

Appendix A

LETTER OF INTENT—SAMPLE

To the AVS Board of Directors:

The University of _____ wishes to express its intent to form an AVS student chapter. Our student chapter will be committed to introducing undergraduate and graduate students to materials research and related opportunities and to facilitating and supporting them in their research accomplishments. We plan to accomplish these goals by regularly attending chapter meetings, presenting research at the regional chapter symposium and/or at the AVS International Symposium, hosting guest lecturers, providing up-to-date research information through the society web site, and participating in a variety of engineering related activities throughout each semester.

The AVS Student Chapter will adhere to the Student Chapter By-laws and other laws and regulations governing the AVS and the University of _____ and its students. We will not discriminate based upon race, creed, color, sex, age, national origin, disability, or sexual orientation. We will not haze or harass our prospective members, nor will we bar current members from disassociating with this organization or require retribution for doing so.

We hope that this letter of intent reflects some of the objectives of the AVS and that it will be a strong basis for our new student chapter at the University of _____.

Sincerely,

_____, (Initial student chapter chair)

_____, (Initial student chapter adviser)

Appendix B

STUDENT CHAPTER APPLICATION FORM

SECTION A: STUDENT CHAPTER NAME

Chapter is to be known as the _____ Student Chapter of AVS.

SECTION B: OFFICERS, ADVISER AND CONTACT PERSON

Initial Chapter Officers: (All must be current AVS Student Members)

Chair: _____

Vice-Chair: _____

Secretary: _____

Treasurer (Can be the same person as Secretary): _____

Academic Adviser (must be current Full member of AVS):

Primary Adviser: _____

Secondary Adviser (Optional): _____

Chapter Contact:

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

SECTION C: START-UP FUNDS

Chapter is requesting start-up funding from AVS in the amount of \$_____ (up to \$1000)

SECTION D: APPROVALS

Department Chair:

Name: _____

Title: _____

Signature: _____

Date: _____

College Dean or University Representative:

Name: _____

Title: _____

Name of College/University: _____

Signature: _____

Date: _____

STUDENT CHAPTER APPLICATION FORM (CONTINUED)

Submitted by Academic Adviser:

Name: _____

Title: _____

Signature: _____

Date: _____

SUBMIT THIS APPLICATION ALONG WITH THE PETITION AND STUDENT CHAPTER BY-LAWS TO:

Angela Klink
AVS National Office
125 Maiden Lane, 15th Floor
New York, NY 10038
angela@avs.org

Appendix D

STUDENT CHAPTER BY-LAWS—SAMPLE

By-laws of the [name of institution] Student Chapter of the AVS

Record of Revisions to the By-laws:

1.) Released [Enter date mm/dd/yy]

2.) Revision Number _____

ARTICLE I: NAME AND CHARTER

Section 1. The organization shall be known as the [name of institution] Student Chapter of the AVS, hereinafter designated as the “Student Chapter.”

Section 2. The charter of the Student Chapter is to promote communication, disseminate knowledge, and to advance education in science and technical areas relevant to AVS. The Student Chapter will focus its attention in areas related to development of new materials, process technology, and devices, and to the understanding of the properties of materials. The purpose of this effort is to facilitate research, development and manufacturing for the betterment of humanity. The Student Chapter is a nonprofit organization.

ARTICLE II: OBJECTIVES

Section 1. The objectives of the Student Chapter shall be to: (1) broaden the awareness of the AVS among the academic and local communities, (2) promote the professional development of its members by its programs, (3) establish interactions between students, other student chapters, the regional chapter of the society, and the national AVS, (4) contribute to the development of science and technical areas relevant to the AVS at the university through activities involving the chapter members, and (5) expand the student’s insight of career opportunities.

ARTICLE III: MEMBERSHIP

Section 1. Any student member of AVS who is attending the university will be accepted as a member of the Student Chapter.

Section 2. Any employee of the university who is a member of the Society will be accepted as a member of the Student Chapter but shall not have the right to hold office or vote.

Section 3. Members will be enrolled in the Student Chapter and may choose to join a second chapter of their choice for one year, renewable annually contingent on membership in the AVS.

Section 4. All interests in the Student Chapter or in its property or funds on the part of any member of the Student Chapter shall terminate and vest in the Student Chapter upon his/her ceasing, for whatever cause, to be a member of the Student Chapter.

ARTICLE IV: ADVISER, OFFICERS, EXECUTIVE COMMITTEE AND MANAGEMENT

Section 1. An academic adviser of the university must agree to advise the Student Chapter for a minimum of two years and must be a current full member of the Society.

Section 2. The term of office for officers is one year. The terms of office shall commence on either January 1 or June 1, as specified in Article V.7, for the allotted term, but in any case, shall continue until successors are duly elected and take office.

Section 3. The Executive Committee shall include the Officers and the academic advisers plus at least two other members-at-large of the Chapter. Members-at-large shall be elected each year for a one-year term, which commences on either January 1 or June 1, as specified in Article V.7. All must be current members of AVS in order to serve as an Executive Committee Member.

