

# ***BYLAWS OF THE PLASMA SCIENCE AND TECHNOLOGY DIVISION OF THE AMERICAN VACUUM SOCIETY***

## **ARTICLE I**

Section 1. The organization shall be known as the Plasma Science and Technology Division of the American Vacuum Society, hereinafter designated as PSTD of the AVS.

## **ARTICLE II – Organization and Scope**

Section 1. The object of the Division is to provide a focal point within the AVS for persons interested in the broad area of Plasma Science and Technology.

## **ARTICLE III – Chapters**

Section 1. Divisional Chapters may be formed and may function within the PSTD consistent with AVS and Division Bylaws.

## **ARTICLE IV – Membership**

Section 1. Divisional members are defined as members of all grades of the AVS in good standing.

Section 2. The Executive Committee of PSTD 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 privilege of Divisional membership will be implied or accorded under any circumstances by this action.

## **ARTICLE V – Finances**

Section 1. Dues shall be established by the Executive Committee with the approval of the Board of Directors of the AVS. Changes in the membership dues shall be recommended by the Executive Committee and approved by a majority of the voting members of PSTD by a ballot. Special symposia registration fees may be set by the Executive Committee as needed.

Section 2. In the event that the Executive Committee of PSTD extends courtesies to non-members, the estimated cost of these services may be levied on the non-members by action of the Executive Committee of PSTD.

Section 3. All funds received by PSTD shall be held by the AVS Treasurer on behalf of PSTD. Any withdrawal from this account must be requested by the PSTD Treasurer, with an approval from the Chair, and a written request is to be submitted to the AVS Treasurer. The divisional financial records or ledger books shall be kept by the PSTD treasurer and will be annually reconciled with the AVS treasurer's financial records.

Section 4. The financial year of PSTD will coincide with the financial year of the AVS.

## **ARTICLE VI – Officers**

Section 1. The officers of PSTD shall be:

Chair  
Chair-Elect  
Secretary  
Treasurer  
Student Affairs Coordinator

Section 2. The officers of PSTD shall hold office for the following terms:

Chair	1 year
Chair-Elect	1 year
Secretary	2 years
Treasurer	2 years
Student Affairs Coordinator	2 years

Section 3. The officers will normally be elected by the Divisional members by a paper mail or electronic mail ballot. In the absence of a mail/electronic ballot, the officers may be elected at an annual meeting of PSTD. The results of this ballot shall be announced at the annual meeting of PSTD.

Section 4. In the event an annual meeting is not held and no mail/electronic balloting has occurred, the President of the AVS shall appoint a Chair of PSTD considering the recommendations of the past Executive Committee.

Section 5. In the event that the Chair of PSTD has been appointed by the President of the AVS, it is the responsibility of the Chair to appoint members of the Executive Committee to fill vacancies, subject to the approval of the President of the AVS, considering the recommendations of the past Executive Committee.

## **ARTICLE VII – Management**

Section 1. The management of PSTD will be the responsibility of the Executive Committee. The Executive Committee shall consist of the PSTD officers, the Past Chair, and four duly elected members of PSTD.

Section 2. In the event of a vacancy on the Executive Committee, other than Chair, the Executive Committee shall select a replacement.

## **ARTICLE VIII – Nominations and Elections**

Section 1. The Chair of PSTD with the approval of Executive Committee shall appoint a Nominating Committee. The Nominating Committee shall consist of the Chair, Chair-Elect and two or more voting members of PSTD.

Section 2. The Nominating Committee shall recommend at least one candidate for each Committee. The Nominating Committee shall assure itself and PSTD that the nominees are voting members in good standing of PSTD and are willing to serve.

The nominations shall be submitted to the Secretary at least TWELVE (12) WEEKS prior to the Annual General Meeting of PSTD. The Secretary shall be responsible for the announcement of the nominations and date of the Annual General Meeting.

Section 3. Additional nominations by petition shall be submitted at least EIGHT (8) WEEKS prior to the Annual General Meeting. Valid petitions must be signed by at least 10 members in good standing of PSTD.

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.

Section 4. The Secretary is responsible for the distribution of ballots (e.g. mail, facsimile or electronic mail) to the membership at least SIX (6) WEEKS prior to the Annual General Meeting. The ballots shall close TWO (2) WEEKS prior to the Annual General Meeting. The Chair is responsible reporting the counting of the ballots.

