

# *By-laws of the Surface Science Division of the AVS*

## **ARTICLE I: Name**

Section 1. The organization shall be known as the Surface Science Division, hereafter designated as “the Division,” of the American Vacuum Society, hereinafter designated as “AVS.”

## **ARTICLE II: Objectives**

Section 1. The objectives of the Division shall be:

- a) to provide a continuing forum within the AVS for persons active or interested in the area of surface and interface science; and
- b) to advance fundamental, interdisciplinary research in the field, including the development of new experimental, theoretical and computational methods for discovery; and
- c) to promote the dissemination of knowledge in surface and interface science by the organization of conferences, symposia and workshops, by publication of original works and surveys in proceedings, technical journals and books, and by creation of web-site(s) related to the field; and
- d) to participate actively in all phases of the AVS programs as presented in the AVS Constitution.

## **ARTICLE III: Membership**

Section 1. A Division member is someone who: (1) is a member in any category of the AVS in good standing; and (2) has applied for membership in the Division; and (3) has paid Divisional dues (if any are assessed). A member in good standing shall be defined as one whose dues are not in arrears by more than sixty days.

Section 2. All Division members, unless explicitly specified otherwise, shall be entitled to attend business meetings, vote, and hold office.

Section 3. Division members who are AVS Student Members shall be entitled to the rights and privileges of a Division member but shall not have right to hold office.

Section 4. Any member of the Executive Committee of the Division (Article IV, Section 3) may extend the courtesy of notification, Divisional publications and attendance at Divisional meetings to non-members of the Division by individual identification. None of the other rights and privileges of Divisional membership will be implied or accorded under any circumstances by this action.

## **ARTICLE IV: Officers and Management**

Section 1. The three officers of the Division shall be:

Division Chair  
Program Chair  
Secretary/Treasurer

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

Division Chair	1 year
Program Chair	1 year
Secretary/Treasurer	1 year

Section 3. The management of the Division will be the responsibility of the Executive Committee of the Division. The Executive Committee shall consist of:

- 1) The three Officers of the Division, as specified in Article IV, Section 1 of the Bylaws.
- 2) The Past-Chair. At the conclusion of his/her term of office, the Division Chair continues to serve on the Executive Committee for one additional year as the Past Chair.
- 3) Six Members of the Executive Committee. Each year, three Members will be elected for two-year terms.

- 4) Two International Members of the Executive Committee. Each year, an individual, whose home institution is outside of the United States and outside the continent of the continuing International Member's institution, will be elected for a two-year term.

Section 4. The term of office for the Officers, Past-Chair, and Members of the Executive Committee shall begin at the Executive Committee business meeting held during the AVS International Symposium in the year of their election or appointment.

Section 5. At the end of his/her term, the Program Chair shall automatically become the next Division Chair.

Section 6. The Program Chair and Secretary/Treasurer will normally be elected by the Surface Science Division members in accordance with Article V. In the absence of such a vote, these Officers may be elected at an annual meeting of the Division. The results of the election shall be announced at the annual meeting of the Division.

Section 7. If the Division Chair is unable to fulfill his/her duties and obligations at any time in his/her term, then the Program Chair shall immediately assume the additional position of Division Chair.

Section 8. In the event of a simultaneous vacancy in the offices of the Division Chair and Program Chair, the Executive Committee shall appoint a Division Chair to fill the unexpired term.

Section 9. In the event of a vacancy in an office, other than the Division Chair, caused by incapacitation, resignation, or removal, the vacancy shall be filled by appointment of the Division Chair and approved by majority vote of the Executive Committee. The incoming person filling a vacancy shall serve until the normal term of his/her predecessor has expired.

## **ARTICLE V: Nominations and Elections**

Section 1. A Nominations Chair shall be appointed from among the Executive Committee by the Division Chair as soon as practical following the beginning of his/her term of office.

Section 2. The Nominations Chair shall solicit the input from the Executive Committee and other Division members for the purpose of nominating Surface Science Division members for the positions of Program Chair, Secretary/Treasurer, and Members of the Executive Committee whose terms are next to expire.

Section 3. The Nominations Chair shall prepare a list of nominees consisting of at least one candidate each for Program Chair and Secretary/Treasurer, and at least one more candidate than the number of Members of the Executive Committee whose terms are next to expire. The Nominations Chair shall ensure that the nominees are voting members in good standing of the Division, understand the responsibilities of the position, and are willing to serve if elected.

Section 4. The candidate(s) for the position of Program Chair shall be nominated from among the three most-recently elected Members of the Executive Committee in the following sequence. The first-elected, second-elected, and third-elected Members of the Executive Committee in each election year are defined in Article V, Section 11.

