputes. The president should also be gracious and a good listener.

The chapter president:

- Conducts regular meetings of the administrative council (at least three to five meetings per year are recommended)
- Assigns duties to other officers soon after their election
- Suggests schedules for ongoing chapter programs—both within the Society and in collaboration with other professional groups
- Explores topics for the coming year's meetings with the program committee manager and other officers
- Appoints special assistants or committees for specific tasks not easily managed by standing committees

- Reviews contents of the chapter newsletter before publication
- Writes articles and monthly columns for the chapter newsletter
- Leads the formulation of goals and policies for the chapter
- Contacts committee managers periodically to obtain status/activity reports for submission to the chapter officers
- Submits a report describing chapter activities to the director-sponsor before each STC board of directors meeting (a form for this purpose will be provided by the director-sponsor)
- Submits frequent informal reports to apprise the director-sponsor of the general condition of the chapter

Checklist for Chapter Presidents

Early planning will pay off throughout the year. As soon as you are nominated, you should start planning your year as chapter president. As you plot your strategy, address the following points:

- Develop your vision for the chapter.
- Contact each person running for a contested office. Ask the candidates what jobs they would like if they are not elected—you need them on your team.
- Consider how each chapter office position fits with your vision.
- Fill the committee, newsletter editor, and webmaster positions. Ask candidates and noncandidates to take on some responsibility. Members who refuse large jobs often will accept smaller ones. Remember that membership involvement builds a strong chapter team, so get as many people involved as possible.
- Announce your committee appointments and the date of your first administrative council meeting at your installation meeting.

- Review the criteria for the chapter achievement award to better understand the elements of an excellent chapter.

Vice President

The vice president:

- Maintains a special awareness of all chapter operations and confers frequently with the chapter president, not only to advise and assist, but also to gain knowledge that could prove useful if the vice president becomes president
- Helps formulate policy and establish the chapter's long- and short-term goals
- Assumes responsibility for regular meeting programs in some chapters
- Assumes responsibility for advertising chapter meetings and programs
- Assumes the duties of chapter president when the president is unavailable
- Performs other duties as defined by the president

Secretary

The secretary:

- Takes minutes at administrative council and other chapter meetings (or arranges for a substitute)
- Prepares and distributes copies of meeting minutes to officers within ten days
- Prepares correspondence related to chapter business at the direction of the chapter president

Treasurer

The treasurer:

- Prepares a budget at the beginning of the chapter year
- Establishes and maintains a checking account for current operations and arranges for signature cards and other documents required by the bank (checks must be signed by the treasurer and co-signed by the president or vice president) and monitors a savings account and/or certificates of deposit when chapter funds exceed those needed for current operations
- Deposits chapter funds and pays invoices promptly
- Transfers funds from the operating account to the savings account when appropriate, with the concurrence of the chapter president
- Renews the nonprofit mail permit (if one is used) when due and periodically deposits additional funds in a mailing account at the post office
- Prepares a monthly report of chapter income and expenditures for review by the chapter president
- Prepares reports of income and expenditures on chapter projects, making comparisons with the budget every sixty days for current projects and at the close of each project
- Develops a detailed year-end report (as of June 30) of all financial transactions that groups income and expenses for each major activity such as publications competition, science writing competition, and so forth
- Completes and signs a year-end report for the STC treasurer on a form provided by the STC office
- Mails the year-end chapter financial report to the STC treasurer as soon as possible, but no later than September 30, to ensure a prompt dues rebate to the chapter

Please note: Effective July 1, 2002, chapter treasurers must submit supporting materials with their annual chapter financial report. That is, to receive the chapter's dues rebate, each

chapter must include with their chapter financial report the following items: a copy of the reconciliation statement for June 2002 and photocopies of bank, money market, and certificate of deposit account statements as of June 30, 2002. We also strongly suggest that chapter treasurers submit monthly reports to chapter presidents and administrative councils. These materials should include a photocopy of the latest bank statement, a graph charting the monthly balances over the year, and the latest account reconciliation. These procedures will ensure accurate account maintenance and simplify the final reconciliation that must be sent to the STC office.

MEETINGS, ACTIVITIES, AND CONFERENCES

Meetings

Meetings are usually held once each month except during the summer and holiday breaks. To reserve a room, contact the Scheduling of Facilities office in SU 226 at (816) 271-4210. You must reserve a room with them and fill out a form from the dean of Student Affairs office. The advisor must also sign this form and it must be turned in at least two weeks prior to the meeting date.

