

By-laws of the Pacific Northwest Chapter of the American Vacuum Society

ARTICLE I: Name and Charter

Section 1. The organization shall be known as the Pacific Northwest Chapter of the American Vacuum Society hereinafter designated as the Chapter and the American Vacuum Society as AVS.

Section 2. The Chapter is a non-profit organization which promotes communication, dissemination of knowledge, and education in the fields of science and technology of interest to the AVS. The Chapter will focus its attention in areas related to development of new materials, process technology, devices, the understanding of material properties, and basic science of related systems.

ARTICLE II: Objectives

Section 1. The objectives of the Chapter shall be: (1) to provide a continuing forum accessible to its members as well as other persons active or interested in the fields of science and technology of interest to the AVS for the purpose of fostering an improved understanding of technology; (2) to promote the dissemination of that understanding through meetings, symposia, and other activities; (3) to provide opportunities for collaboration among technical professionals within the Chapter's boundaries that will enhance the technical and industrial vitality of the area; (4) to actively encourage and provide opportunities for students and teachers to participate in AVS activities; and (5) to participate actively in all phases of AVS programs as presented in the constitution of the AVS under Article II: Objectives and Powers.

ARTICLE III: Geographical Area and Membership

Section 1. The geographical area of the Chapter shall be that defined by the AVS Board of Directors, and may be enlarged, reduced, or otherwise altered by the AVS Board of Directors at any time, in accordance with the AVS By-laws. There shall be no requirement that these By-laws be revised because of a change in geographical area of the Chapter.

Section 2. Any member of AVS that resides within the geographical area of the Chapter is a member of the Chapter.

Section 3. All Members, Honorary Members, and Emeritus Members of AVS who are members of this chapter shall be entitled to attend meetings and vote.

Section 4. Student Members of AVS shall be entitled to the rights and privileges of all other AVS members, but shall not have the right to vote or hold office.

Section 5. All interests in the Chapter or in its property or funds on the part of any member of the Chapter shall terminate and vest in the Chapter upon his/her ceasing, for whatever cause, to be a member of the Chapter.

ARTICLE IV: Officers and Executive Committee

Section 1. The Officers of the Chapter will include a Chair, Vice-Chair, Secretary, and Treasurer, and Vice-Treasurer. The term of office for Officers is one year. The terms of office shall commence on January 1st for all Officers except the Chair, who will assume duties at the annual business meeting following the annual Symposium, for the allotted term, but in any case, shall continue until successors are found and take office. In order to assure continuity, the Vice-Chair will succeed to the office of Chair upon termination of term as Vice-Chair-Elect, and the Chair shall assume the title Past-Chair at the end of term as Chair.

Section 2. The Chapter will be managed by an Executive Committee consisting of the Officers specified in Section 1 and Committee Chairs for specific Chapter tasks as deemed necessary by the Officers. The duties of the Officers shall be as stated in Article VI of these By-laws.

Any vacancies occurring on the Executive Committee, except that of the office of Chair, shall be filled by seeking volunteers from the membership approved by the Executive Committee. If the office of the Chair becomes vacant, the Vice-Chair will fill the unexpired term. In the event of a simultaneous vacancy in the offices of Chair and Vice-Chair, the Executive Committee shall appoint a chair to fill the unexpired term.

Any Executive Committee member who misses two (2) consecutive regular Executive Committee Meetings shall be deemed to have resigned and vacated office. The Executive Committee shall consider prior contributions and reasons for missing these meetings, and this provision may be set aside by a two-thirds majority vote of the Executive Committee.

ARTICLE V: Nomination and Election of Officers and Other Executive Committee Members

Section 1. The slate of candidates for the annual election of Officers shall be determined at the Chapter Annual Business Meeting, specified in Article IX of these By-laws.

Section 2. The Chapter will post a notification soliciting nominations for all Officer positions at least six (6) weeks prior to the Annual Business Meeting. A candidate will be considered nominated if three (3) or more members in good standing support a nomination. Candidates may also be nominated at the Annual Business Meeting if supported by three or more members. The Nominations Committee shall validate the nominations and recommend candidates for election.

Section 3. The Secretary shall distribute letter or electronic ballots to the membership at not more than four (4) weeks after the Annual Business Meeting. The polls shall close at least four (4) weeks after the distribution of the ballots to the membership. The Chair shall appoint a committee to count the ballots and report the results.

