

By-Laws of the Vacuum Technology Division of the American Vacuum Society

Article I: Name

Section 1. This organization shall be known as the Vacuum Technology Division (VTD) of the American Vacuum Society, hereafter designated as AVS.

Article II: Objectives

Section 1. The objectives of the Division shall be: (1) to provide a continuing forum accessible to its members as well as to other persons active or interested in the field of vacuum technology for the purpose of fostering an improved understanding in the areas related to: i) vacuum science, ii) vacuum materials and processes, iii) vacuum components, iv) vacuum system development, and v) vacuum system applications; (2) to promote the dissemination of that understanding through the organization of conferences, symposia, and workshops, by publication of original works and surveys in proceedings, technical journals and books, and by preparation of web-site(s) related to the field; and (3) to participate actively in all phases of the AVS programs as presented in the AVS Constitution.

Article III: Membership

Section 1. Divisional members are defined as members of the AVS in good standing who have applied for membership in the Division and have paid Divisional dues (if any are assessed).

Section 2. The Executive Committee of the Division may extend the courtesy of notification, Divisional publications and attendance at Divisional meetings to non-members by individual identification. None of the other rights and privileges of Divisional membership will be implied or accorded under any circumstances by this action.

Section 3. All categories of members of AVS who are members of this Division shall be entitled to attend business meetings and vote, except student members of the AVS, who shall be entitled to the rights and privileges of all other AVS members but shall not have the right to vote or hold office.

Article IV: Officers

Section 1. The officers of the Division shall be:

Chair-Elect
Chair
Program Chair
Secretary
Treasurer

Section 2. The term of office for the officers of the Division shall begin on **January 1** in the year immediately following their election. In the event of their appointment, their term shall begin on the date specified in the appointment.

Section 3. The officers of the Division shall hold office for the following terms:

Chair	1 year
Chair-Elect	1 year
Program Chair	1 year
Secretary	1 year
Treasurer	1 year

The Chair-Elect shall automatically assume the position of Chair at the end of his/her 1 year term as Chair-Elect.

If the Chair is unable to fulfill his/her duties and obligations at any time in his/her term, the Chair-Elect shall assume the position of Chair.

The Chair shall automatically assume the position of Program Chair at the end of his/her 1 year term as Chair.

If the Program Chair is unable to fulfill his/her duties and obligations at any time in his/her term, then the Chair or his/her designee, upon approval of the Executive committee, shall immediately assume the position of Program Chair for the remainder of the unexpired term.

In the event that any officer is unavailable and the above sequence of succession cannot be employed, then the duties of that office will be conducted by the Chair or the Chair's designee upon the approval of the Executive committee. In the event that any officer is unable to complete the above sequence of offices, then replacement officers will be elected at the next regularly-scheduled election of the division as necessary following the procedure described below in Section 4. In the event of a simultaneous vacancy in the offices of the Chair and Chair Elect, the Executive Committee shall appoint a Chair to fill the unexpired term.

Section 4. The Chair-Elect, Secretary, and Treasurer will normally be elected by Divisional members voting by ballot (e.g. mail or electronic mail). In the absence of such a vote, these officers may be elected at an annual meeting of the Division. The results of this ballot shall be announced at the Annual Business Meeting of the Division.

Section 5. In the event an annual meeting is not held and no balloting has occurred, the President of the AVS shall appoint a Chair or other officers of the Division considering the recommendations of the past Executive Committee.

Section 6. In the event that the Chair of the Division has been appointed by the President of the AVS, it is the responsibility of the Chair to appoint members of the Executive Committee, as necessary, subject to the approval of the President of the AVS, considering the recommendations of the past Executive Committee.

ARTICLE V: Executive Committee and Management

Section 1. The management of the Division will be the responsibility of the Executive Committee of the Division. The voting members of the Executive Committee shall consist of:

1. The officers of the Division as specified in Article IV, Section 1 of the Bylaws.
2. Six duly elected members of the Division, to be called Members of the Executive Committee. The members will be elected for three-year terms. The terms shall be staggered (two new members each year). The term of office for the six elected members of the Executive Committee shall begin **on January 1** in the year immediately following their election.

Section 2. In the event of a vacancy of a Member of the Executive Committee caused by incapacitation, resignation, or removal, the vacancy shall be filled by appointment of the Chair and approved by majority vote of the Executive Committee. The incoming member filling a vacancy shall serve until the normal term of his or her predecessor has expired.

Article VI: Nomination and Election of Officers and Elected Members

Section 1. A Nominations Committee shall be formed as soon as practical following the beginning of the term of office for the officers. The Chair of the Nominations Committee shall be the Program Chair of the Division. The Chair of the Division shall appoint at least two additional members of the Division to the Nominations Committee for the purpose of nominating Division members for the position of Chair Elect, Secretary, Treasurer and the two members of the Executive Committee whose terms expire at the end of that year.

