

Name and Objectives

Section 1 Organization Name

The name of this organization is Society for Technical Communication, Inc., Silicon Valley Chapter.

Section 2 Definition and Purpose

The Silicon Valley Chapter is a group of members who live or work in a particular locality commonly called Silicon Valley (including San Mateo, Santa Clara, and Santa Cruz counties) and who, as a matter of geographic convenience, have organized themselves to promote the purposes of the Society cooperatively. The Chapter can engage only in activities that conform to the Society's purposes.

Section 3 Objectives

The objectives of the Silicon Valley Chapter are to advance the arts and sciences of technical communication by:

- A. Stimulating the exchange of information by means of publications, meetings, and conferences.
- B. Cooperating with other STC Chapters, other societies, institutions, and professional organizations in mutually beneficial projects.
- C. Recognizing outstanding accomplishments of its members.
- D. Encouraging research.

Powers and Constraints

Section 1 Powers

The powers of the Chapter reside in its members. These powers are exercised on the behalf of the membership by an elected Administrative Council.

Section 2 Constraints

- A. The Chapter is nonprofit, nonsectarian, and nonpartisan. It cannot endorse or disparage a commercial enterprise, a political platform, or a candidate for public office.
- B. The Chapter must operate under local rules and procedures that are consistent with the governing documents of the Society Bylaws Committee and approved by the Society Board prior to adoption.
- C. The Chapter cannot charge Chapter dues, but with specific approval of the Society Board can levy local assessments provide these are not called “dues” and have no bearing on membership.
- D. The Chapter cannot own real estate or obligate the Chapter or the Society to any financial or other commitment.
- E. The Chapter cannot use the Society name without the Chapter designation.

Membership

Section 1 Chapter Membership

Only Society members in good standing can be members of the Silicon Valley Chapter. All members residing or working within the approved boundaries of the Chapter are assigned by the Society to the Silicon Valley Chapter. A member can request a specific Chapter affiliation where another Chapter is established within bounds of Silicon Valley. A member can belong to only one chapter at a time.

Section 2 Universal Rights

Individual members, regardless of grade, can:

- A. Attend (at the membership rate) any meeting, convention, conference, or workshop sponsored by the Chapter or the Society.
- B. Contribute ideas and suggestions which might further the Chapter's purpose.
- C. Wear the Society emblem.
- D. Carry the membership card.
- E. Receive the publications of the Society and Chapter.

Section 3 Voting Rights

Voting members are Affiliate Members, Members, Senior Members, Associate Fellows, and Fellows. Each voting member is entitled to vote on each matter submitted to the membership by mail or at a Chapter business meeting of the Silicon Valley Chapter. Student Members are entitled to vote only on matters of business within their Student Chapters.

Section 4 Office-Holding Rights

- A. A Student Member can hold elective office and can serve as a member or manager of a committee in a Student Chapter only.
- B. An Affiliate Member can hold Chapter elective office other than Chapter President and can serve as a manager or member of a Chapter committee.
- C. A Member can hold any Chapter elective office, can serve as a manager or member of a Chapter committee, and can serve as a member of a Society committee.
- D. A Senior Member, Associate Fellow, or Fellow can hold elective office in the Society or Chapter and can serve as a member or manager of a committee at the Chapter or Society level.

Administrative Council

Section 1 Membership

The Administrative Council consists of the following voting members:

- President
- Vice President
- Nominations Manager
- Programs and Events Manager
- Employment Information Manager
- External and Public Relations Manager
- Membership and Volunteer Manager
- Newsletter Managing Editor
- Treasurer
- Secretary
- Regional Activities Manager
- Special Interest Groups (SIGs) Manager

All Council members, except the Newsletter Managing Editor, are elected by the membership. All members serve without compensation. Candidates for the positions of President and Vice President must have served as a Manager, Newsletter Managing Editor, or Vice President on the Council previously (or have served as one of the following before the change in Council structure of 1998: Director of Nominations, Director of Programs, Director of Employment Information, Director of Public Relations, Director of Membership, Director of Special Projects, Director of Newsletter, or Director of Committees; or have served as one of the following before the change in Council structure of 1995: Newsletter Editor, First Vice President, Second Vice President, Director of Membership, Director of Special Events, and Director of Committees) or have equivalent professional management experience. The Immediate Past President is an ex-officio, non-voting member of the Council.

Section 2 Powers and Constraints

The Administrative Council has the power to manage the Chapter's assets and capital equipment, to determine its fiscal policies, and direct its affairs in order to meet the objectives stated in Article I, Section 3, "Objectives" on page 5. The Council acts in accordance with the governing documents, which it has the authority to interpret and clarify in terms and language. The Council delegates powers in the interest of efficient management.