- 1) If the first-elected Member of the Executive Committee agrees to be nominated for the office of Program Chair, then his/her name is placed on the ballot.
- 2) If the second-elected Member of the Executive Committee agrees to be nominated for the office of Program Chair, then his/her name is also placed on the ballot.
- 3) If fewer than two names are on the ballot following steps (1) and (2) above, then the name of the third-elected Member of the Executive Committee is placed on the ballot if he/she agrees to be nominated for the office of Program Chair.
- 4) If none of the three most recently elected Members of the Executive Committee agree to be nominated for the office of Program Chair, then the Nominations Chair shall identify a candidate according to Article V, Section 2.

Section 5. A list of nominees shall be submitted to the Executive Committee for approval at least twelve weeks prior to the Annual Business Meeting of the Division.

Section 6. The Secretary/Treasurer shall announce (1) the nominees, (2) the procedure to nominate additional candidates by petition, and (3) the date of the Annual Business Meeting to the Division at least TWENTY-FOUR (24) weeks prior to the Annual Business Meeting. The Secretary/Treasurer shall direct distribution of ballots to the membership at least

TWENTY (20) WEEKS prior to the Business Meeting. The ballots shall close SIXTEEN (16) WEEKS prior to the Annual Business Meeting. The Division Chair will appoint a committee to count the ballots and report the results. At the request of the Secretary/Treasurer, the Division Chair may delegate this responsibility to the AVS Staff.

Section 7. A nominating petition is defined as qualified if:

- (a) the nominee is a voting member in good standing of the Division, and
- (b) the nominee understands the responsibilities of the position for which he/she is nominated, and
- (c) the nominee is willing to serve if elected, and
- (d) the petition is signed by at least 5% of the Division members in good standing, and
- (e) the petition is received by the Secretary/Treasurer no later than eight weeks prior to the Annual Business Meeting.

Section 8. The Secretary/Treasurer is responsible for conducting the election. At the request of the Secretary/Treasurer, the Division Chair may delegate this responsibility to the Administrative Director of the AVS.

Section 9. The ballot presented to the Divisional Membership shall include the nominees recommended by the Nominations Chair and approved by the Executive Committee, as well as names submitted by qualified petitions.

Section 10. The candidate receiving the largest number of votes for each Office shall be elected to that office. If a tie vote occurs for the Program Chair or Secretary/Treasurer, the outgoing Division Chair will decide the tied election by chance.

Section 11. The candidates for Member of the Executive Committee shall be elected in the order of decreasing number of votes received. The international candidate (as stipulated in Article IV, Section 3) receiving the most votes will be elected. The three at-large members shall be elected from the remaining candidates in the order of decreasing number of votes. If a tie vote occurs for the international position, or for the third at-large position, the outgoing Division Chair will decide the tied election by chance.

## **ARTICLE VI: Duties of the Officers and Executive Committee Members**

Section 1. Division Chair - To preside at all business meetings of the Division; at his/her discretion, to serve as a member of any committee of the Division; to submit to the Board of Directors of the AVS an annual report concerning the activities of the Division; to appoint chairs of all 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 ensure that the date on which the Annual Business Meeting of the Division will be held is determined before August 1st of each year.

Section 2. Program Chair –To organize technical symposia of interest to the Surface Science Division at the AVS International Symposium that occurs at the end of his/her term of office; to recommend any other activities consistent with Article II, Section 1(c) to the Executive Committee.

Section 3. Secretary/Treasurer – To maintain a list of all members in good standing as provided by the AVS National Office, to be responsible for the minutes of all Divisional Executive Committee and Annual Business Meetings, to direct mailing and receipt of all literature pertaining to the operation of the Division at the discretion of the Division Chair, to keep a strict accounting of all income and expenditures, to pay out such funds as authorized by the Division Chair or Executive Committee to meet all obligations of the Division, to issue a report of the financial standing of the Division at the Annual Business Meeting or whenever requested by the Division Chair, to submit an annual Divisional Financial Report with the AVS Treasurer on or before the date and in the format established by the AVS Treasurer. The Secretary/Treasurer may be bonded at the expense of the Division.

Section 4. Members of the Executive Committee – To responsibly and actively conduct the business of the Division and of the Executive Committee; to serve on the Division Program Committee under the direction of the Program Chair; to serve on standing and special committees of the Division as requested by the Division Chair; to act as representatives of the Division membership in matters pertaining to the objectives of the Division, meetings, dues, organization, policy, and such other matters that preserve the integrity of the Division; and to make the Division responsive to the needs of its membership.

## **ARTICLE VII: Duties of the Executive Committee**

Section 1. All official actions of the Executive Committee shall be by motions approved by a majority of the Executive Committee.

Section 2. The Executive Committee is responsible for the annual Division budget.

Section 3. All budgets and financial reports required by the AVS Board of Directors shall be submitted in a timely manner. The Division shall be authorized to incur only such expenses as approved by a majority of the Executive Committee.