Section 4. Any vacancies occurring on the Executive Committee, except that of the office of Chair, shall be filled by appointment by the Chair and approved by majority vote of the Executive Committee. The

incoming member shall serve until the normal term of the predecessor has expired. If the office of the Chair becomes vacant, the Vice-Chair will fill the unexpired term. In the event of a simultaneous vacancy in the offices of Chair and Vice-Chair, the Executive Committee shall appoint a Chair to fill the unexpired term.

Section 5. Any Executive Committee member who misses two (2) consecutive regular Executive Committee Meetings shall be deemed to have resigned and vacated office. The Executive Committee shall consider prior contributions and reasons for missing these meetings, and this provision may be set aside by a two-thirds majority vote of the Executive Committee.

Section 6. Management of the Student Chapter shall be by an Executive Committee consisting of the Officers and the academic adviser, and the members-at-large. The duties of the Officers and Executive Committee Members shall be as stated in Article VI of these by-laws. The Chair shall, as soon as is reasonably possible after taking office, appoint the Chair of all committees specified in these By-laws.

ARTICLE V: NOMINATION AND ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

Section 1. The Student Chapter shall hold an annual business meeting. The annual business meeting shall usually be held in either the April-May or November-December time frame.

Section 2. The officers of the Student Chapter shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. Offices of Secretary and Treasurer may be combined and held by one person.

Section 3. To be eligible for election, the nominee must be an AVS student member or must have applied for such membership.

Section 4. A committee consisting of three members appointed by the Chair shall conduct nominations for the officers and Executive Committee members. The committee's role will be to ensure a full slate of candidates.

Section 5. Nominations will be open for at least three weeks prior to the annual meeting.

Section 6. Election will be by a majority of votes cast by those members present at the election meeting.

Section 7. The officers shall serve for one year. They will take office on either January 1 or June 1, whichever first follows the annual business meeting, as described in Section 1.

Section 8. No member may serve in the office of Chair or Vice-Chair for more than two consecutive years.

Section 9. An elected officer can be removed from office for misconduct or failure to perform the duties of his/her office. A motion for removal may be introduced by any member of the Student Chapter at any meeting of the Student Chapter, provided the meeting has been announced to members. The motion may be discussed but not voted on before the next meeting of the Student Chapter, provided that meeting is also announced to the members. The motion for removal must be approved by a two-thirds vote of members present at that meeting.

ARTICLE VI: DUTIES OF THE ADVISERS, OFFICERS AND EXECUTIVE COMMITTEE

Section 1. The academic adviser's responsibilities are to: (1) assist in providing continuity from year to year as student leadership and personnel change, (2) promote good student relationships, (3) help maintain university standards in all Student Chapter activities, (4) exercise financial supervision by promoting prompt payment of bills and overseeing the settlement of all accounts in the event of dissolution of the Student Chapter, and (5) represent this Student Chapter's interests to academia, administration and professionals.

Section 2. The Chair is the principal officer and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of the AVS and these by-laws. The Chair shall preside at all meetings of the Student Chapter and of its Executive Committee.

Section 3. The Vice-Chair shall preside at meetings in the absence of the Chair, assist the Chair in the management of the Student Chapter, and perform other duties that may be assigned by the Chair.

Section 4. The Secretary shall maintain a list of all members in good standing as provided by the AVS. He/she shall be responsible for the following: (1) keeping the minutes of all Student Chapter and Executive Committee meetings, (2) distributing and receiving all literature pertaining to the operation of the Student Chapter, and (3) submission of any proposed amendment to these by-laws. In case of temporary incapacity of the Chair and Vice-Chair, the Secretary will take over the duties of Chair.

Section 5. The Treasurer shall keep a strict accounting of all income and expenditures. He/she may pay out such funds as authorized by the Chair or Executive Committee to meet all obligations of the Student Chapter. He/she shall issue a report of the financial standing of the Student Chapter at the annual business meeting or whenever requested by the Chair. He/she may be bonded at the expense of the Student Chapter and shall file a Chapter Treasurer's report with the AVS Treasurer when requested. The Treasurer shall have signature authority over Chapter financial accounts.

Section 6. The Executive Committee members shall act as an advisory body to the Officers in matters pertaining to the objectives of the Student Chapter, meetings, organization, policy and such other matters that preserve the integrity of the Student Chapter and make it responsive to the needs and wishes of its membership. The annual Student Chapter budget will be approved by a majority of the Executive Committee. The Chapter shall be authorized to incur only such expenses as are listed in the Student Chapter budget as approved by a majority of the Executive Committee.

ARTICLE VII: FINANCES

Section 1. An annual report for the Student Chapter and any budget request for the ensuing year shall be submitted by the Executive Committee to the Chair of the Chapters, Groups, and Divisions Committee and the AVS Treasurer.