Section 3 Duties of Council Members

- A. All Council members provide a report to the President and the Council at regular Council meetings.
- B. All Manager positions are delegatory and operate with committees (see Article V, Committees). All Managers work with the Membership and Volunteer Manager and Committee to staff their committees.
- C. The *President* exercises general supervision over the affairs of the Chapter: calls meetings; presides at meetings of the Chapter and Council; appoints managers of Chapter committees subject to Council approval; and is an ex-officio member of all Chapter committees. The President is responsible for ensuring that the following tasks are performed:
 - 1. Scheduling program meetings for the membership at regular intervals (at least 10 per year).
 - 2. Assigning duties to other council members soon after their election or appointment.
 - 3. Suggesting schedules for ongoing Chapter programs, both within the Society or held in collaboration with other professional groups.
 - 4. Exploring topics for the upcoming year's meetings with the Programs and Events Committee manager and other Council members.
 - 5. Appointing special assistants or committees for specific tasks not easily managed by standing committees.

6. Applying and maintaining controls for budgets, expenditures, and other fiscal activities.
7. Submitting to the Director-Sponsor informal reports about the general state of the Chapter and-- prior to each STC Board of Directors meeting--a report describing Chapter activities
8. Submitting annual fiscal reports to the Society Treasurer.
9. Scheduling meetings of the Administrative Council at regular intervals to handle the Chapter's business.
10. Scheduling annual elections conducted by the Nominating Committee, under the supervision of the Nominations Manager, in accordance with Article VIII, "Chapter Elections" on page 26.

In general, the President facilitates the functioning of the Administrative Council, leading the Council in proposing and voting for various initiatives. The President refrains from voting unless he/she deems it necessary. The President is also a standing member of the Nominations Committee.

- D. The *Vice President* assumes the duties of the President in the absence or incapacity of the President, is responsible for the *Chapter Bylaws Chapter Handbook*, and performs such other duties as the President or the Council assigns. The Vice President is responsible for ensuring that the following tasks are performed:
 1. Reviewing and updating the *Chapter Bylaws* in accordance with Society procedure.
 2. Reviewing and updating the *Chapter Handbook* in accordance with the *Chapter Bylaws*.
 3. Assisting the President as required.
- E. The *Nominations Manager* is responsible for Chapter elections; Associate Fellows recommendations; Distinguished Chapter Service Award recommendations; managing, guiding, and assisting the Nominations Committee (see Article V); and performing the following tasks:
 1. Ensuring the annual election operates in accordance with Article VIII, "Chapter Elections" on page 26 and *Society Bylaws*.

2. Officially announcing the elected candidates at the Chapter meeting when the Council members are installed (typically in June).

The responsibilities of the Nominations Manager may be fulfilled by the Immediate Past President, eliminating the need for a separate Nominations Manager on the Administrative Council in any year that this situation occurs.

- F. The *Programs and Events Manager* is responsible all Chapter programs and events and for managing, guiding, and assisting the Programs and Events Committee (see Article V).
- G. The *Employment Information Manager* is responsible for the employment-related activities of the Chapter and for managing, guiding, and assisting the Employment Information Committee (see Article V).
- H. The *External and Public Relations Manager* is responsible for all Silicon-Valley-related promotion and external relations of the Society and Chapter with the goal of creating an increased awareness of, and positive image for, the Society and the Chapter; managing, guiding, and assisting the External and Public Relations Committee (see Article V); and performing the following tasks:
 1. Serving as a representative of our Chapter and Society when the need arises.
- I. The *Membership and Volunteer Manager* is responsible for membership and volunteerism within the Chapter; managing, guiding, and assisting the Membership and Volunteer Committee (see Article V).
- J. The *Secretary* records minutes of all Council meetings and distributes these to the Council members in accordance with set procedure, conducts official correspondence, sign official documents as required, maintains records so that they are available at any time to the President or the Council, acts as Chapter historian, maintains the Chapter storage area, and performs such other duties as the President or Council assigns. The Secretary is responsible for ensuring that the following tasks are performed:

1. Recording of the minutes of all Council meetings and business meetings and distributing these to the officers within ten days.
 2. Handling official correspondence as requested by the President or Council.
- K. The *Treasurer* supervises the Chapter's fiscal affairs. The Treasurer is responsible for ensuring that the following tasks are performed:
1. Preparing the budget at the beginning of the Chapter year.
 2. Preparing a monthly Treasurer's report for review at each Council meeting.
 3. Maintaining books and records so that they can be inspected at any time by the President or Council.
 4. Maintaining a checking account for current operations; arranging for signature cards and other documents required by the bank.
 5. Monitoring a savings account or certificates of deposit when Chapter funds exceed those needed for current operations.
 6. Promptly depositing Chapter funds and paying invoices and other expenses only as authorized by the Council.
 7. Preparing (on an STC-supplied form) an approved and signed, detailed year-end report of all financial transactions grouped by income and expenses for each major activity as required.
 8. Mailing of the year-end report to the STC Treasurer, no later than August 30, to ensure prompt dues refund to the Chapter.
- L. The *Newsletter Managing Editor* is the only non-elected position on the Administrative Council. This person must be approved by a two-thirds vote of the Council. The Newsletter Managing Editor is approved at the first Council meeting of the year (typically in July).
- The Newsletter Managing Editor is responsible for all aspects of developing and producing the monthly Chapter publication (newsletter) and managing, guiding, and assisting the Newsletter Committee (see Article V).
- The Newsletter Managing Editor assumes primary responsibility for the quality and content of the Chapter publication.

- M. The *Regional Activities Manager* is responsible for all activities that the Chapter supports through regular participation but that are beyond the scope of normal Chapter-level operation. This includes the STC Region 8 Conference, the Northern California Technical Communication Competition (NCTCC), the Kenneth M. Gordon Scholarship, and any new activities that the Council supports and that the Northern California, Bay Area, or Regional Chapters agree to run in a joint fashion. The Regional Activities Manager is also responsible for overseeing relations with academe, including student chapters as well as Technical Communication academic programs in the Northern California area.

The Regional Activities Manager is also responsible for managing, guiding, and assisting the Regional Activities Committee (see Article V) and for performing the following tasks:

1. Providing—in conjunction with the Membership and Volunteer Committee—for each activity (conference, competition, and so on) one or more volunteers to be liaisons between the regional activity and the Chapter.
 2. Assisting the Regional Activities Committee volunteers with any tasks deemed appropriate by both the regional committees on which these volunteers participate and the Administrative Council, such as recruiting volunteers from the Chapter for regional activities, ensuring that regional activities are publicized within the Chapter, and so on.
- N. The *Special Interest Groups (SIGs) Manager* is responsible for encouraging member interest and involvement to establish SIGs that pursue special fields of interest in technical communication; managing, guiding, and assisting the SIGs Committee (see Article V), consisting of all the Chapter SIG leaders; and performing the following tasks:
1. Meeting regularly with the SIG leaders to determine the health and needs of each SIG.
 2. Providing support to new SIGs, assisting them during the start-up phase.
- O. The *Immediate Past President* is an ex-officio member of the Adminis-

trative Council and serves in an advisory position to the Council. The Immediate Past President is also a standing member of the Nominations Committee when he/she is not managing that committee.

Section 4 Terms of Office

The officers of the Administrative Council are elected for a term of one year in accordance with Article VIII. All officers can succeed themselves in office only once.

Section 5 Vacancies

A vacancy in the office of President is filled by the Vice President unless that office is also vacant, in which case, a President is elected from among the Council members by majority vote of the entire Council. A vacancy in the office of Vice President is filled by an election from among the Council members by majority vote of the entire Council. Persons nominated by the President to fill vacancies in the offices of Programs and Events Manager, Nominations Manager, Employment Information Manager, External and Public Relations Manager, Membership and Volunteer Manager, Newsletter Managing Editor, Regional Activities Manager, Special Interest Groups (SIGs) Manager, Secretary, and Treasurer are elected by majority vote of the entire Council. Vacancy appointments extend to the end of the Society year (June 30) and are not considered a term of office within the meaning of any restriction imposed by Section 4, "Terms of Office" on page 15.

Section 6 Council Meetings

The Council meets each month on an agreed-upon day for conducting Chapter Council business. Meetings are called by the President or at the request of at least four Council members. Five members of the Council constitute a quorum. All votes and official actions taken by the Council are recorded in the minutes of the Council meeting. If a Council member fails to attend three consecutive Council meetings without proper notification, that member is subject to removal by the Council. Council meetings are open to the Chapter membership at large, and com-

mittee members and leaders are encouraged to attend all Council meetings.

Section 7 Special Council Meetings

Special Council meetings are called by the President if requested by three-fourths of the Administrative Council. Notice of such meetings is sent to each voting member at least three days before the date of the meeting. In lieu of special meetings for emergencies, it is permissible to use U.S. mail, electronic mail, or the telephone for distributing information or taking a vote on critical issues.