Section 2. The Nominating Committee shall recommend at least one candidate for each office. The nominations shall be submitted to the Secretary at least SIXTEEN (16) WEEKS prior to the Annual Business Meeting of the Division. Additional nominations by petition shall be submitted to the Secretary at least SIXTEEN (16) WEEKS prior to the Annual Business Meeting. Valid petitions must be signed by at least five (5) members in good standing of the Division. The slate of candidates presented to the Divisional membership shall include names submitted by the Nominating Committee as well as those submitted by qualified petitions. The Nominating Committee shall assure itself and the Division that the nominees are voting members in good standing of the Division and are willing to serve.

Section 3. The Secretary shall direct the preparation of ballots no later FOURTEEN (14) weeks prior the Annual Business Meeting. The Secretary shall direct distribution of ballots to the membership at least EIGHT (8) WEEKS prior to the Business Meeting. Voting will be by electronic voting organized by the AVS national office. The ballots shall close FOUR

(4) WEEKS prior to the Annual Business Meetings. AVS national office will inform the Secretary of the voting results. The Secretary will report the results to the Nominating Committee.

The candidate receiving the largest number of votes for a given office shall be elected to that office. If more than one Member's position is to be filled, the candidates shall be elected in the order of the number of votes received. If a tie vote occurs for the second position, the outgoing Chair will decide the tied election by chance. If a tie vote occurs for the Chair Elect, Secretary, or Treasurer, the outgoing Chair will decide the tied election by chance.

Candidates will be notified by the Nominating Committee Chair or his/her designate at least TWO (2) WEEKS before the Annual Business Meeting. The Vacuum Technology Division Secretary shall file the list of new Officers and Elected Members with the Administrative Director of the AVS or his/her delegate.

Article VII: Duties of the Officers and Elected Members

Section 1. The Chair shall preside at all business meetings of the Division. He/she shall serve at his/her discretion as a member of any Division committees. He/she shall submit to the AVS Board of Directors a report concerning the activities of the Division, as requested by the AVS Board of Directors. He/she shall appoint Chairs of all Standing Committees and appoint Special Committees. He/she shall oversee the financial matters of the Division and perform such other functions as necessary of the chair of an organization. The Chair shall determine, at least 20 weeks in advance, the period of one week during which the Annual Business Meeting will be held.

Section 2. The Chair Elect shall carry out the duties of the Chair in the event of the absence, illness, resignation, or incapacity of the Chair, and carry out such duties as may be assigned by the Chair.

Section 3. The Secretary shall be responsible for the minutes of all Divisional Executive Committee and the Annual Business Meetings. Complete draft minutes shall be distributed to the Executive Committee within 30 days of the meeting. Upon approval of the minutes at the next Executive committee meeting, the secretary will distribute the approved minutes to the Clerk of the AVS or his/her designate. He/she shall direct information dissemination and receipt of all literature pertaining to the operation of the Division at the discretion of the Chair.

Section 4. The Treasurer shall keep a strict accounting of all income and expenditures. The treasurer requests the AVS Treasurer to make payments of funds as authorized by the Chair or Executive Committee to meet all obligations of the VTD. The Treasurer shall issue a report of the financial standing of the Division at the General Business Meeting or whenever requested by the Chair. Before the annual AVS VTD business meeting he/she shall distribute the Division's proposed budget to the Executive Committee. The Treasurer will file an annual Divisional Treasurer's Report with the Treasurer of the AVS as requested.

Section 5. The Elected Members shall act as an advisory body to the Officers in matters pertaining to objectives of the Division and such other matters that preserve the integrity of the Division and make it responsive to the needs and wishes of its membership.

Section 6. The Program Chair shall serve as Chair of the Nominations Committee and serve as the Division's Program Chair for the International Symposium. For the term he/she shall carry out such other duties as may be assigned by the Chair.

Section 7. The Immediate Past Program chair shall be invited to remain on the VTD executive committee for one year following his/her term in a non-voting advisory role.

Article VIII: Committees

Section 1. Standing Committees

There shall be three Standing Committees as a follows: Program Committee, Nominating Committee, and Awards Committee.

The Program Committee will be chaired by the Program Chair. The members of the Program Committee will be the current members of the Executive Committee chosen by the Program Chair plus any additional members selected by the Program Chair from the Society as a whole. The purpose of the Program Committee is to coordinate and organize the VTD sessions

and jointly sponsored sessions at AVS International symposium and other sessions or symposia as authorized by the Executive Committee.

The Nominating Committee will be formed as described in Article VI, Section 1 of these Bylaws and will conduct the operations described in Article VI, Section 2 of these Bylaws.

A person appointed by the current Division Chair will chair the Awards Committee. The purpose of the Awards Committee is to solicit and coordinate submissions of nominations for AVS Fellow and other AVS Awards or Prizes. The Awards Committee will also be responsible for determining Division Awards, as outlined in Article XI.

Subcommittee chairs may be appointed by the Division Chair.

Section 2. Special Committees – The Chair will appoint special committees as the need arises.

