

# **AVS Spectroscopic Ellipsometry Technical Group (SETG) Bylaws**

## **Article I — Name**

The organization shall be known as the Spectroscopic Ellipsometry Technical Group, hereinafter referred to as the Group, in the American Vacuum Society (AVS).

## **Article II — Objectives**

The objectives of the Group are to: (1) promote fundamental basic and applied research using spectroscopic ellipsometry for classical materials science and optical thin film characterization to nanometer scale science and novel optical sensing concepts; (2) support the interests of the community of scientists and engineers who are developing and employing spectroscopic ellipsometry as an optical characterization tool, hereinafter referred to as the Community; (3) support the Community, including junior and minority scientists and engineers; (4) promote active involvement of the Community in AVS activities, including the participation in AVS meetings, workshops and symposia, and publication of original work and reviews relating to polarization sensitive optical thin film characterization in AVS journals; and (5) encourage collaborations with AVS Affiliates, Chapters, Divisions, and other Technical Groups promoting shared interests.

## **Article III — Membership**

The Group is open to all AVS members. The Group shall maintain a listing, with telephone numbers and email addresses, for mailing purposes by the Group Secretary or delegated to another member of the SETG Executive Committee (cf. Article V, Section 4).

AVS membership is not required to participate in Group events.

## **Article IV — Management**

Section 1. The Group is organized by an Executive Council (EC). Initially, the EC will be composed of the founding members of the Group. Changes to the leadership and the composition of the EC can be made independently by either the AVS Board of Directors (BOD) or the Group.

Section 2. The AVS Board of Directors (BOD) shall have the right to propose changes to the EC leadership for cause.

Section 3. The EC appoints officers who manage the operations of the Group. The Group has four officer roles: the Chair, the Vice-Chair, the Secretary, and the Treasurer. Each officer must be a member of the Group and an AVS Platinum member. Only the Secretary and Treasurer roles can be filled by the same individual. The term of office for each role is one year and ends at the next Annual Business Meeting. Reappointments are permissible.

Section 4. The officers may recruit members and form committees to support the operations of the Group. In addition, the Chair may call for votes on specific matters. The outcome of each matter is decided by the option receiving the largest plurality of votes. Disputes are arbitrated by the EC.

Section 5. Each member of the Group may cast one vote on each specific matter, which he or she may register either in person or by email to an address that shall, if requested, be provided by the Chair.

Section 6. The Group shall have the right to make changes to the leadership and the composition of the EC, provided that the action is supported by at least two thirds of the registered votes and a minimum of three votes.

## **Article V — Duties**

Section 1. The EC shall organize the Annual Business Meeting of the Group, which is typically held at the AVS International Symposium and Exhibition. It is also responsible for approving the Annual Budget and appointing the Group's officers and advising them on matters pertaining to the Group's objectives, meetings, organization, and policy to preserve the integrity of the Group and make it responsive to the needs and wishes of the Community.

The goal of the EC is to ensure the continuity and long-term health of the Group. Note that the health of the Group is not based on membership; rather, it is assessed based on the number of contributions and attendees at technical sessions organized by the Group.

Section 2. The Chair shall preside at all business meetings of the Group. If the Chair is unavailable, the Vice-Chair or other Group member assigned by the Chair shall preside. The Chair shall also submit to the BOD, in accordance with the AVS Schedule, the Budget and an Annual Report summarizing the activities of the Group for the current year and projecting the activities for the following year. Furthermore, he or she is responsible for authorizing expenditures, as provided in the approved Budget, and performing other functions, as required by the AVS Policy and Procedures for Technical Group Chairs.

Section 3. The Vice-Chair shall carry out all duties of the Chair in the event the Chair is unable to perform his or her duties. The Vice-Chair is also expected to work with the Chair in finalizing plans for symposia and other major events, and perform other duties as mutually agreed with the Chair.

Section 4. The Secretary shall be responsible for keeping minutes of all Group meetings; maintain a listing, with telephone numbers and email addresses, of all Group members, officers, and EC members; maintain mailing lists through liaison with the AVS Headquarters for the various sub-groups associated with the Group's activities for distribution of appropriate notices and other items depending upon subject matter; and arrange with AVS Headquarters for mailings as required during the business year.

Section 5. The Treasurer shall keep records of all income and expenses incurred by the Group; assist the Chair in developing the Budget for the Group; maintain the Group checking account; and prepare an annual financial report for the BOD summarizing the financial activities of the Group. The Treasurer will maintain a separate bank account for the Group held by AVS National and will file a year-end financial statement with the AVS Treasurer as required of AVS Divisions.

## **Article VI — Financial**

The Group shall have the same rights and responsibilities in the area of finances as do AVS Divisions. Financial reports shall be submitted to the AVS Treasurer as required. Budget requests may include allotments for a Group representative to travel to BOD meetings, for mailings and promotional materials, and for special projects. The Group shall be authorized to incur only such expenses as may be contained within the Budget approved by the BOD.

## **Article VII — AVS Symposia**

The Group shall participate in the annual AVS Symposium and organize sessions in partnership with AVS Divisions, Focus Topics, and other Technical Groups, as the subject matter becomes appropriate. Attendance at the Symposia shall be an indicator of the successful performance of the Group and serve to define the number of sessions allocated in the future.

## **Article VIII — Amendments**

Any member of the EC can propose amendments to these Bylaws. Amendments to these Bylaws require BOD approval.

## **Article IX — Dissolution**

If the Group 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 shall have the right to dissolve the Group or merge it into another AVS Division or Technical Group. Any funding remaining from the Group shall then revert to the AVS Treasury.

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*Submitted for Approval AVS Board:*