Section 8 Removal

If the conduct of a Council member is such that the Council as a whole feels it necessary to remove a member, the Council votes for removal. The person to be removed must be notified by mail at least ten days before the next Council meeting. The vote for removal must be sustained by two-thirds of the entire Council.

Section 9 Transaction of Business

Council meetings follow the parliamentary procedures specified in *Robert's Rules of Order* where applicable and consistent with the governing documents of the Chapter. The Council acts by majority vote of members present or a quorum being present, except when a two-thirds vote of the entire Council or any other specified vote is explicitly required.

Committees

Section 1 Establishment

The Council establishes standing or special committees to take charge of specific responsibilities. Standing Chapter committees are enumerated in Section 4, “Standing Committees” on page 18. The manager of each special committee is appointed by the President, subject to Council approval, for a term to be determined by the President, but no longer than that of the President. A committee leader serves until a successor is appointed and is responsible for orderly transition of duties and transfer of committee records to successors. Unless specified otherwise, only a Member, Senior Member, Associate Fellow, or Fellow can serve as manager of a standing or special committee. After the work of a special committee is completed, the committee is dissolved by the Council. The manager is discharged by the President, and committee records are forwarded to the Secretary for permanent storage.

Section 2 Committee Membership

Except for the Nominations Committee, each committee manager appoints the members of the respective committee in accordance with the Bylaws and establishes subcommittees as required. Council approval is not required for appointment of committee members nor for establishment of subcommittees.

Section 3 General Duties of Committees

Committees report to their respective Managers on the Council. Special committees perform under the general supervision of the President. Each committee manager submits periodic written reports to their respective Manager on the Administrative Council and at the request of the President. Each standing or special committee is guided in its operation by the Society’s Chapter Handbook,

the Silicon Valley Chapter's Handbook, and subsequent substantive changes to each guideline within those.

Section 4 Standing Committees

Committees reporting to Managers on the Administrative Council are as follows:

- A. The Nominations Committee reports to the Nominations Manager and is responsible for Chapter elections, Associate Fellows recommendations, and Distinguished Chapter Service Award recommendations. This includes, but is not limited to, the following tasks:
1. Selecting qualified candidates for Chapter office.
 2. Preparing the preliminary slate, final slate, and ballot for the annual Chapter election.
 3. Ensuring the annual election operates in accordance with the Society Bylaws.

The Nominations Committee operates year-round and consists of no less than three members: the Nominations Manager, the President, and the Immediate Past President. Potential subcommittees for this committee might include, but are not limited to, the following:

1. An Elections Subcommittee, to handle the logistics of Chapter elections, including preparing the printed slates/ballots for mailing or the newsletter, collecting the election returns, ensuring the eligibility and protecting the identity of voters, counting and recording the vote, and promptly notifying the Administrative Council and all candidates of the results and total votes cast for the various candidates.
2. A Chapter Nominations Subcommittee, to propose and approach potential nominees for election to the Chapter Administrative Council and to determine the preliminary slate and final ballot candidates for the Elections Subcommittee.
3. An Associate Fellows Subcommittee, to recommend potential Associate Fellows candidates, prepare the Associate Fellows

recommendation packets, and forward them to the Society Associate Fellows Nominating Committee.

4. A Distinguished Chapter Service Award (DCSA) Subcommittee, typically composed of the members of the Administrative Council, to recommend potential DCSA recipients to the Region 8 Director-Sponsor, write brief justifications for each potential recipient, and write the award citations.
- B. The Regional Activities Committee reports to the Regional Activities Manager and is responsible for all activities that the Chapter supports through regular participation but that are beyond the scope of normal Chapter-level operation. This includes the STC Region 8 Conference, the Northern California Technical Communication Competition, the Kenneth M. Gordon Scholarship, and any effort to combine the Northern California chapters' employment information resources, as well as any new activities that the Council supports and that the Northern California, Bay Area, or Regional Chapters agree to run in a joint fashion. This includes, but is not limited to, the following tasks:
1. Acting as liaisons between the regional activity and the chapter.
 2. Assisting the regional activity's committees with any tasks deemed appropriate by the committees on which these volunteers participate, as well as the Chapter Council, such as recruiting volunteers for regional activities from the Chapter, ensuring that regional activities are publicized within the chapter, etc.
 3. Maintaining relations with academe, including student STC chapters and technical communication academic programs in the Northern California area.
 4. Serving on academic technical communication programs' industrial advisory committees, when asked.
 5. Planning and implementing high school- and college-level Student Writing Competition, including defining guidelines for the competition, publicizing the competition using various Chapter media, compiling the entries, organizing the competition, judging, and coordinating the publication and distribution of awards.