Section 4. The Executive Committee will provide management oversight for the conduct of any conferences, workshops, and meetings sponsored by the Division.

## **ARTICLE VIII: Committees**

Section 1. Standing Committees - There shall be three Standing Committees as follows: Program Committee, Nominations Committee, and Mort Traum Award Committee.

Section 2. The Program Committee shall consist of the Program Chair (Article IV) and the Executive Committee.

Section 3. The Nominations Committee shall consist of the Nominations Chair (Article V, Section 1) and at least one additional member of the Executive Committee.

Section 4. The Mort Traum Award Committee shall consist of the Mort Traum Chair and at least one additional member of the Executive Committee. The Mort Traum Chair shall be appointed from among the Executive Committee by the Division Chair as soon as practical following the beginning of the term of office. The Mort Traum Award Committee is responsible for the conducting the annual competition for the Mort Traum Student Award (Article XIII, Section 1).

Section 5. Special Committees - The Division Chair will appoint special committees as the need arises.

Section 6. Each committee chair shall select as many members of his/her committee as needed with the concurrence of the Division Chair except as noted in Section 2, with said members of each committee serving for a term of one year.

Section 7. It shall be the duty of each standing or special committee to recommend to the Executive Committee any action with respect to the subjects or matters in their charge, which the committee deems advisable. Before the Annual Business Meeting, each committee is to file with the Division Chair a report of its activities during the past year.

Section 8. Prior to incurring any expenses, each committee chair shall submit a budget request to the Executive Committee for approval. Expenses incurred by the committee shall be limited to the amount approved by the Executive Committee, or the amount subsequently amended by the Division Chair.

## **ARTICLE IX: Finances**

Section 1. Dues may 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 the Division by a ballot. Special symposia registration fees may be set by the Executive Committee as needed.

Section 2. The Divisional financial records or ledger books may be reviewed by an auditor at any time if requested by the Executive Committee.

Section 3. All funds received by the Division shall be deposited in a bank approved by the Executive Committee. The signature of either the Secretary/Treasurer or the Chair (or written approval by either) for expenses associated with specific activities shall be required for all withdrawals from this account.

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

## **ARTICLE X: Business Meetings**

Section 1. The Division shall hold at least one regular business meeting each year. This Annual Business Meeting, which may be held during the annual AVS International Symposium, shall be announced to all Members of the Division at least six (6) weeks prior to the meeting. The time and location of all meetings shall be determined by the Executive Committee.

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 membership or ten (10) members, whichever is smaller.

Section 3. The Executive Committee shall hold at least one Executive Committee business meeting during each calendar year. This is customarily scheduled during the AVS International Symposium. The time and location of all meetings shall be determined by the Executive Committee.

## **ARTICLE XI: Chapters of the Surface Science Division**

Section 1. Regional Surface Science Chapters may be formed by the Division, or by its members, by submitting a petition signed by at least ten (10) members of the Division who pledge themselves to become members of that Chapter. The Chapter shall be deemed established after approval of the petition by the Executive Committee and by the AVS Board of Directors. Notification of approval shall be given by the AVS to the Division Chair.

Section 2. The Surface Science Chapters shall function within the Surface Science Division and shall abide by all provisions of the AVS Constitution and Division By-Laws.

Section 3. The Surface Science Division Chair is responsible for management oversight of all Surface Science Chapters.

Section 4. Each Surface Science Chapter shall submit Chapter By-Laws for approval by the Executive Committee of the Surface Science Division within one year of the chapter being established.

Section 5. Each Surface Science Chapter shall elect its own Chapter Chair and other desired officers as stated in its Chapter By-Laws. All officers shall be AVS members in good standing. Student members are not eligible to hold offices in a Surface Science Chapter.

## **ARTICLE XII: Conferences, Symposia, and Workshops**

Section 1. The Division may sponsor various conferences, symposia, and workshops in addition to organizing a program at AVS Symposia. Approval to sponsor such meetings must be by majority vote of the Executive Committee. If the Division is the sole or principal sponsor of a meeting, then the Executive Committee shall be responsible for financial management of the meeting and shall appoint the General Chair for such meetings. The General Chair shall submit a budget for approval by the Executive Committee. No expenditures in excess of the budgeted amount may be made without approval of the Executive Committee.

Section 2. The Division may enter into contracts with individuals or companies for the execution of certain activities associated with conferences, symposia, or workshops. Examples include the conference administrator and local arrangements coordinator and the publishing of the proceedings from the meetings. Such contracts must be approved by a majority of the Executive Committee and shall not be for a duration longer than three years.