Section 2. The Student Chapter shall be authorized to incur only such expenses as may be contained within the Student Chapter budget as approved by the Executive Committee.

Section 3. The AVS Chapters, Groups and Divisions Committee Chair shall be informed of all Student Chapter activities. All dues, fees, and funds imposed or solicited by the Student Chapter are subject to review and revision by the AVS Board of Directors.

Section 4. The AVS National Office shall setup and provide the overall service of managing the Student Chapter's funds. The Student Chapter may also open an account for providing the chapter with available cash for handling some of the local chapter activities. The balance of this account shall be kept at a minimum required for incidental expenses, but in any case shall not exceed the maximum amount established by the AVS Treasurer. The maximum will be based on the size and activities of the Student Chapter. The Student Chapter Treasurer, academic adviser, and AVS Treasurer must be cosignatories on the back account.

Section 5. Any Student Chapter desiring to solicit funds of more than \$5,000 cash or equivalent goods or services from a single source must obtain in advance the approval of the AVS Board of Directors. Solicitations of donations of small magnitude for a specific amount of a specified time do not require board approval.

ARTICLE VIII: MEETINGS

Section 1. Regular Student Chapter meetings shall be held as planned by either the Executive Committee or the Program Committee. These meetings shall be devoted to educational, technical, or scientific purposes. The Student Chapter shall hold meetings only in places that are open and accessible to all its members. The Chair or academic adviser may call a special meeting at any time.

Section 2. Notices of all regular Student Chapter meetings shall be sent to all members at least two (2) weeks prior to the date of the meeting. These notices shall contain a full statement of the time, place, and business of the meeting.

Section 3. In addition to the regular Student Chapter meetings, the Student Chapter shall hold at least one business meeting each year. This annual meeting shall be at the end of the calendar year and shall be announced to all members of the Student Chapter at least four (4) weeks prior to the meeting. The Executive Committee shall determine time and location of this meeting and the Secretary and Treasurer each shall present their reports.

Section 4. The number of members present to constitute a quorum at meetings of the Student Chapter calling for the transaction of regular business and requiring a vote to be taken shall not be less than four members or ten (10) percent of the Chapter membership, whichever is greater.

Section 5. Meetings of the Student Chapter Executive Committee shall be held at such times as shall be found necessary. Student Chapter Executive Committee meetings may be called by the Chair of the Student Chapter at his/her own discretion or shall be called at the request of the members of the Committee. Notices of all Executive Committee Meetings shall be sent to all members of the Executive Committee at least one (1) week prior to the date of the meeting.

Section 6. At least five (5) voting members of the Executive Committee shall constitute a quorum at all meetings of the Student Chapter Executive Committee.

Section 7. A majority vote of the Student Chapter Executive Committee members present shall be necessary in the conduct of its business.

ARTICLE IX: DISSOLUTION OF STUDENT CHAPTER

Section 1. At any time when the Student Chapter shall become inactive (as determined by the Chapters, Groups, and Divisions Committee), it shall be deemed to have ceased to exist. Upon such a condition arising, all assets of the chapter shall be forwarded to the AVS National Office for final disposition. Any amounts owed to the school shall be reimbursed by the Society. The academic adviser shall oversee the transferral of funds to AVS.

Section 2. If Section 1 is in conflict with a school regulation, because funds were received from the school association, then the actual regulation, its wording, source, and authority must be provided to the AVS National Office. The AVS Treasurer will review the regulation and determine the final disposition.

Section 3. All amendments shall require the approval of both the Executive Committee, by a minimum of two-thirds majority, and by a two-thirds vote majority of all Student Chapter members attending the regular meeting, provided that such two-thirds majority shall include at least half the members of the Student Chapter.

ARTICLE I: RATIFICATION AND AMENDMENTS

Section 1. The AVS Board of Directors may propose amendments to these by-laws from time to time to improve the operations of the Society.

Section 2. Any three (3) of the Student Chapter members or one (1) percent of the Student Chapter membership, whichever is greater, can propose amendments to these by-laws. The Executive Committee of the Student Chapter members shall consider each amendment proposed and prepare an analysis of the effects of the proposed amendment on Student Chapter operation and shall submit this analysis together with its recommendation.

Section 3. All amendments shall require the approval of both the Executive Committee, by a minimum of a two-thirds majority, and by a two-thirds vote majority of all chapter members attending the next regular meeting, provided that such two-thirds majority shall include at least half the members of the Student Chapter.

Section 4. The AVS Board of Directors must approve amendments before they can become effective.

ARTICLE XI: PARLIAMENTARY LAW AND PROCEDURE

Section 1. Any matter of parliamentary law or procedure not specifically provided for in the By-laws shall be governed by Robert's Rules of Order as published in the last revised edition.

ARTICLE XII: OPERATING PROCEDURES

Section 1. The general guidelines by which the Student Chapter operates shall be maintained in the Policy Procedure Manual by the AVS. Changes to the Operations Manual shall be made with the approval of the Executive Committee.