



San Tomas Area Community Coalition

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## **BYLAWS OF THE STACC (SAN TOMAS AREA COMMUNITY COALITION)**

### **ARTICLE I: NAME**

The official name of this organization shall be STACC (San Tomas Area Community Coalition), hereinafter referred to as STACC.

### **ARTICLE II: PURPOSE and MISSION**

This organization's purposes are to:

- A. Enhance the quality of life for residents within the boundaries of the San Tomas Area and neighboring communities.
- B. Serve as a means of communication between members and governmental bodies on issues that affect their interests.
- C. Foster neighborly good fellowship among the residents of San Tomas and neighboring areas. Our overriding goal is to help residents take care of our neighborhoods by taking part.
- D. Promote and defend the San Tomas Area Neighborhood Plan, hereinafter referred to as STANP.
- E. Preserve the unique character of the San Tomas neighborhood as outlined in the STANP, as well as the small town atmosphere of the City of Campbell overall.

### **ARTICLE III: MEMBERSHIP**

Any resident or any owner of property or any business operator in the area known as San Tomas Area as defined the Campbell General Plan shall be eligible for membership. Any resident or any owner of property or any business operator of neighboring areas

may apply for membership, which must be approved by the acting President of the association.

#### ARTICLE IV: OFFICERS

No term of office is prescribed for Officers.

Officers shall be as follows: President, Vice President, Secretary, Treasurer, Member-At-Large. Officers shall be known as the Executive Committee.

A. **PRESIDENT:** The President shall be the chief officer and shall preside at all meetings; shall have the power to appoint committee chairpersons, with the approval of the Executive Board; shall have the power to call special meetings of the Executive Board and the membership; and shall advise and assist other officers in their duties. Present Annual Report of the year's activities at the last meeting of the year. The President shall serve as the primary contact and official spokesperson of STACC with members of the media, City Staff, City, County, State and Federal Government officials. All articles which are linked or attributed to STACC to appear in public publications must be reviewed and approved first by the President. The President may at their discretion, delegate the roll of Media Contact to an individual of their choosing with the approval of the Board.

B. **VICE-PRESIDENT:** The Vice-President shall assume the duties of the President in the event of the latter's absence or inability to serve or in the event of his/her resignation or recall. Shall be responsible for coordinating the informational programs for each monthly meeting. Responsibilities include: surveying members for topic ideas, securing guest speakers, making speaker introductions. Shall follow up with a thank you note to speakers on behalf of the STACC.

C. **SECRETARY:** The Secretary shall keep minutes of all regular and Executive Board meetings; shall preside at meetings in the absence of the President and Vice-President shall keep a copy of all newsletters, correspondence, and any other documents which are a part of the history of the San Tomas Area Community Coalition; and shall handle all correspondence.

D. **TREASURER:** The Treasurer shall administer all monetary transactions, and shall keep an absolute record of all receipts and disbursements to be reported at each meeting. Prepare Annual Budget and Annual Financial Report. File appropriate tax forms. Maintain liability insurance. Maintain memberships as required.

E. **MEMBER-AT-LARGE:** The Member-at-Large, will serve as an officer of the STACC as a member "without portfolio". The President or the Executive Committee shall determine the specific tasks to be undertaken by the Member-at-Large.

#### ARTICLE V: BOARD OF DIRECTORS:

The Board shall consist of the Executive Committee and all members of the Permanent Committees as indicated in Article VI.

Board of Directors shall meet at least once a quarter but may meet as often as desired.

#### ARTICLE VI: PERMANENT COMMITTEES

No term of office is prescribed for Permanent Committees.

**AREA CAPTAINS:** There shall be twelve areas within the greater San Tomas Area as defined in attachment A, with Area 13 defined as the neighboring areas. Area Captains shall serve as the liaison between the Board and residents of their area. Area Captains are responsible for recruiting, and shall coordinate newsletter distribution to their area; shall cooperate with the Hospitality Chairperson by informing him/her of each new family in their Area and assist him/her in official welcome. In the event of an emergency the Area Captains shall work through all available resources in informing all households within their areas as quickly as possible. Area Captains may appoint any number of assistants.

**CAMPBELL CITY COUNCIL AND PLANNING COMMISSION REPRESENTATIVES:** There shall be several Representatives who shall between them represent this organization by attending at least one meeting per month, and when not physically attending the representative shall view the broadcast. The Representatives shall request support as needed and report all developments to the Executive Board. Attendance at City meetings may be delegated to other members as desired by the Representatives. Submit report of Council proceedings to the Communications Chairperson for STACC publication as appropriate.