## **ARTICLE XIII: Awards of the Division**

### Section 1.0 – Student Awards

Section 1.1. Mort Traum Student Award - The Division may grant a Student Award in honor of Mort Traum in recognition of outstanding original research conducted by a graduate student leading to his/her doctorate degree in a field of study related to surface science. The recipient of this award shall be proposed by the Mort Traum Award Committee and approved by the Executive Committee.

Section 1.2. The procedure for selecting the winner of the Mort Traum Award shall be approved by the Executive Committee and be consistent with the provisions of Article XIII, Section 2.5, excluding item (6).

## Section 2: Technical Recognition Awards

Section 2.1. Purpose -The Division may make Technical Recognition Awards to recognize and encourage outstanding scientific and technical contributions in areas of research, development, and discovery having special interest to the Division. This includes sustained contributions to the research interests of the Division or singular contributions in terms of an achievement or outstanding paper contributed/published in an AVS meeting. This is an AVS award, specifically conferred by an AVS Division.

Section 2.2. Eligibility - The nominee must be recognized for scientific and technical contributions that are fostered and encouraged by the Division. These areas are those evidenced in the program of the Symposia of the Society, topical conferences sponsored by the Division. and those areas defined in the Division'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. Nominations should be made by colleagues or others who are well acquainted with the nominee. Self-nominations are not acceptable. Division officers and Executive Committee Members are not eligible for the award during their terms.

Section 2.3. Nature of the Award - The award consists of a certificate (or other appropriate symbol) identifying the award and a monetary cash prize, which shall not exceed the limit established by the Board of Directors in the Division Technical Recognition Awards Protocol, established the AVS Board of Directors. The award may be made at any time during the year.

Section 2.4. Establishment and Support - This award is established by the Division, after application and approval through the Scholarship and Awards Committee, which presents the award details to the Board of Directors. The name of the award must be approved by the Scholarship and Awards Committee. If the award is "named" (i.e., honoring individual(s)) or if there are other funds used to establish it, the Scholarship and Awards Committee will consult with the AVS Board of Directors for guidance. 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 consultation with and approval by the AVS Treasurer, ensuring conformity with the rules that govern 501(c)(3) organizations.

Section 2.5. – Procedures - The Division will establish an independent award committee to handle the logistics and selection of the award. This committee and its Chair will have the responsibility to:

- (1) announce the award with a formal call for nominations,
- (2) accept the nominations,
- (3) evaluate the nominations,
- (4) make the recommendation for the award winner,
- (5) confer with the Division Chair and Officers on the choice,
- (6) forward the selection to the Chair of the Scholarship and Awards Committee for the concurrence of the Trustees (which should be expected within 2 weeks of the request), and,
- (7) notify the awardee.

The Committee should provide to the Scholarship and Awards Committee a short report on the procedures and selection process. After notification from the Scholarship and Awards Committee, the Division Committee can implement the processes (notification, scheduling, etc.) of making the award. The Division Chair should work with the Chair of the Scholarship and Awards Committee in advance to ensure no delay in consideration by the Scholarship and Awards Committee. This consideration by the Scholarship and Awards Committee can take place at any time during the year to best meet the Division schedule for award selection and presentation.

The nomination process should include an appropriate nomination form. Other required procedures (letters of support, backup material, etc.) should be identified by the Division Award Committee, and clearly identified in the call for nominations.

The approved procedures for the award should be clearly established and announced by the Division (e.g., via the AVS Newsletter, posted on Division web sites, etc.). These should include:

- 1) Statement of the award and its purpose(s),
- 2) The nature of the award (monetary amounts, certificates, etc.),
- 3) The nomination deadline, exact instructions for making the nomination, the nomination form (or instructions how to obtain it), any other pertinent information needed to provide a complete nomination, and a contact for further information (e.g., Award Committee Chair),
- 4) The award announcement date, and
- 5) The award presentation date/location and any additional procedures (e.g., required talks).

#### **ARTICLE XIV: 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 XV: Dissolution of the Division**

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

#### **ARTICLE XVI: Amendments**

Section 1. These By-laws may be amended by a majority vote of ballots cast by members in good standing, provided the proposed amendments have been first approved by the Executive Committee.

Section 2. The Secretary/Treasurer shall declare an election to ratify the proposed amendments and shall distribute ballots to the membership at least five (5) weeks prior to the election date. The Division Chair shall appoint a committee to count the ballots and report the results. At the request of the Secretary/Treasurer, the Division Chair can delegate responsibility for the election to the Administrative Director of the AVS.

Section 3. Amendments must be approved by the Board of Directors of the AVS before being effective.

#### **ARTICLE XVII: Parliamentary Law and Procedure**

Section 1. 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.

#### **Approvals:**

*SSD Executive Committee: April 2021*

*AVS Governance Committee: April 2021*

*AVS Board of Directors: April 25, 2021*

*AVS SSD Membership: July 2021*