6. Organizing job postings of available jobs in technical communication received from employers into a job listing.
7. Maintaining at least one page on the Chapter Web site describing the Employment Information function, how to list jobs, how to receive job listings, etc.
8. Maintaining mechanisms (for example, an e-mail list or automated Web pages) for employers and recruiters to submit jobs for the job listing.
9. Maintaining mechanisms (for example, an e-mail list or automated Web pages) for job seekers to receive the job listing and providing members and non-members with the job listing in all relevant forms of distribution, including e-mail, hardcopy, and the World Wide Web.
10. Working with the External and Public Relations Committee to promote the Employment Information function within the Chapter and the community.
11. Working with the Administrative Council to plan and implement programs to increase the visibility, usefulness, and magnitude of the Employment Information function, including increasing the number of employers and recruiters using the service, increasing the number of job postings available through the service, and increasing the number of job seekers who receive the listings.

Potential subcommittees for this committee might include, but are not limited to, the following:

1. A Region 8 Conference Subcommittee, to coordinate the efforts of the Silicon Valley Chapter's representatives to the Region 8 Conference Committee and to perform the tasks outlined above.
2. A Northern California Technical Communication Competition (NCTCC) Subcommittee, to the efforts of the Silicon Valley Chapter's representatives to the NCTCC Committee and to perform the tasks outlined above.

3. A Kenneth M. Gordon Scholarship Subcommittee, to the efforts of the Silicon Valley Chapter's representatives to the Kenneth M. Gordon Scholarship Committee and to perform the tasks outlined above.
 4. An Academic Activities Subcommittee, to the efforts of the Silicon Valley Chapter's liaison to the Northern California Technical Communication student STC chapters and academic programs and to perform the tasks outlined above. A member, or members, of this subcommittee may also serve on industry advisory councils of various academic programs, if requested.
 5. A High School Writing Competition Subcommittee, to plan and implement the High School Student Writing Competition.
 6. A College/University Student School Writing Competition Subcommittee, to plan and implement the College/University Student Writing Competition.
 7. An Employment Information Committee to plan and implement the employment-resource activities of the Chapter.
- C. The External and Public Relations Committee reports to the External and Public Relations Manager and is responsible for the promotion and external relations of the Society and Chapter. The goal of the committee is to create an increased awareness of, and positive image for, the Society, the Chapter, and the members of the Chapter. This includes, but is not limited to, the following tasks:
1. Publicizing via various mechanisms--including news releases, e-mail messages, Web pages, etc.--Chapter programs and events to the Chapter and the general public, including the news media, Internet-based news listings, etc.
 2. Publicizing--as needed and with the assistance of the Regional Activities Committee--regional, Bay Area, and Northern California STC events to the Chapter and the general public.
 3. Publicizing via various mechanisms--including news releases, e-mail messages, Web pages, etc.--members' professional achievements and community service volunteer activities to the Chapter and the general public.

4. Maintaining a Chapter brochure and stationery, printing them when necessary.
5. Maintaining a Chapter Web site, including maintaining a style for the site, keeping the site information accurate and current, recommending to the Administrative Council enhancements to the site, and following the guidance of the Council when implementing changes.
6. Maintaining a media list of contacts for publicizing outside the Chapter membership Chapter programs and events; members' achievements and community service volunteer activities; and regional, Bay Area, and Northern California STC events.
7. Maintaining an e-mail list to which notices about Chapter programs and events are sent.
8. Maintaining Chapter program and event information on the Chapter's voice mail, including updating the Chapter's voice-mail system with current Chapter events and other appropriate information.
9. Maintaining relationships with related organizations.
10. Maintaining a resource (typically on the Chapter Web site) for publishing and publicizing community service volunteer opportunities to Chapter members.
11. Working with the Programs and Events Committee to obtain necessary information and ensure the quality of news releases and other information for internal and external distribution.
12. Working with the Administrative Council to plan and implement PR programs to promote the Society, the Chapter, and the Chapter's members in new, high-value, innovative ways.

Potential subcommittees for this committee might include, but are not limited to, the following:

1. A Web Subcommittee, including a Webmaster, to maintain the Chapter's Web site.
2. A Media Subcommittee, to maintain the Chapter's internal and external news distribution and media relationships.