The candidate receiving the largest number of votes for a given office shall be elected to that office.

If more than one position in the Executive Committee is to be filled, the candidates shall be elected in the order of the number of votes received. If a tie vote occurs, the Executive Committee shall be expanded in membership for the following two years to accommodate the election of the tied candidates.

Newly elected officers and members of the Executive Committee will take office January 1st following the Annual General Meeting.

If a tie vote occurs for the Chair-elect, Secretary, Treasurer or Student Affairs Coordinator, the outgoing Chair will decide the tied election by chance.

## **ARTICLE IX – Duties of the Officers of PSTD**

Section 1. Chair – To preside at all business meetings of PSTD; at his/her discretion to serve as a member of any committee of PSTD; to submit to the Board of Directors of the AVS an annual report concerning the activities of PSTD; to appoint chairs of all necessary Standing Committees; to appoint Special Committees; to authorize expenditures as provided in the budget; and to perform such other functions necessary of a chair of an organization. He/she shall make sure that the date of the Annual General Meeting of PSTD is set before August 1st of each year.

Section 2. Chair-Elect – To carry on all duties of the Chair in the event of the Chair's absence, illness, resignation, or incapacity; to carry out such other duties as may be assigned by the Chair.

Section 3. Secretary – The Secretary shall maintain a list of all members in good standing as provided by the AVS. The Secretary shall be responsible for the minutes of all Divisional Executive Committee and Annual General Meetings. The Secretary shall be responsible to keep a record of the annual report submitted by each committee. The Secretary shall direct mailing and receipt of all literature pertaining to the operation of PSTD at the discretion of the Chair.

Section 4. Treasurer – 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 PSTD. The Treasurer shall issue a report of the financial standing of PSTD at the Annual General Meeting or whenever requested by the Chair. The Treasurer will file an annual Divisional Treasurer's Report with the Treasurer of the AVS as requested.

Section 5. Student Affairs Coordinator – The Student Affairs Coordinator shall be responsible for organizing the selection and granting of student awards, coordinating student initiatives and providing a proactive environment for participation of students in Division activities and PSTD Sessions of the AVS International Symposium.

## **ARTICLE X – Duties of Members of the Executive Committee**

Section 1. Members of the Executive Committee shall act as an advisory body to the officers in matters pertaining to the objectives of PSTD, meetings, dues, organization, policy, student affairs and such other matters that preserve the integrity of PSTD and make it responsive to the needs and wishes of its membership.

## **ARTICLE XI – Duties of the Executive Committee**

Section 1. The annual Divisional budget must be approved by a majority of the Executive Committee.

Section 2. The minutes of all meetings and financial reports of the Executive Committee shall be filed promptly with the Clerk of the AVS. A complete report and budget for the ensuing year shall be submitted by the Executive Committee through the Treasurer of the AVS to the Board of Directors prior to the Annual Business Meeting of the Society. The PSTD shall be authorized to incur only such expenses as may be contained within the Division budget as approved by the Board of Directors of the AVS and by a majority of the Executive Committee.

## **ARTICLE XII – Committees**

Section 1. Standing Committees – There shall be four Standing Committees as follows: Program Committee, Nominations Committee, Fellowship-Awards Committee and Student Affairs Committee .

The Program Committee will be chaired by the current Division Chair. The members of the Program Committee will be all current members of the Executive Committee plus as many additional members selected by the Chair as necessary. The purpose of the Program Committee is to coordinate and organize the PSTD sessions and jointly sponsored sessions at the AVS International Symposium, and any other sessions or symposia as authorized by the Executive Committee.

The Nominations Committee will be governed as described in Article VIII, Section 1 of the Bylaws.

The Fellowship-Awards Committee will be chaired by the PSTD Past-Chair. The purpose of the Fellowship-Awards Committee is to solicit and coordinate submissions of nominations for AVS Fellow and other AVS Awards or Prizes. In addition, the duties include soliciting and coordinating the PSTD Plasma Prize.

