



SOCIETY FOR TECHNICAL COMMUNICATION



Washington, DC Chapter The Capital Chapter

GUIDELINES FOR FORMING SPECIAL INTEREST GROUPS

Purpose and Scope

These guidelines provide specific procedures and provisions for Society for Technical Communication (STC) Washington, DC Chapter members who want to form a Special Interest Group (SIG) at the chapter level.

SIGs exist at the Society level but operate independently from chapter-level SIGs. Thus, chapter-level SIG leaders are not required to synchronize with or pattern their operations after Society-level SIGs. Because of this division, these guidelines pertain only to SIG formation within the Washington, DC Chapter.

These guidelines are based on the [Carolina Chapter's Guidelines For Forming Special Interest Groups](#), which were in turn based on the Society-level [guidelines](#).

Definition

The Washington, DC Chapter of STC defines a SIG as an “organized group of chapter members, authorized and supported by the Administrative Council, engaged in interest-specific activities that promote professional growth and interests.”

Note

STC Policy states that members of a chapter SIG do not have to be STC members. Joining the Society-level SIG, however, does require STC membership.

Membership in Society SIGs is open to all STC members with an interest in the SIG's subject matter. In general, chapter SIGs follow this same guideline. However, since chapter SIGs may allow members who are not STC members, chapter SIGs may also restrict SIG membership benefits in ways that safeguard the value of belonging to STC, a value that STC members purchase with their dues.

Benefits of Aligning with the Washington, DC Chapter

Forming a SIG within the Washington, DC Chapter gives you access to the following resources, assistance, and information that can assist you in forming and maintaining your proposed SIG:

- Advice from other chapter SIG leaders
- Funding from the Washington, DC Chapter for appropriate uses
- Support from other SIGs for planning joint meetings
- Assistance from the Public Relations manager
- Access to the Washington, DC Chapter's email announcement list, website, postcards, and newsletter to promote meetings and events

Responsibilities

The Washington, DC Chapter President, or Administrative Council member he or she designates, is responsible for guiding and advising chapter members through the SIG formation process, outlined in the *Provisions and Procedures* section of these guidelines. Chapter members are responsible for fulfilling the responsibilities in the *Provisions and Procedures* section.

Provision and Procedures

- 1 Chapter members interested in forming a SIG should send a letter or email of interest to the Washington, DC Chapter's [President](#). The President will then assist them through the SIG application process.
- 2 SIG organizers will call and hold an organizational meeting to gather signatures for the SIG application and brainstorm ideas for future meetings. We suggest that the organizational meeting be listed on the chapter website and included in the newsletters prior to the meeting date.
- 3 To establish a SIG, the organizers will submit the following to the [President](#):
 - An application with at least 10 signatures from *active* STC members willing to serve as charter members. In signing the application, these members indicate their commitment to the formation and activities of the SIG for one year. Among the signing members should be three organizers willing to assume leadership roles within the SIG. One of these organizers will identify themselves as the SIG manager.
 - A SIG mission statement, including a list of goals and objectives (*see step 4*).
 - A statement detailing how the proposed SIG will differ from other chapter SIGs and organizations and SIGs outside of STC.

Note ✍

Some overlap will likely exist between chapter SIGs. For this reason, you should also include provisions on how the proposed SIG will work with other chapter SIGs in jointly developing similar interests.

- A list of possible activities for the year. This list should include specific meeting topics and names of potential speakers.
- A tentative budget if funds from the Washington, DC Chapter are sought.

Note ✍

Funding proposals made before the beginning of the fiscal year, July 1, are more likely to gain approval than those made after July 1.

- 4 Ensure that SIG mission statements, goals, objectives, guidelines, and activities do not conflict with the [Washington, DC Chapter Bylaws](#). To this end, the application to form a SIG should explain how the SIG will accomplish the following goals from Article 1, Section 3 in the [Washington, DC Chapter Bylaws](#):
 - Develop professional and personal growth of members.
 - Stimulate the exchange of information by means of publications, meetings, and conferences.
 - Increase regional visibility and prestige of the technical communication profession.
 - Cooperate with other societies and organizations in mutually beneficial projects.
- 5 The President will present the SIG application to the Administrative Council when steps 1-4 are complete. The Council will consider an application to form a new SIG or to reactivate an inactive SIG when at least 10 chapter members make a request in writing to the chapter President.
- 6 The SIG will establish its own manager, assistant/deputy managers or other officers, as needed, to carry out the objectives and activities of that SIG.
- 7 Within one year of approval by the Administrative Council, the approved SIG will establish guidelines in accord with the [Washington, DC Chapter Bylaws](#).