3. A Related Organizations Subcommittee, to maintain relations with related communication organizations.
 4. A Community Service Subcommittee, to maintain the Chapter's community service volunteer resource.
- D. D. The Programs and Events Committee reports to the Programs and Events Manager and is responsible for all chapter programs and events for the months of September through August of the following year. This includes, but is not limited to, the following tasks:
1. Planning and implementing successful chapter meetings and events with appropriate speakers and programs.
 2. Ensuring good relations between the Chapter and the restaurant staff, satisfactory menus, and pleasant dining and meeting conditions for the membership.
 3. Ensuring that visitors, new members, and long-term members feel welcome and at ease at meetings and other Chapter and Society functions.
 4. Planning and implementing educational and career-development programs and events for the members, such as Chapter-sponsored seminars, workshops, and job/career-development fairs.

Potential subcommittees for this committee might include, but are not limited to, the following:

1. A Programs and Events Subcommittee, to develop program topics and presenters for monthly and special meetings and events--such as seminars, workshops, competitions, and job fairs--including scheduling speakers on topics pertinent to the Chapter and providing details of scheduled program activities in advance to the Newsletter Committee in accordance with newsletter deadlines.
2. A Reservations Subcommittee, to collect, record, and report on monthly and special meeting and event reservations and fee payments, including maintaining before and during the event a list of registered (paid and unpaid) participants/attendees, printing name tags for participants/attendees and maintaining Administrative Council name tags, and

- providing friendly and welcoming volunteers to check in participants/attendees.
3. A Facilities Subcommittee, to provide adequate, pleasant monthly and special meetings and events at a reasonable cost to members, including arranging menus with restaurant personnel and making all arrangements for refreshments, speaker and other A/V equipment, and other amenities.
 4. A Hospitality Subcommittee, to ensure that visitors, new members, and long-term members feel welcome and at ease at monthly and special meetings and events.
- E. E. The Membership and Volunteer Committee reports to the Membership and Volunteer Manager and is responsible for membership recruiting and retention and volunteer recruitment, retention, and recognition within the chapter. This includes, but is not limited to, the following tasks:
1. Defines and assembles membership packet contents and quickly forwards packets to interested, prospective members.
 2. Quickly forwarding to the Society office any membership applications and/or checks by the Chapter.
 3. Maintaining the Silicon Valley Chapter database, including providing timely services to the Newsletter Committee and to individuals purchasing the mailing list; adding, deleting, and changing information in accordance with information received from the Society office; operating a system for producing mailing labels based on the database; working with volunteers producing the Membership Directory to prepare and publish a membership directory; and assisting members to update their membership records with the Society office.
 4. Recruiting new members, as requested by the Administrative Council.
 5. Assisting the Council by implementing programs designed to retain members, including determining what services members want.
 6. Determining from Council and Committee members what volunteer services the Chapter needs.

7. Recruiting volunteers to fill all volunteer positions for the Chapter during the year. This can be accomplished by face-to-face contact with members at Chapter meetings, articles in the Chapter newsletter, announcements mailed to the Chapter e-mail list, or by e-mail and phone calls to members indicating interest.
8. Organizing a volunteer recognition event for the Chapter and assisting the Council to recognize volunteers on a yearly basis at the end-of-year awards program (typically at the June Chapter meeting).
9. Acknowledging volunteers for special recognition, such as Volunteer-of-the-Month (VOM) recognition, and coordinates tasks such as the Volunteer-of-the-Month star and certificate.
10. Assisting the External and Public Relations Committee and other Administrative Council members to publicize volunteer efforts, accomplishments, and volunteer recognition events using various Chapter media.

Potential subcommittees for this committee might include, but are not limited to, the following:

1. A Member Retention Subcommittee, to determine how the Chapter can retain members and to plan and implement membership programs to do so.
2. A Volunteer Recruiting Subcommittee, to recruit volunteers to fill positions within the Chapter during the year.
3. A Volunteer Retention Subcommittee, to assist the Administrative Council and committee/subcommittee leaders in retaining volunteers, including providing procedural documentation, leadership information and training, and opportunities to progress from committee/subcommittee volunteer to committee/subcommittee leader to Administrative Council member.
4. A Volunteer Recognition Subcommittee, typically composed of the members of the Administrative Council, to recognize outstanding volunteers monthly via the VOM program, organize a yearly recognition event for the Chapter, and recognize all Chapter volunteers at the yearly recognition event.

