

**AVS PSTD  
Policy and Procedures Manual (PPM)**

Last updated: August 4, 2008

I. Members

All AVS members who have indicated that they wish to be members of the PSTD will be considered members of the Division.

II. Finances

All funds received by the Division are held by the AVS Treasurer on behalf of the Division. Any withdrawal from this account has to be requested by the PSTD Treasurer by a written request to the AVS Treasurer.

III. Management

PSTD is managed by the Executive Committee which consists of:

1. The officers of PSTD as specified in Article VI, Section 1 of the Bylaws:  
  
Chair, Chair Elect, Secretary, Treasurer, and Student Affairs Coordinator,
2. The Past Chair. The former Chair serves as the Past Chair for one year following the year of his/her term of office.
3. Four duly elected members of the Division, to be called Members of the Executive Committee. The members will be elected for two-year terms. The terms shall be staggered (two new members each year).

IV. Duties of PSTD Officers

Chair – The PSTD Chair is an elected, one-year term position as an officer. The Chair is initially elected into the one-year term position as Chair-Elect. Following the one-year term as Chair-Elect, he/she automatically becomes the Chair for the following year. The Chair will have the following primary duties:

1. The Chair will chair the Annual General Meeting of the PSTD and set its agenda, which normally includes an annual report from each PSTD officer, the announcement of the Plasma Prize winner and the Coburn and Winters Student Award Finalists. At the Annual General Meeting, the Chair will acknowledge the outgoing PSTD ExComm and introduce the incoming PSTD ExComm.
2. The Chair will chair the PSTD program meeting and assemble the program committee. The Chair shall invite leaders in Plasma Science and Technology to participate in the program committee while considering the balance between international/US, industrial/academia and other factors to be sure that the composition of the program committee represent the PSTD membership. The Chair shall decide

the number of members in the program committee in consultation with the Treasurer to ensure a reasonable cost for the meeting.

3. The Chair will chair and coordinate the abstract selection meeting for the upcoming AVS International Symposium. The Chair will distribute the abstracts to all program committee members, compile the scores, rank order the abstracts, and work with the program committee to decide on the acceptance/rejection of all abstracts. The Chair will attend the abstract selection meeting to finalize the PSTD program with the AVS International Symposium Chair and Chairs of other AVS divisions.
4. The Chair with the approval of Executive Committee shall appoint a Nominating Committee. Normally this committee would be chaired by the Chair-elect as he/she would be working most closely with the newly elected ExComm members.
5. The Chair is responsible for reporting the counting of all ballots. The Chair can appoint a committee to count the ballots and report the results. The Chair may delegate these duties to the Executive Secretary of the AVS.
6. The Chair shall be responsible for keeping the PSTD Bylaws and the PSTD Policy and Procedures Manual up to date.

Chair-Elect – The PSTD Chair-Elect is an elected, one-year term position as an officer. The Chair-Elect will automatically assume the position of Chair for the year following the one-year term in the Chair-Elect position. The Chair-Elect will have the following primary duties:

1. The Chair-Elect shall carry on all duties of the Chair in the event of the Chair's absence, illness, resignation, or incapacity. He/she shall carry out such other duties as may be assigned by the Chair.
2. The Chair-Elect shall chair the nominating committee, if appointed by the Chair.
3. The Chair-Elect will participate in many aspects of the operations of the PSTD, potentially including attending the programming committee meeting, evaluating abstracts to the AVS International Symposia, acting as a judge for the Coburn and Winters Student Award, acting as a judge for the Plasma Prize, and participation in workshops held by PSTD.

Treasurer – The PSTD Treasurer is an elected, two-year term position as an officer with the following primary duties:

1. The Treasurer will keep a strict accounting of all income and expenditures.
2. The Treasurer will submit an annual budget to the AVS and correspond with AVS Treasurer for all activities related to the finances of PSTD, including annual auditing.

3. The PSTD Treasurer will arrange on a regular basis with the AVS Treasurer for a reconciliation of the financial accounts of PSTD as recorded by the PSTD and AVS Treasurers.
4. The Treasurer will attend the Annual General Meeting of the PSTD and give members an annual update on the finances of PSTD.
5. The Treasurer will request checks to be cut from the PSTD account by notifying the AVS Treasurer of the amount and name to be written on the check. The Treasurer will obtain information from payees, as requested by the AVS Treasurer, such as information required for tax purposes.
6. The Treasurer will participate in many aspects of the operations of the PSTD, potentially including attending the programming committee meeting, evaluating abstracts to the AVS International Symposia, acting as a judge for the Coburn and Winters Student Award, acting as a judge for the Plasma Prize, and participation in workshops held by PSTD.