The Student Affairs Committee will be chaired by the Student Affairs Coordinator. The purpose of the Student Affairs Committee is to supervise solicitation, balloting and granting of student awards described in Article XIII, Sections 1, and other activities of PSTD primarily intended for the benefit of students.

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/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. Committee members shall be members of PSTD in good standing.

Before the Annual General Meeting, each committee is to 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.

### **ARTICLE XIII – Awards of PSTD**

Section 1. PSTD will grant Student Merit Awards, including the John Coburn and Harold Winters Award, hereinafter designated as Coburn and Winters Award.

1.1 Purpose: The Student Merit Awards recognize meritorious achievements by students and help to foster student participation in PSTD. The Coburn and Winters Award is in recognition of an outstanding research achievement and presentation by a student at the International Symposium.

1.2 Eligibility: The student's research and presentation should be in an area that is fostered and encouraged by PSTD. A nominee for the student awards must be a registered student at the time of the earliest deadline for submission of an abstract to the AVS International Symposium in the year in which he or she is competing for an award. A maximum of one student from a given research group may be nominated in any given year. Previous winners of the Coburn and Winters award are ineligible for any type of student award.

1.3 Nature of the Award: Each Student Merit Award winner will receive a \$500 cash prize and must present his or her paper in an oral session at the AVS International Symposium. The Student Merit Award winners automatically become finalists for the Coburn and Winters award competition. This award consists of an additional \$500 cash prize and a certificate.

Section 2. PSTD will grant a Technical Recognition Award, to be known as "The Plasma Prize"

2.1 Purpose: To recognize sustained contributions by an individual to the science and technology of plasma processing. This is an AVS award, specifically conferred by PSTD.

2.2 Eligibility: The nominee must be recognized for scientific and technical contributions that are fostered and encouraged by PSTD. These areas are those represented in the programs of the AVS International Symposia, as well as in topical conferences sponsored by PSTD, and those areas defined in the PSTD's By-laws. The contribution may be in the nature of sustained or single (e.g., outstanding achievement or publication), significant contributions to theory or experiment, discovery, understanding, inventions, measurements, technique development, or management. The nominee must be a member of the AVS and of the PSTD. The nominee must have published work in JVST or presented work in the PSTD sessions of the AVS International Symposia. Nominations should be made by colleagues or others who are well acquainted with the nominee. Self nominations are not acceptable. Members of the Executive Committee of the PSTD are not eligible for this award during their terms.

2.3 Nature of the Award: The award, which is given at the discretion of PSTD, consists of a monetary cash prize of \$1000, and a certificate or plaque containing the citation "For Sustained Contributions by the

Individual to the Science and Technology of Plasma Processing”, or some other appropriate citation. The award will be made at the AVS International Symposium.

2.4 Establishment and Support: This award has been established by PSTD, after application and approval through the AVS Trustees, who presented the award details to the AVS Board of Directors. The name of the award was approved through the AVS Trustees. The award funds must be clearly identified in the annual Division budget request. Acceptance of external funds for the award can be implemented only after the consultation and approval of the AVS Treasurer, ensuring conformity with the rules that govern 501(c)(3) organizations. This award is specifically meant to recognize the technical and scientific contributions of PSTD members. The PSTD Executive Committee reserves the right to terminate the Prize at any time by a majority vote.

#### **ARTICLE XIV – Termination of Membership**

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

#### **ARTICLE XV – Dissolution of PSTD**

Section 1. At any time when PSTD shall become inactive, not holding at least one meeting during each biannual period, it shall be deemed to have ceased to exist unless such nonholding of meetings has been due to national emergency, actions of federal or state government, or other factors beyond the control of PSTD. Upon such a condition arising, all funds remaining in the treasury of PSTD shall revert to the AVS and become part of the general funds of such Society.

#### **ARTICLE XVI – Amendments**

Section 1. These Bylaws may be amended by a majority vote of ballots cast of members in good standing, provided the proposed amendments shall have been first approved by the Executive Committee. The Secretary is responsible for the distribution ballots (e.g. mail, facsimile, electronic mail, or notification of posting on the AVS web site) to the membership at least five (5) weeks prior to the Annual General Meeting. The Chair is responsible to report the counting of the ballots.

Amendments must be approved by the Board of Directors of the AVS before being effective.

Approved 10.08