5. A Member Recruiting Subcommittee, to plan and implement programs to recruit new STC members for the Chapter.
 6. A Membership Directory Subcommittee, to plan and produce a Chapter membership directory.
- F. The Special Interest Groups (SIGs) Committee consists of individual SIG managers/co-managers, reports to the SIGs Manager, and is responsible for all the Chapter SIG needs. This includes, but is not limited to, the following tasks:
1. Planning and implementing regular meetings for SIG members. These meetings should be topical in nature, unless the SIG members desire a different format. Deviation from the topical format is approved by the SIGs Manager after discussion with the Administrative Council. The topics covered should be in specific areas of technical communication and should broaden or otherwise increase the knowledge of interested members.
 2. Maintaining, in conjunction with the External and Public Relations Committee, at least one page per SIG on the Silicon Valley Chapter Web site that describes the SIG: its purpose; its meeting topics, times, and places; etc. Each SIG's Web page should be updated on a schedule consistent with the SIG's meeting schedule.
- SIGs can be formed around any special field of interest in technical communication. Managers of SIGs must be STC members.
- G. The Newsletter Committee reports to the Newsletter Managing Editor and is responsible for developing and producing the Chapter's newsletter and for reviewing other Chapter publications, as requested. This includes, but is not limited to, the following tasks:
1. Writing, editing, and producing via desktop publishing the monthly Chapter publication at regular intervals and so that it reaches members at least ten days before meetings.
 2. Working with graphics and reviewing and approving the format and appearance of the newsletter, as instructed by the Newsletter Managing Editor.

3. Reviewing the format and appearance of any other Chapter publications, including the Chapter brochure, as directed by the President.
4. Exchanging newsletters with other Chapters.

Chapter Operations

Section 1 Name

The name of the Chapter can be changed by a two-thirds vote at a business meeting, a quorum being present. All Chapter members must receive a motion to change the name at least two weeks before the vote. The Chapter then notifies the Society of the name change.

Section 2 Boundary

Any change in boundaries must be submitted to the Society for approval.

Section 3 Headquarters

Unless there is a physical space in a designated place as the Chapter headquarters, the Chapter's headquarters is a designated mailing address at a post office in a designated city within the Chapter's boundaries. All expenses incurred in the operation of the designated headquarters are budgeted annually and are included in the Treasurer's budget for approval by the Council.

Section 4 Finances

- A. The Chapter operates on a fiscal year basis, July 1 to June 30 of the following calendar year. Funds are established for operating purposes and for reserves.
- B. Chapter funds are deposited in any banking institution that is a member of the Federal Deposit Insurance Corporation (FDIC), or in any savings and loan institution that is a member of the Federal Savings and Loan Insurance Corporation (FSLIC). The Council alone can authorize payment of Chapter

expenses; funds can be withdrawn only over the signature of both the Treasurer and either the President or Vice President.

- C. Approval by two-thirds of the Council is required to:
1. designate funds for investment
 2. make major purchases
 3. change income producing procedures.

Section 5 Capital Equipment

The Chapter Handbook contains a complete, up-to-date list of the equipment purchased by the Chapter.

Section 6 Operational Relationship with Society

The Silicon Valley Chapter maintains contact with the Society in accordance with the Society's bylaws, Article IX.

Chapter Meetings

Section 1 Annual Business Meeting

At least one annual Chapter business meeting is held at which the Administrative Council and Chapter committees report to the membership and at which the results of the annual election are announced. The meeting is typically held in April, June, or a combination of the two; for example, the election results may be reported at the April meeting, prior to the STC Annual Conference, and the administrative council's report to the membership may occur at the June meeting. A quorum for transacting business is 25 percent of the voting members, or 20 voting members, whichever is fewer.

Section 2 Monthly Meetings

Monthly meetings are held on the fourth Thursday of each month except during November and December. During November and December, the meetings are held on the second or third Thursday. The time and place are designated by the Administrative Council and publicized to the membership.

A meeting can be cancelled by the Council according to Article IV, Section 7, if the date conflicts with other events; for example, the STC Annual Conference or a Regional Conference. The membership must be notified of the cancellation at least 30 days in advance.

Section 3 Special Business Meetings

Special meetings are called by the President if requested by three-fourths of the Administrative Council. Notice of such special meetings is sent to each voting

member at least 15 days before the meeting. A quorum for transacting business is 25 percent of the voting members, or 20 voting members, whichever is fewer.

Section 4 Transaction of Chapter Business

The parliamentary procedures specified in Robert's Rules of Order, latest revised edition, govern business meetings of the Chapter when they are applicable and consistent with the governing documents.