Section 4. Newly-elected officers will be notified by the Chapter Secretary within (2) weeks after closure of ballots. Election will be by a plurality of those ballots cast. The Chapter Secretary shall file the list of new officers with the AVS.

ARTICLE VI: Duties of the Chapter Officers and Executive Committee

Section 1. Chair - To preside at all business meetings of the Chapter; at his/her discretion to serve, ex-officio, as a member of any committee of the Chapter; to appoint the Chair of all Committees; to submit to the AVS Board of Directors an annual report concerning the activities of the Chapter; to appoint Special Committees; to authorize expenditures as provided in the budget; and to perform such other functions necessary of the Chair of an organization. The Chair shall have signature authority over Chapter financial accounts. The Chair shall be responsible for the annual meeting and all other program aspects of the Chapter's business.

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

Section 3. Secretary - The Secretary shall keep a list of all members in good standing of the Chapter as provided by the AVS. He/She shall be responsible for the minutes of all Chapter Executive Committee and Annual Meetings. He/she shall mail and receive all literature pertaining to the operation of the Chapter at the discretion of the Chair. In case of temporary incapacity of the Chair and Vice-Chair, the Secretary will take over the duties of the Chair.

Section 4. Treasurer - The Treasurer shall keep a strict accounting of all income and expenditures. He/she may pay out such funds as authorized by the Chair or Executive Committee to meet all obligations of the Chapter. He/she shall issue a report of the financial standing of the Chapter at the Annual Meeting, at all Executive Committee meetings or when requested by the Chair. The treasurer shall submit a financial report to the AVS Treasurer at the end of the calendar year and as requested by the AVS Treasurer. Treasurer shall have signature authority over Chapter financial accounts.

Section 5. Vice-Treasurer – The Vice-Treasurer shall carry out all duties of the Treasurer in the event of the Treasurer’s absence, illness, resignation or incapacity, and carry out such duties as may be assigned by the Treasurer. He/she shall be granted signature authority over Chapter financial accounts to maintain Chapter operations in the event that the Treasurer is unavailable. He/she shall maintain a working knowledge of the finances of the Chapter, and may assist the Treasurer in preparing reports of the financial standing of the Chapter.

Section 6. The Chapter will have a number of committee chair positions on the Executive Committee. The number of these positions shall be determined by the Officers. The Chapter shall endeavor to maintain positions with duties as described in Article VII.

Section 7. The Executive Committee Members shall act as an advisory body in matters pertaining to the objectives of the Chapter, meetings, dues, organization, policy, and such other matters that preserve the integrity of the Chapter and make it responsive to the needs and wishes of its membership. The Annual Chapter budget shall be approved by a majority of the Executive Committee. The Chapter shall be authorized to incur only such expenses as are listed in the Chapter budget as approved by a majority of the Executive Committee.

ARTICLE VII: Committees

Section 1. The Executive Committee will establish the following committees:

Section 1.1. Regional Committee– This committee will be composed of Representatives from the different geographical regions of PNWAVS. Representatives will act as the primary liaison between the Chapter and schools, students and teachers in their geographical region. The primary function of each Representative is to disseminate information about AVS activities. The chair of this committee will be determined by majority vote of the Regional Committee.

Section 1.2. Vendor Committee – The chair of this committee will act as the primary liaison between the Chapter and Vendors. The primary function is to arrange the Vendor show at the annual regional symposia. The Committee Chair shall select as many members of the Chapter to serve on the Committee as needed.

Section 1.3. Symposium Committee – The chair of this committee will provide the logistical support for the annual regional symposia and short course programs. The Committee Chair shall select as many members of the Chapter to serve on the Committee as needed.

Section 1.4. Nominations Committee – the chair of this committee shall be the currently serving Chair of the Chapter, and committee members will include the entire Executive Committee and the entire Regional Committee. The committee will collect Officer nominations from the Chapter, ensure nominees are AVS members in good standing, and recommend candidates for the annual election.

Section 2. The Chapter Chair will appoint special committees as the need arises. The Committee Chair shall select as many members of the Chapter to serve on the Committee as needed.

Section 3. At the Annual Business Meeting, each Committee will report on the matters in their charge. Each Committee budget proposal shall be submitted to the Executive Committee for approval. Expenses incurred by the Committee shall be limited to the budgetary amount.