Refreshments for the meetings may be obtained by contacting ARAMARK at 271-5856 or in SU 112. STC must pay for their catering services, so students may also choose to bring their own refreshments if they wish.

Some common activities for STC meetings are: speakers from the field, presentations (programs, resumes, etc.), planning sessions (Web workshop, fundraisers, conferences, etc.), or practice sessions for students presenting at conferences.

Spring Elections

STC officer nominations usually take place on the organization's discussion list. Faculty sponsors, members, and officers recruit candidates who are both capable and willing.

At the final spring meeting, the members vote on the final nominees. When there is only one candidate for each office, the vote is placed on the entire ballot. If there is more than one candidate for an office, each office is voted on individually. Faculty sponsors, the outgoing academic president, and a professional member then count the votes.

Chapter/SIG Competitions

STC Public Relations Competition

The public relations competition recognizes the effectiveness of chapters and SIGs (Special Interest Groups) in sustained or special-event public relations efforts. Good public relations programs enhance the image of STC and our profession in the view of employers and the general public.

The winners in this year's competition accurately and professionally communicated their mission and activities to their target audiences, using all available mediums, including the Internet. Web sites have become common communication tools of nearly every STC chapter and SIG; the best public relations programs have successfully integrated these Web sites into their overall strategies. For questions or more information, contact Kathryn Poe, Public Relations Competition Manager, at: kpoe@ursaminorservices.com

Deadline for submitting entries: February 25.

Please send final entries to the Society office:

Society for Technical Communication

901 North Stuart Street, Suite 904

Arlington, VA 22203-1822

ATTN: COMPETITIONS

STC Newsletter Competition

Newsletters play an integral role in communicating news and information between STC chapters and special interest groups (SIGs) and their members. They also help members and nonmembers develop an interest in Society goals and activities at both the chapter and Society levels. The STC newsletter competition honors chapter and SIG newsletter producers who strive to achieve these goals and excel in newsletter publication.

By combining creativity, individuality, and dedication, the competition winners have distinguished themselves in service to their chapters and SIGs. These award-winning newsletters illustrate the importance of the skill and talents of hard-working, perceptive editors.

The editors, writers, and other contributors to these publications deserve much praise for their time, energy, and perseverance in publishing a quality product.

The completed entry form and the first issue are due October 15.

Deadline for submitting entries: January 10.

Please send final entries to the Society office:
Society for Technical Communication
901 North Stuart Street, Suite 904
Arlington, VA 22203-1822
ATTN: COMPETITIONS

STC's Annual National Conference

STC's annual conference is the world's largest gathering of technical communicators. Among the many highlights of the conference are educational sessions, workshops, vendor exhibits, and displays of the winning entries of the Society's international competitions. Technical communication professionals also benefit from numerous networking opportunities and employment resources. In addition, STC chapters organize regional conferences to address the specific needs of technical communicators in a particular geographic area.

Future Conference Locations and Dates

Seattle, WA - May 8-11, 2005

Las Vegas, NV - May 14-17, 2006

.

SCHOLARSHIPS, FUNDING, AND AWARDS

STC Scholarships

STC scholarships benefit students working toward an occupation such as technical writing, editing, graphical design, interface design, and Web design. The scholarships subcommittee solicits applications from students pursuing degree programs in some area of technical communication. The specific categories of eligibility as follows:

- Undergraduate students having sophomore or higher standing in an established graduate-degree-granting program in technical communication at the time of their application
- Graduate students doing work towards a Master's or Doctor's degree in an established graduate degree-granting program in technical communication (technical writing/editing/illustration). Former scholarship recipients may apply but granting a second scholarship to a student during the course of study (combined undergraduate and graduate education) is done rarely.

Scholarship Schedule

November: Scholarship announcements and application forms are mailed.

February: The deadline for receipt of scholarship applications is early February. (Please refer to the current scholarship application for exact dates.)

March: The scholarships subcommittee reviews all applications and selects scholarship recipients by late March.

April: Notification is made.