**MEMBERSHIP; HOSPITALITY CHAIRPERSON:** The Hospitality Chairperson shall be responsible for contacting and welcoming new neighbors, and for maintaining an accurate name and phone listing for the master address listing. He/she shall be assisted by Area Captains.

**COMMUNICATIONS CHAIRPERSON:** The Communications Chairperson shall disseminate information to the members and to the community at large and facilitate communication between members. Shall be responsible for submitting timely articles or notices about STACC activities and meetings into local publications. Shall work with other Chairpersons to maintain web presence, mailing lists, blogs and newsletters.

#### ARTICLE VII: TEMPORARY COMMITTEE

**AUDIT COMMITTEE:** Yearly, or any time a new Treasurer takes office, the Executive Board shall elect an audit committee of at least three members to audit the financial records. Terminating audits require the approval of the outgoing Treasurer and outgoing President and the incoming Treasurer, and shall be reported at the annual meeting.

#### ARTICLE VIII: MEETINGS AND VOTING

General Board meetings shall be held regularly at least once each quarter and shall be open to the general membership. The President may call other meetings. Regular

meetings shall be held at a place announced to the membership at least one month prior to the meeting. All meetings shall be open to interested members.

Meetings shall be held on a Thursday, Friday or Monday of each month at a location arranged by the VP Programs.

Meetings shall be guided by Robert's Rules of Order, as revised.

Decisions of the Board shall be by majority vote of Board members present. Such decisions are subject to vote of the general membership if agendized within 30 days of the Board decision.

At general meetings, measures may be passed by majority vote of those members present. Decisions may be discussed and put to a new vote at the next general meeting after being reported in the digital newsletter.

#### ARTICLE IX: NOMINATIONS

Nominations for office shall be presented in October of odd numbered years for the ensuing 2 years by a nominating committee appointed by the Board. At least one nomination for each office shall be made by the Nominating committee. Additional nominations shall be accepted by any Board Member from the general membership. All nominees shall be apprised of their duties by the Board and must be willing to serve if appointed. All officers shall serve without compensation, except they shall be allowed and paid actual and necessary expenses incurred by them in the course of their duties as approved by the Board. Appointed officers may hold only one position at a time. Members of the Board however, can also be an Area Captain or Block Captain in addition to the other position they hold.

#### ARTICLE X: FINANCES

DUES: No dues shall be required for the membership.

All funds shall be kept in a bank in the name of the STACC (San Tomas Area Community Coalition). All checks shall be signed by two of the three authorized officers (President, Vice-President, Treasurer). All expenditures require the approval of the Executive Board.

This neighborhood association shall operate as a nonprofit organization.

Donations, in-kind gifts and fund raising events may be utilized to offset the operating costs of STACC.

The Treasurer shall have available at General meetings a up-to-date statement of finances in case members of the community inquire about our financial status.

**ARTICLE XI: AMENDMENT**

Notification of proposed bylaw changes shall be announced in advance of the Board meeting. The bylaws of this organization may be amended by a two-thirds vote cast by the Board membership present at the specified Board meeting.

**ARTICLE XII: RECALL OF OFFICERS**

Officers may be recalled by the following procedure:

The Board shall be notified in writing regarding any intended recall, identifying the officer(s) to be recalled and providing a reason for the desired. Such notification must be sent by return receipt.

Starting no sooner than seven days after such written notice to the Board, a petition shall be circulated to residents of the San Tomas Area Community Coalition. This petition shall identify the officer(s) to be recalled and shall provide a reason for the desired recall. The completed petition shall be submitted to the Executive Board within 37 days of the original written notification.

Signatures on the completed petition shall represent at least 15% of the registered membership in the San Tomas Area Community Coalition for a recall vote to take place.

The originator(s) of the recall shall provide stamped double U.S. post cards at their expense, to be used as ballots and mailed to all registered members under the supervision of the Executive Board and the originator(s).

Completed ballots shall be mailed within 21 days to a disinterested party agreed upon by the Executive Board and originator(s).

Ballots shall be counted by the disinterested party in the presence of at least three members of the Executive Board and originator(s) starting the 22nd day. Counting shall be completed within three days.

A two-thirds vote of the ballots cast shall be required for the recall to become effective.

**ARTICLE XIII: PRO-TEMPORE APPOINTMENT OF OFFICERS**

Appointment of temporary officers:

The Executive Committee may appoint a temporary Executive Committee officer in the case of vacancy to hold the vacated office until the next regularly scheduled appointment period.