Section 3. General – Each Committee Chair shall select as many members of his or her committee as needed with the concurrence of the Chair of the Executive Committee except as noted in Section 1, with said members of each committee serving for a term of one year. Appointees to standing and special committees serve the VTD Executive Committee in an advisory role, and appointment does not imply that the appointee is a voting member of the Executive Committee, unless the appointee is otherwise a voting member of the Executive Committee as defined in Article V.

Before the Annual Business Meeting, each committee shall file with the Executive Committee a report of its activities during the past year as requested by the Chair. It shall be the duty of each of the committees to recommend to the Executive Committee any action with respect to the subjects or matters in their charge, which the committee deems advisable. A tentative budget shall be submitted by the committee chair to the Executive Committee for approval. Expenses incurred by the committee shall be limited to the budgeted amount, or as approved by the Chair or a majority of the Executive Committee.

Article IX: Finances

Section 1. The Division Executive Committee, with the approval of the Board of Directors of the AVS, may establish divisional dues. Changes in the divisional membership dues shall be recommended by the Executive Committee and approved by a majority of the voting members of VTD by a ballot. As needed, the VTD Executive Committee may set special Symposia registration fees.

Section 2. All funds received by VTD shall be held by the AVS Treasurer on behalf of VTD. Any withdrawal from this account must be requested by the VTD Treasurer, with an approval from the Chair, via a written or e-mailed request submitted to the AVS Treasurer. The divisional financial records shall be kept by the VTD treasurer and will be annually reconciled with the AVS Treasurer's financial records.

Section 3. The financial year of the Division will coincide with the financial year of the AVS.

Article X: Meetings

Section 1. The Division shall hold at least one regular business meeting each year. This Annual Business Meeting, which may be held during an AVS symposium, shall be announced by correspondence to all Members of the Division at least EIGHT (8) weeks prior to the meeting.

Section 2. The number of members present to constitute a quorum at business meetings of the Division calling for the transaction of regular business and requiring a vote to be taken shall be not less than 1% of the Division or THIRTY(30) members, whichever is smaller.

Section 3. Meetings of the Executive Committee shall be held as necessary. These meetings may be called by the Chair at his/her discretion, or shall be called at the request of three members of the Executive Committee.

Section 4. A majority of the voting members of the Executive Committee shall constitute a quorum at Executive Committee meetings.

Section 5. A majority vote of the voting Executive Committee members present shall be necessary in the conduct of its business, except as otherwise stated in the By-Laws. The chair will have the option to decide any tied votes.

Article XI: Awards of the Division

Section 1. Student Awards – The Division may grant Student Awards. The monetary amount of each award and the selection criteria for the awards will be determined by the Executive Committee in accordance with the limits established by the AVS.

Section 2. Early Career Award—The Division may grant an award to recognize, encourage and promote vacuum scientists and engineers who are early in their careers. The monetary amount of the award and selection criteria will be determined by the Executive Committee in accordance with the limits established by the AVS.

Section 3. Shop Note Award – The Division may grant a JVST Shop Note Award to recognize and encourage publication of novel solutions in instrumental or experimental problems as Journal of Vacuum Science and Technology Shop Notes. The Awards Committee shall nominate candidate shop notes from those published in JVST during the previous year.

Section 4. Other awards – other awards may be granted with approval of the Executive Committee and in accordance with the rules and limits established by the AVS.

Article XII: Termination of Membership

Section 1. All interest of any member in the Division or in its property or funds shall terminate and vest in the Division upon his or her ceasing to be a member whether by death, resignation or otherwise.

Article XIII: Dissolution of Division

Section 1. At any time the Division shall become inactive, not holding at least one meeting each biannual period, it shall be deemed to have ceased to exist unless such non-holding of meetings has been due to national emergency, actions of federal or state government or other factors beyond the control of the Division. Should the Division become inactive, as herein defined, all funds remaining in the treasury of the Division shall revert to the AVS and become part of the general funds of the AVS.

Article XIV: Amendments

Section 1. Any three Division members can propose amendments to these By-Laws. Proposed amendments must be submitted in writing to the VTD Chair and Secretary and must be signed by the supporting members. Proposed amendments are to be reviewed by the Executive Committee within ninety (90) days, and actions reported to the VTD members who proposed such changes and the AVS Clerk and Managing Director.

Section 2. These By-laws may be amended by a majority vote of ballots cast by VTD members in good standing, provided the proposed amendments shall have been first approved by the Executive Committee. The Secretary shall direct distribution of the ballots to the membership, allowing FOUR (4) weeks for return of ballots. The Chair shall appoint a committee to count the ballots and report the results at the next Executive Committee Meeting and at the Annual General Meeting. The Chair may delegate these duties to the Administrative Director of the AVS.

Section 3. Amendments must be approved by the Board of Directors of the AVS before taking effect.

Article XV: Parliamentary Law and Procedure

Any matter of parliamentary law or procedure not specifically provided for in these By-Laws shall be governed by Robert's Rules of Order as published in the last revised edition.

Approved: 2016