Eligibility

- Applicants must have completed at least one year of post-secondary education.
- Applicants must be full-time students. They may be either graduate students working toward a Master's or Doctor's degree, or undergraduate students working toward a Bachelor's degree.
- Students should have at least one full year of academic work remaining to complete their degree programs, although under exceptional circumstances an award may be granted to a student for the final half-year.
- They should be studying communication of information about technical subjects. Other majors, such as general journalism, electronic communication engineering, computer programming, creative writing, or entertainment, are not eligible.

Awards of \$1,000 each will be granted toward school tuition and expenses. Two awards are granted to graduate students, and two to undergraduates.

To Apply

Obtain application forms and additional information from your university (college) department or contact either:

Society for Technical Communication

901 N. Stuart Street, Suite 904

Arlington, VA 22203-1822

(703) 522-4114

Ms. Lenore S. Ridgway

19 Johnston Avenue

Kingston, NY 12401

(845) 339-4927

The Student Excellence Fund (SEF)

This fund is a source of financial assistance provided for Western's students, through the Missouri Western State University Foundation. The SEF provides an opportunity for students to participate in activities that complement classroom learning which may be inaccessible due to financial limitations. This fund is used for activities such as conferences and seminars, research, presentation of papers and participation in state and national competitions and tournaments. Allocations from the SEF are based upon availability of funds, with the maximum award per student per academic year limited to \$700.

Eligibility:

Eligibility for support through the Student Excellence Fund includes:

- Applicants must be currently enrolled as students at Missouri Western State University.
- Activities must have a direct relationship to current academic studies and serve as an enhancement of the academic experience.
- Eligible expenditures include travel and hotel accommodations in a conference city, registration fees, and other expenses specifically related to the approved activity.
- Students who have not had an award during the current year will be given priority over students who have had an award during the current year (July 1, 2002-June 30, 2003).

Process:

The following application process must be followed for all requests for allocations:

- Students must present a request in writing which shall include: Name, address, telephone number, e-mail address.
- Declared major.

- A detailed description of the activity, including dates/ time/location of event, and an explanation of the relationship to current academic studies.
- An itemized budget of expenditures with the specific amount requested.
- A listing of funding from any other sources.
- A letter of recommendation from a faculty member, with approval from the respective chairperson.

Proposals will be reviewed by a Committee charged with the responsibility of evaluating the requests. When evaluating proposals for attendance at conferences and meetings, the following priorities will be used:

- Making a presentation.
- Being an active participant other than making a presentation.
- Being an officer of the organization.
- Attending without active participation.

Students will be required to provide a brief summary report after the completion of the activity in order to facilitate the Foundation's assessment of the impact/benefit of the support provided. The accountability reports must be submitted not later than the end of the semester in which funding was received.

Application Deadlines/Notification Process:

Decisions regarding requests for allocations generally are made in September for the fall semester, and in January for the spring semester. Applications may, however, be submitted at any time. In all cases, proposals must be received at least 20 business days prior to the event to be funded. Notification of the decision regarding funding requests will be made in writing within 10 business days following the approval of the allocation. Information about the fund can be found at <http://www.mwsu.edu/foundation/excellence.htm>.

Proposals should be sent to:
Executive Director
Missouri Western State University Foundation
4525 Downs Drive - MC111
St. Joseph, MO 64507

STC Awards

Through its award programs, STC honors both individuals and chapters. Depending on the award, recipients are recognized for professional achievements or service to the Society.

STC awards individuals for both their professional achievements and their work at the Society and chapter levels.

Student Chapter Achievement Award Program

The student chapter achievement award program recognizes student chapters for exceptional accomplishments in meeting not only STC goals but also performing well beyond ordinary expectations.

The student chapter achievement award program has the following three levels of recognition:

- Student Chapter of Merit
- Student Chapter of Excellence
- Student Chapter of Distinction

Student Chapter of Merit Award

To receive a Student Chapter of Merit award, a chapter must:

- Demonstrate exceptional performance as evidenced by completing all activities on the checklist and providing the requested written comments in the student chapter achievement award application
- Submit the completed application to its director-sponsor by the application due date

- Be nominated by its director-sponsor to receive the award

Student Chapter of Excellence Award

To receive a Student Chapter of Excellence award, a chapter must:

- Demonstrate exceptional performance as evidenced by completing all the activities on the Chapter of Merit and Chapter of Excellence checklists and provides the requested written comments in the student chapter achievement award application.
- Submit the completed application to its director-sponsor by the application due date
- Be nominated by its director-sponsor to receive the award

