

Science of Micro Electro Mechanical Systems (MEMS) Technology Group (SMTG)

Article I – Name

The organization will be known as the Science of Micro Electro Mechanical Systems (MEMS) Technology Group (SMTG) of the American Vacuum Society.

Article II – Objectives

The objective of the SMTG will be as follows: (1) Foster integration of cross-disciplinary, cross-divisional AVS research interests related to Micro Electro Mechanical Systems (MEMS). (2) Incorporate additional MEMS-relevant technical disciplines into AVS programs and otherwise participate actively in all phases of AVS programs as presented in the Constitution of the AVS under Article II: Objectives and Powers. (3) Establish and enhance interactions with appropriate technical communities and professionals groups. (4) Promote professional development and growth of MEMS science and technology within the AVS via such activities as the organization of meetings, workshops and symposia, and the publication of original works and surveys in proceedings, technical journals and books.

Article III – Membership

The SMTG is open to all AVS members, as well as non-AVS scientists and engineers; a list of individuals interested in the SMTG and its activities – including both AVS and non-AVS members – will be kept for mailing purposes by the Group Secretary or delegated to another member of the SMTG Executive Committee. The overall health of the Group will be judged in part by the number of attendees at technical sessions organized by the SMTG. As a matter of general policy, the SMTG encourages those interested in the activities of the Group to join the AVS. However, the AVS membership is not required to participate in any technical event or committee of the Group.

Article IV – Management

The SMTG shall be run by a non-elected, Volunteer Executive Committee (VEC) that will appoint the following Officers each year: Chair, Vice-Chair, Secretary, and Treasurer. While serving as an Officer of the SMTG, membership in the AVS will be required. The AVS Board of Directors shall have the right to make changes in the leadership of the Group for cause.

The Volunteer Executive Committee (VEC) will advise the Officers in matters pertaining to the Group's objectives, meetings, organization, policy, and such other matters that preserve the integrity of the Group and make it responsive to the needs and wishes of the community it serves. The VEC shall consist of not more than 30 persons, and a significant percentage of non-AVS members is encouraged. Continued membership on the VEC shall, after a 2-year term, be at the discretion of the SMTG Officers. A simple majority will be required for actions of the Group requiring a vote. Votes may be taken by a physical show of hands at meetings of the VEC – or by any other countable method including e-mail, phone and FAX. As a minimum, the VEC will hold one business meeting per year.

Article V – Duties of the Officers

The Chair will preside at all business meetings of the Group; at their discretion serve ex officio, as a member of any committee of the Group; submit to the BoD of the AVS an annual report concerning the activities of the Group; appoint the Chair of all necessary Standing Committees; authorize expenditures as provided in the budget; and perform such other functions appropriate for the Chair of an AVS Technical Group.

The Vice-Chair will carry on all duties of the Chair in the event of the Chair's absence, illness, resignation or incapacity, and carry out such other duties as may be assigned by the Chair.

The Secretary will be responsible for the minutes of all VEC meetings. In support of regular mailings and special announcements of Group activities, the Secretary will maintain a list of individuals interested in the Group's activities, and mail/receive all literature pertaining to the operations of the Group. With the Chair's approval, selected secretarial tasks may be delegated to a member of the Executive Committee. In case of temporary incapacity of both the Chair and Vice-Chair, the Secretary will take over the duties of Chair.

The Treasurer will keep a strict account of all income and expenditures of the Group and assist the Chair in preparing the annual budget for submission to the AVS BoD as detailed in Article VI. The SMTG Treasurer will maintain a separate bank account for the Group and will file a year-end financial statement with the AVS Treasurer as required of AVS Groups.

Article VI – Financial

The SMTG shall have the same rights and responsibilities in the area of finances as do AVS Divisions. Near the end of the calendar year – typically by December 1 – the SMTG will submit a budget for the following year to the Chair of the Chapters, Groups and Divisions Committee for consideration at the AVS Board of Directors (BoD) budget meeting. The budget may include allotments for an SMTG representative to travel to BoD meetings, for mailings, and for special projects. The SMTG shall be authorized to incur only such expenses as may be contained within the Group's budget as approved by the AVS BoD. The SMTG Treasurer will maintain a separate bank account for the Group and will file a year-end financial statement with the AVS Treasurer as required of AVS Groups.

Article VII - Annual AVS Symposium

The Group may organize one or more sessions at the Annual AVS Symposium. The number of sessions at the Symposium will be negotiated with the Symposium Program Chair. The AVS has recommended, as a general rule, that the attendance at a session shall be used as a guide for planning the number of future sessions.

Article VIII – Amendments

Any member of the VEC can propose amendments to these By-Laws. Amendments to these By-Laws require AVS BoD approval.

Article IX – Dissolution of the Group

If the SMTG should become inactive, or if attendance at sessions organized by the Group drops to a level that is deemed too low, or for other reasons, the BoD may dissolve the Group, or may merge it into another organization (Division or Technical Group). Any funds remaining from the Group shall then revert to the Treasury of the AVS.