Chapter Elections

Section 1 Annual Election

- A. *Time of Election.* Chapter officers are elected annually in time for the new officers to attend the Annual Business Meeting of the Society (held during the STC Annual Conference) as representatives of their Chapter. A Chapter Nominating Committee handles the elections.
- B. *Nominating Committee.*
1. The Nominating Committee (activated in January of each year) is responsible for the selection of qualified candidates for Chapter office, preparation of the preliminary slate, final slate, ballot, and for the conduct of the annual election in accordance with Article IX of the Society Bylaws.
 2. The Nominating Committee consists of Members, Senior Members, Associate Fellows, or Fellows.
 3. The Nominating Committee serves for one year.
- C. *Nominations.* Nominations by petition must bear the signature of 10 percent of the membership. Chapter elections are conducted at a regularly scheduled meeting of the membership provided that a preliminary slate of candidates has been announced to the membership at least six weeks prior to the date of election and a final slate of candidates, if different from the preliminary slate, has been announced at least 10 days prior to the date of the election.
- D. *Ballots.* The final slate and ballots are mailed at least one month prior to the Society Annual Business Meeting; votes are tabulated at least one week prior to the Annual Business Meeting.
- E. *Selection and Evaluation of Candidates.* The Nominating Committee contacts individual Chapter members for recommendations of candidates for

office. The candidates' qualifications are evaluated in accordance with Article III, Section 3 of the Society Bylaws and in accordance with standards and criteria developed by the Nominating Committee. Qualified candidates are asked to submit a statement of availability.

- F. *Preparation and Distribution of Preliminary Slate.* At a date established by the Nominating Committee, all candidates who have agreed to serve if elected are evaluated for specific positions on the slate. The Nominating Committee endeavors to offer more than one candidate for each position. The preliminary slate is prepared by the Nominating Committee and announcing to all voting members with instructions pertaining to nomination by petition.
- G. *Preparation and Distribution of the Final Slate and Ballot.* The Nominating Committee prepares the final slate and ballot for distribution to all voting members by mail. For unopposed candidates, the ballot offers a "Yes" or "No" choice. *Voting instructions specify the date on which ballots must be returned to be counted and also requires that the voter's name and address be shown on the ballot return envelope.*
- H. *Count of Votes.* The Nominating Committee validates the ballots while protecting the identity of the voters, and counts and records the vote. Candidates are elected by plurality of votes cast. A tie vote is resolved by a majority vote of the Administrative Council. If an unopposed candidate receives more negative votes than affirmative votes, that office is declared vacant.
- I. *Announcement of Results.* The Director of Nominations promptly notifies the Administrative Council and all candidates of the total votes cast for the various candidates. The Director of Nominations also makes the official public announcement of elected candidates at the Annual Business Meeting when officers are installed. The outgoing President informs the Society headquarters of the election results at least 5 working days after the election and five working days before the Society Annual Business Meeting.
- J. *Succession of Office.* The incoming and outgoing officers together attend the first Administrative Council meeting immediately following the Annual

Business Meeting. The outgoing President turns the meeting over to the new President, who conducts the order of business and hears all final reports. The outgoing President, officers, and managers turn over to their successors before the second Council meeting all financial records, treasurer's reports, meeting minutes, program notes, membership data, archive materials, and all other materials related to the Chapter business.

Section 2 Voting on Matters Other than Election

Voting on matters other than election is made part of the annual election except when the Council by majority vote calls for a special ballot.

Section 3 Special Ballot

When the Council directs that a special ballot be conducted on some matter of concern to the membership, the Council prepares and distributes the ballot. Instructions pertaining to the voting on such special ballots shall be given at the discretion of the Council. The Council validates and counts the ballots, records the votes, and notifies the membership of the results.

Chapter Dissolution

The STC Board of Directors can by two-thirds vote dissolve the Silicon Valley Chapter when it is satisfied that the Chapter is inactive and that there is no reasonable hope of its immediate revival, or when it is satisfied that such action is in the best interests of the Society. Chapter dissolution does not affect the Society membership status of the members assigned to such a Chapter. Members of a dissolved Chapter as assigned to another Chapter or branch if such exists in the general region. Upon dissolution, residual Chapter funds revert to the Society treasury.

Amendments

Section 1 Origination

An amendment to the Bylaws can be originated by the Administrative Council, Vice President, or by a written petition signed by one percent of the voting members. All proposed amendments must first be submitted to the Administrative Council for recording and to the Vice President for review to assure compatibility with the provisions of the Chapter's and Society's governing documents. Articles II, III, and IX fall under Society jurisdiction and cannot be amended.

Section 2 Implementation

After the Vice President has formulated the proposed amendment in coordination with the originator, the Vice President submits the amendment to the Council with a recommendation. The Council by three-fourths vote of the entire Council adopt proposed amendments at Articles V, VI, VII, and VIII. Proposed amendments to Articles I and IV must be referred to the membership at large by means of a ballot. The ballot statement can include the Council's recommendation. To become effective, a Bylaws amendment submitted to the membership requires the affirmative vote of two-thirds of the valid votes cast. An approved amendment is announced to the membership at the earliest opportunity.