Student Chapter of Distinction Award

To be considered for a Student Chapter of Distinction award, a chapter must first earn a Student Chapter of Excellence award. A Student Chapter of Excellence award recipient will be considered for a Student Chapter of Distinction award if the chapter:

- Demonstrates exceptional performance as evidenced by completing all the activities on the Student Chapter of Merit and Student Chapter of Excellence checklists and provides the requested written comments and supporting materials as described in the student chapter achievement award application (Attachment A, sections 1 through 6)
- Submits the completed application and supporting materials to its Must complete an application about activities during the past 12 months. (April 1 of last year to March 31 of this year.) There are three awards: merit, excellence, and distinction.

Program Summary

Once all the activities on the checklists for the Student Chapter of Merit and student chapter of Excellence awards have been completed, the chapter is also eligible to apply for the Student Chapter of Distinction award. This means that some of the Chapter of Excellence award winners will also receive a Chapter of Distinction award. After reviewing applications and support materials from all student chapters that apply, the board selects one student chapter in each size category to receive this prestigious award.

To receive a Student Chapter of Distinction award, a student chapter must submit an application and supporting materials to the directorsponsor, who nominates the chapter for the award. After reviewing applications and supporting materials from all chapters that apply for the Student Chapter of Distinction award, the board selects one chapter in each of two chapter size categories to receive the award. Criteria for the student chapter achievement awards apply to activities and events that occurred between April 1 and March 31 of the current year. For example, the 2002 chapter achievement awards reflect activities or events conducted between April 1, 2001, and March 31, 2002. Chapters leaders should be aware of the kinds of activities and quality of performance, as described in these guidelines, that qualify student chapters for a student chapter achievement award. Chapters are encouraged to use the application checklists as guides for planning activities and gauging progress. The due date for achievement award applications is typically mid-April. Each year, the exact date is established by the director sponsors.

The Student Chapter Pacesetter Award

The Student Chapter Pacesetter Award recognizes student chapters for outstandingly innovative and successful activities, particularly those initiated and run by the students themselves. Unlike the Student Chapter Achievement

Award, which recognizes student chapters for exceptional strength across many activity types, the Pacesetter Award is designed as a one-time celebration of excellence in the specific activity for which the student chapter is nominated.

A student chapter may be nominated for a Pacesetter Award only by its director-sponsor and only for an activity or event that occurred during the twelve months between April 1 and March 31.

Student chapter advisors and leaders will find it advantageous to keep their director-sponsor informed of pacesetting activities that might qualify the chapter for a Pacesetter Award. However, student chapters may not nominate themselves. The criteria director-sponsors should consider in making recommendations and nominations include the following:

- The excellence of the activity.
- The extent to which the chapter's pacesetting activity furthers Society, regional, or chapter goals.
- The degree to which the activity was initiated and run by the students themselves.
- The potential for replication by other student chapters, where appropriate.

To be considered for an award, a student chapter president or designated member completes the application form (Attachment A) and submits it to the regional director-sponsor no later than two weeks before the deadline for board reports for the May board meeting. This date is usually around mid-April, but the director-sponsors inform their chapters of the deadline each year.

Distinguished Chapter Service Award

The Distinguished Chapter Service Awards acknowledge the work of chapter members who provide exemplary ser-

vice to the Society through their dedication to the chapter and its activities.

Frank R. Smith Outstanding Journal Article Award

The Frank R. Smith outstanding journal article award recognizes the authors of exceptional articles that appeared in the Society journal, *Technical Communication*, during the previous calendar year. Since 1996, STC has paid tribute to the authors whose contributions have made *Technical Communication* one of the most highly respected journals devoted to the arts and sciences of technical communication.

Judges base their decisions on the content and form of the presentations. Content is judged on the degree to which it represents contributions to new knowledge, new perspectives, or practical communication applications or techniques. Form is judged by the degree to which it embodies effective and appropriate organization; apt language and correct grammar; relevant and meaningful tables and illustrations; and spirit of vibrancy, intensity, conviction, or enthusiasm in transmitting information.

Jay R. Gould Award

The Jay R. Gould Award for excellence in teaching technical communication honors the distinguished teaching career of Professor Gould, whose academic mentorship of technical communication students guided many men and women into the profession.