Secretary – The PSTD Secretary is an elected, two-year term position as an officer with the following primary duties:

1. The Secretary will attend the Annual General Meeting of the PSTD and will record the minutes of that meeting. In the weeks following the business meeting, the secretary will write the official version of the meeting minutes and will submit these to the executive committee for changes and approval. Once the minutes are approved by the PSTD ExComm, the secretary will save them for presentation at the following year's business meeting, where the PSTD membership will vote whether to accept or reject them. Once approved by the membership, the secretary will submit these minutes to the AVS.
2. The secretary will attend the PSTD program meeting and will record the minutes of that meeting. In the weeks following the meeting, the secretary will write the official version of the minutes and submit these to the PSTD program committee for changes. These minutes are not required by the AVS or by the PSTD by-laws, but are kept as a record of proceedings to assist the chair and to facilitate programming in future years.
3. The Secretary will maintain a list of all members in good standing as provided by the AVS.
4. The Secretary will keep a record of the annual report submitted by each committee.
5. The Secretary has responsibilities related to the annual elections; however, due to the web-based system employed by the AVS, many of these duties are generally delegated to a member of the AVS staff designated by the President of the AVS. These duties include:

- a. Nominees for election should be submitted to the Secretary at least twelve weeks prior to the Annual General Meeting of PSTD.
  - b. The Secretary will announce the nominations and the date of the Annual General Meeting of the PSTD at least ten weeks prior to the date of the Annual General Meeting of the PSTD.
  - c. The Secretary is responsible for distributing ballots to the membership at least six weeks prior to the Annual General Meeting of the PSTD.
6. In the event that the PSTD Bylaws are to be amended, the Secretary is responsible for distributing ballots to the membership at least five weeks prior to the Annual General Meeting. This duty may be delegated to a member of the AVS staff designated by the President of the AVS.
  7. The Secretary will direct mailing and receipt of all literature pertaining to the operation of PSTD at the discretion of the Chair.
  8. The Secretary will actively participate in many aspects of the operations of the PSTD, potentially including acting as a judge for the Coburn and Winters Student Award, acting as a judge for the Plasma Prize, evaluating abstracts, participation in assembling the meeting program and workshops held by PSTD.

Student Affairs Coordinator – The PSTD Student Affairs Coordinator is an elected, two-year term position as an officer with the following primary duties:

1. The Student Affairs Coordinator will be responsible for organizing the selection and granting of student awards, especially the Coburn and Winters Student Award.
2. The Student Affairs Coordinator will be responsible to submit announcement of the Coburn and Winters Student Award to the AVS to be included in the announcement of the AVS International Symposia.
3. The Student Affairs Coordinator will be responsible to form a judging panel consisting of at least five members of the Executive Committee to determine the winner of the Coburn and Winters Student Award. In the event that fewer than five members of the Executive Committee are eligible to be on the judging panel, the Student Affairs Coordinator shall make a request to the PSTD Chair, who will appoint additional members on the judging panel.
4. The Student Affairs Coordinator will attend the Annual General Meeting of the PSTD and announce the Finalists and Winner to the Coburn and Winters Student Award.
5. The Student Affairs Coordinator will participate in many aspects of the operations of the PSTD, potentially including attending the programming committee meeting, evaluating abstracts to the AVS International Symposia, acting as a judge for the

Coburn and Winters Student Award, acting as a judge for the Plasma Prize, and participation in workshops held by PSTD.

#### V. Duties of Other Members on the Executive Committee

Past Chair – The PSTD Past Chair has the following primary duties:

1. The Past Chair will solicit and coordinate submissions of nominations for AVS Fellow and other AVS Awards or Prizes.
2. The Past Chair will solicit and coordinate submissions of nominations for the PSTD Plasma Prize.

Members of the Executive Committee – The PSTD Members of the Executive Committee are elected, two-year term positions with the following primary duties:

1. The members of the Executive Committee will attend the Annual General Meeting of the PSTD and participate in many aspects of the operations of the PSTD, potentially including attending the programming committee meeting, evaluating abstracts to the AVS International Symposia, acting as a judge for the Coburn and Winters Student Award, acting as a judge for the Plasma Prize, and participation in workshops held by PSTD.