ARTICLE VIII: Finances

Section 1. The Chapter Treasurer shall submit a complete financial report for each fiscal year to the AVS Treasurer. The Chapter fiscal year shall correspond with the AVS fiscal year.

Section 2. The Chapter shall be authorized to incur only such expenses as may be contained in the approved Chapter budget or approved by a majority of the Executive Committee, and shall be in accordance with the requirements of the AVS.

Section 3. The AVS Chapters, Groups and Divisions Committee Chair shall be informed of all Chapter activities. The Chapter shall not charge members dues. All fees or funds imposed or solicited by the Chapter are subject to review and revision by the AVS Board of Directors. Special meeting registration fees may be set by the Executive Committee as needed.

Section 4. All funds received by the Chapter shall be deposited in a bank or insured Savings and Loan approved by the Executive Committee. The Signature of the Treasurer and/or Chair shall be required for all withdrawals. The AVS Treasurer shall have signature authority on all chapter accounts.

ARTICLE IX: Meetings

Section 1. In addition to technical meetings and symposia, the Chapter shall hold at least one (1) business meeting each year. The business meeting will usually be held in the fall in conjunction with the annual symposia. Information about this annual meeting shall be communicated to all members of the Chapter at least six (6) weeks prior to the meeting. This notice may be by a posting on the Chapter WWW site. The Executive Committee shall determine time and location of all meetings. Meeting notices shall contain a full statement of the time, place, and business of the meeting.

Section 2. At meetings of the Chapter calling for the transaction of regular business and requiring a vote to be taken a quorum will be eight (8) members.

Section 3. Meetings of the Chapter Executive Committee shall be held at such times as shall be found necessary. Chapter Executive Committee meetings may be called by the Chair of the Chapter at his/her own discretion, or at the request of three (3) members of the Committee. Notices of all Executive Committee meetings shall be communicated to all members of the Executive Committee at least two (2) weeks prior to the date of the meeting. These notices shall contain a full statement of the time, place, and business of the meeting.

Section 4. At least five (5) voting members of the Executive Committee shall constitute a quorum at all meetings of the Executive Committee.

Section 5. A majority vote of the Chapter Executive Committee members present shall be necessary in the conduct of its business except as otherwise provided in these By-laws.

Section 6. Notices of all Chapter meetings shall ordinarily be communicated to all Chapter members at least two (2) weeks prior to the date of the meeting, and shall contain a full statement of the time, place, and business of the meeting. The Executive Committee shall approve deviations from this policy.

ARTICLE X: Dissolution of Chapter

Section 1. At any time when the Chapter shall become inactive (as determined by the Chapters, Groups and Divisions Committee of the AVS), it shall be deemed to have ceased to exist. Upon such a condition arising, all funds remaining in the Treasury of the Chapter shall revert to AVS and become part of the general funds of the Society.

ARTICLE XI: Amendments

Section 1. The AVS Board of Directors or the Chapter Executive Committee may propose amendments to these By-laws from time to time to improve operations of the Society.

Section 2. Any three (3) of the Chapter members or one (1) percent of the Chapter membership, whichever is greater, can propose amendments to these By-laws. The Executive Committee of the Chapter shall consider each amendment proposed and prepare a written analysis of the effects of the proposed amendment on Chapter operation and shall submit this analysis together with its recommendations to the Chapter membership and the AVS Board of Directors.

Section 3. Amendments must be approved by the Chapter membership and the AVS Board of Directors prior to being effective. The National Office of AVS or the Secretary shall distribute ballots to the membership, allowing at least four (4) weeks for return of ballots. The National Office of AVS or a committee appointed by the Chapter Chair shall count the ballots and report the results. Upon approval of the membership, the amendment(s) shall be presented to the AVS Board of Directors, and shall become effective upon their approval by the Board of Directors.

ARTICLE XII: 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, latest edition.

ARTICLE XIII: Operating Procedures

Section 1. The general guidelines by which the Chapter operates shall be kept in the Chapter Operations Manual. Changes to the Operations Manual shall be made with the approval of the Executive Committee.

Updated: 10/10/19

Approved by PNW Executive Committee/AVS C&BL: 10/19

Approved by AVS Board: 10/20/19

Approved by AVS PNW Membership: 12/6/19