The award honors excellence in teaching that becomes true academic mentorship: the personal and professional concern that the best teachers extend to their students beyond the demands of the classroom and beyond even graduation as former students continue to grow throughout their professional careers.

To be eligible for the award, a nominee must have been a member of the Society for Technical Communication for ten

years and must have been involved in post-secondary education for at least fifteen years.

President's Award

The president's award is given by the STC president to an individual or organization that, in the opinion of the outgoing president, is deserving of recognition. It is given at the discretion of the president, and may not be given every year.

Alpha Sigma and Sigma Tau Chi

Alpha Sigma (AS) and Sigma Tau Chi (STX) are STC's honorary fraternities. Each recognizes students enrolled in a technical communication program who have a cumulative grade point average of 3.5 or above, are exemplary in participation in STC, and demonstrate a potential for significant contribution to the profession.

Alpha Sigma recognizes students in two-year and certificate programs; Sigma Tau Chi recognizes students in baccalaureate and graduate programs.

For more information on Alpha Sigma (AS) and/or Sigma Tau Chi (STX), see the Society web site, http://www.stc.org/awards_generalInfo.asp.

Deadline: All submissions must be mailed to the address above and postmarked by November 1.

Transcripts must be mailed directly from the educational institution.

To qualify for membership, students must demonstrate the following:

- Grade-point average of 3.5 or greater on a 4.0 scale
- Significant contribution to STC
- Professionalism in the quality of work submitted during their academic career
- Accomplishments such as presentations or publications

- Potential for future contributions to both the technical communication profession and to STC

Students applying for membership must submit the following material:

- Alpha Sigma and STX application (Available online: <http://stc.org/awards.asp>)
- Letter(s) of recommendation from faculty at the candidate's educational institution
- Letters of recommendation from STC members (at least one letter)
- Resume
- Official transcript from educational institution

EVENTS CALENDAR

The following calendar will help you organize your STC chapter activities on a month-to-month basis. This list emphasizes SGA and STC deadlines, but it also suggests activities for the academic year.

August/ September

- The Fall SGA semester report is due the third full week of classes in the fall semester.
- Schedule an officers' meeting to work on chapter organization. You may want to schedule a day or a half-day retreat so you can plan for the academic year, semester, or quarter.
- Schedule an organizational meeting to welcome back returning members and recruit new members for the chapter.
- Prepare a chapter activities report for your director-sponsor.
- Organize publication of a chapter newsletter.
- Organize a list of member addresses and phone numbers.
- MWSU Family day is usually planned for late September or early October.

October

- Process scholarship applications.
- Process Sigma Tau Chi membership applications.
- Continue meeting newsletter publication deadlines.
- Schedule an officers' meeting. Schedule a program meeting.

November

- Continue meeting newsletter publication deadlines.
- Schedule an officers' meeting.
- Schedule a program meeting.
- Deadline for STC honorary fraternities Alpha Sigma and Sigma Tau Chi is November 1.
- Deadline for the Jay R. Gould Award is November 15.

December

- Continue meeting newsletter publication deadlines.
- Prepare a chapter activities report for your director-sponsor.
- Schedule an officers' meeting.
- Schedule a program meeting.

January/ February

- Reorganize after winter break.
- The deadline for the STC Newsletter Competition is January 10.
- Continue meeting newsletter publication deadlines.
- Begin discussing member attendance at STC's annual conference.
- Schedule an officers' meeting.
- Schedule a program meeting.
- Deadline for the STC scholarship applications is early February.
- Deadline for the STC Public Relations Competition is February 26.

March

- Continue meeting newsletter publication deadlines.
- Begin preparing ballot for new chapter officers.
- Schedule an officers' meeting.
- Schedule a program meeting.

April/ May

- The Spring SGA semester report is due on May 1.
- MWSU Spring Fest is scheduled for April of every year.
- Continue meeting newsletter publication deadlines.
- The deadline for the STC Student Chapter Achievement Award Program and the Student Chapter Pacesetter Award is typically mid-April. Each year, the director sponsors establish the exact date.
- Elect new chapter officers.
- Submit student chapter achievement award report to director-sponsor.
- Begin preparing chapter financial report. Schedule an officers' meeting.
- Schedule a program meeting.
- File the chapter financial report with the STC treasurer by April 30.
- The STC Annual National Conference is in May

June/ July

- Organize chapter leadership training for the beginning of the next academic year.