#### VI. Duties of Members of the Program Committee

1. The members of the Program Committee will attend the Annual General Meeting of the PSTD.
2. The members of the Program Committee will attend the Annual Program Committee Meeting of the PSTD and will formulate the PSTD program in the next year, which includes specific sessions/topics, invited speakers, joint sessions with other divisions, and any special activities.
3. The members of the Program Committee will review abstracts submitted to PSTD for the AVS International Symposium and submit a score for each abstract to the PSTD Chair.
4. The members of the Program Committee will decide on the acceptance/reject of abstracts submitted to PSTD for the AVS International Symposium and assist the Chair to finalize the program.

#### VII. Nominations and Elections

The Chair of PSTD with the approval of Executive Committee shall appoint a Nominating Committee. In most cases, the Chair of the Nominating Committee shall be the Chair-Elect.

The Secretary shall announce the nominations and date of the Annual General Meeting to the Division at least TEN (10) WEEKS prior to the Annual General Meeting or delegate these duties to the member of the AVS staff designated by the President of the AVS.

The PSTD Chair shall appoint a committee to count the ballots and report the results. The Chair may delegate these duties to the member of the AVS staff designated by the President of the AVS.

## IX. Awards

1. Establishment of support: PSTD maintains a minimal balance of \$20,000-\$25,000, depending upon the annual interest rate, in order to use the annual interests to support the PSTD's awards, including the Plasma Prize and the Coburn and Winters Student Award. In the event that the award cannot be sustained by the annual interests, the award funds must be clearly identified in the annual Division budget request.
2. Nomination and Selection Procedures
  - 2.1. Coburn and Winters Student Award.

Submitted material must be received before the announced deadline, usually five months prior to the International Symposium. Submission materials consist of 1) copy of student's vita plus a cover letter of application describing the student's research, not to exceed 1 page in length; 2) a letter of endorsement by the student's research advisor/mentor, also not to exceed one page in length; and 3) a copy of his or her abstract. Student Merit Award winners will be selected prior to the AVS International Symposium by the Executive Committee on the basis of technical/scientific merit and originality of their research, and will automatically become eligible finalists for the Coburn and Winters Student Award. The number of finalists will be decided by the Executive Committee of the Plasma Science and Technology Division and will be four three or more students. The Coburn and Winters Student Award will be given on the basis of the quality of the student's research and the clarity of the oral presentation. A judging panel consisting of at least five members of the Executive Committee selected by the Student Affairs Coordinator will determine the winner of the Coburn and Winters Student Award.

Any member of the Executive Committee (including the Student Affairs Coordinator) who nominates a student for the award shall be excluded from the judging panel, to avoid conflict of interest. In the event that fewer than five members of the Executive Committee are eligible to be on the judging panel, newly elected or past Executive Committee members can be appointed by the PSTD Chair to serve on the judging panel.

The judging panel recommends a winner to the PSTD Executive Committee for approval. The PSTD Executive Committee reserves the right not to recommend an award of the Prize if, in its opinion, no suitable candidate has been nominated.

## 2.2. Plasma Prize

A call for nominations will be sent to the PSTD membership no less than six months prior to the AVS International Symposium. PSTD members may submit nominations up to three months prior to the AVS International Symposium. Members may nominate only a single person in any given year. Nominations will be submitted to the Past Chair of the PSTD. A description citing the reason for the nomination will be limited to one side of an 8.5 in. by 11 in. sheet of paper. A biography and Curriculum Vitae of the nominee must also be submitted. Nominations remain in effect for three years (*i.e.* the upcoming AVS International Symposium and the next two symposia). Past winners of this award are ineligible.

Members of the Executive Committee shall not be a nominator.

The Executive Committee of the PSTD will recommend an award winner and the Past Chair will forward this recommendation to the Chair of the AVS Trustees for the concurrence of the Trustees.

The past chair will notify the awardee. In the case of a two-way tie, both nominees will be recommended for the Prize, splitting the monetary award. The PSTD Executive Committee reserves the right not to recommend an award of the Prize if, in its opinion, no suitable candidate has been nominated.

## IX. Amendments to the PSTD By-Laws

The Secretary shall distribute 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 Secretary may delegate these duties to a member of the AVS staff designated by the President of the AVS.

The Chair may appoint a committee to distribute the ballots, count the ballots and report the results or delegate these duties to the member of the AVS staff designated by the President of the AVS.