

Appendix A

LETTER OF INTENT—SAMPLE

To the AVS Board of Directors:

The University of _____ wishes to express its intent to form an AVS student chapter. Our student chapter will be committed to introducing undergraduate and graduate students to materials research and related opportunities and to facilitating and supporting them in their research accomplishments. We plan to accomplish these goals by regularly attending chapter meetings, presenting research at the Regional Chapter Symposium and/or at the AVS International Symposium, hosting guest lecturers, providing up-to-date research information through the society web site, and participating in a variety of engineering related activities throughout each semester.

The AVS Student Chapter will adhere to the Student Chapter By-laws and other laws and regulations governing the AVS and the University of _____ and its students. We will not discriminate based upon race, creed, color, sex, age, national origin, disability, or sexual orientation. We will not haze or harass our prospective members, nor will we bar current members from disassociating with this organization or require retribution for doing so.

We hope that this letter of intent reflects some of the objectives of the AVS and that it will be a strong basis for our new student chapter at the University of _____.

Sincerely,

_____, (Initial student chapter chair)

_____, (Initial student chapter adviser)

Appendix B

STUDENT CHAPTER APPLICATION FORM

SECTION A: STUDENT CHAPTER NAME

Chapter is to be known as the _____ Student Chapter of AVS.

SECTION B: OFFICERS, ADVISER AND CONTACT PERSON

Initial Chapter Officers:

Chair: _____

Vice-Chair: _____

Secretary: _____

Treasurer (Can be the same person as Secretary): _____

Academic Adviser (must be a regular member of AVS):

Primary Adviser: _____

Secondary Adviser (Optional): _____

Chapter Contact:

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

SECTION C: START-UP FUNDS

Chapter is requesting start-up funding from AVS in the amount of \$_____ (up to \$500)

SECTION D: APPROVALS

Department Chair:

Name: _____

Title: _____

Signature: _____

Date: _____

College Dean or University Representative:

Name: _____

Title: _____

Name of College/University: _____

Signature: _____

Date: _____

STUDENT CHAPTER APPLICATION FORM (CONTINUED)

Submitted by Academic Adviser:

Name: _____

Title: _____

Signature: _____

Date: _____

SUBMIT THIS APPLICATION ALONG WITH THE PETITION AND STUDENT CHAPTER BY-LAWS TO:

AVS National Office
125 Maiden Lane, 15th Floor
New York, NY 10038

Appendix D

STUDENT CHAPTER BY-LAWS—SAMPLE

By-laws of the [name of institution] Student Chapter of the AVS

Record of Revisions to the By-laws:

1.) Released [Enter date mm/dd/yy]

2.) Revision Number _____

ARTICLE I: NAME AND CHARTER

Section 1. The organization shall be known as the [name of institution] Student Chapter of the AVS, hereinafter designated as the “Student Chapter.”

Section 2. The charter of the Student Chapter is to promote communication, disseminate knowledge, and to advance education in science and technical areas relevant to AVS. The Student Chapter will focus its attention in areas related to development of new materials, process technology, and devices, and to the understanding of the properties of materials. The purpose of this effort is to facilitate research, development and manufacturing for the betterment of humanity. The Student Chapter is a nonprofit organization.

ARTICLE II: OBJECTIVES

Section 1. The objectives of the Student Chapter shall be to: (1) broaden the awareness of the AVS among the academic and local communities, (2) promote the professional development of its members by its programs, (3) establish interactions between students, other student chapters, the regional chapter of the society, and the national AVS, (4) contribute to the development of science and technical areas relevant to the AVS at the university through activities involving the chapter members, and (5) expand the student’s insight of career opportunities.

ARTICLE III: MEMBERSHIP

Section 1. Any student member of AVS who is attending the university will be accepted as a member of the Student Chapter.

Section 2. Any employee of the university who is a member of the Society will be accepted as a member of the Student Chapter but shall not have the right to hold office or vote.

Section 3. Members will be enrolled in the Student Chapter and may choose to join a second chapter of their choice for one year, renewable annually contingent on membership in the AVS.

Section 4. All interests in the Student Chapter or in its property or funds on the part of any member of the Student Chapter shall terminate and vest in the Student Chapter upon his/her ceasing, for whatever cause, to be a member of the Student Chapter.

ARTICLE IV: ADVISER, OFFICERS, EXECUTIVE COMMITTEE AND MANAGEMENT

Section 1. An academic adviser of the university must agree to advise the Student Chapter for a minimum of two years and must be a regular member of the Society.

Section 2. The term of office for officers is one year. The terms of office shall commence on either January 1 or June 1, as specified in Article V.7, for the allotted term, but in any case, shall continue until successors are duly elected and take office.

Section 3. The Executive Committee shall include the Officers and the academic advisers plus at least two other members-at-large of the Chapter. Members-at-large shall be elected each year for a one-year term, which commences on either January 1 or June 1, as specified in Article V.7.

Section 4. Any vacancies occurring on the Executive Committee, except that of the office of Chair, shall be filled by appointment by the Chair and approved by majority vote of the Executive Committee. The incoming member shall serve until the normal term of the predecessor has expired. 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.

Section 5. 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.

Section 6. Management of the Student Chapter shall be by an Executive Committee consisting of the Officers and the academic adviser, and the members-at-large. The duties of the Officers and Executive Committee Members shall be as stated in Article VI of these by-laws. The Chair shall, as soon as is reasonably possible after taking office, appoint the Chair of all committees specified in these By-laws.

ARTICLE V: NOMINATION AND ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

Section 1. The Student Chapter shall hold an annual business meeting. The annual business meeting shall usually be held in either the April-May or November-December time frame.

Section 2. The officers of the Student Chapter shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. Offices of Secretary and Treasurer may be combined and held by one person.

Section 3. To be eligible for election, the nominee must be an AVS student member or must have applied for such membership.

Section 4. A committee consisting of three members appointed by the Chair shall conduct nominations for the officers and Executive Committee members. The committee's role will be to ensure a full slate of candidates.

Section 5. Nominations will be open for at least three weeks prior to the annual meeting.

Section 6. Election will be by a majority of votes cast by those members present at the election meeting.

Section 7. The officers shall serve for one year. They will take office on either January 1 or June 1, whichever first follows the annual business meeting, as described in Section 1.

Section 8. No member may serve in the office of Chair or Vice-Chair for more than two consecutive years.

Section 9. An elected officer can be removed from office for misconduct or failure to perform the duties of his/her office. A motion for removal may be introduced by any member of the Student Chapter at any meeting of the Student Chapter, provided the meeting has been announced to members. The motion may be discussed but not voted on before the next meeting of the Student Chapter, provided that meeting is also announced to the members. The motion for removal must be approved by a two-thirds vote of members present at that meeting.

ARTICLE VI: DUTIES OF THE ADVISERS, OFFICERS AND EXECUTIVE COMMITTEE

Section 1. The academic adviser's responsibilities are to: (1) assist in providing continuity from year to year as student leadership and personnel change, (2) promote good student relationships, (3) help maintain university standards in all Student Chapter activities, (4) exercise financial supervision by promoting prompt payment of bills and overseeing the settlement of all accounts in the event of dissolution of the Student Chapter, and (5) represent this Student Chapter's interests to academia, administration and professionals.

Section 2. The Chair is the principal officer and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of the AVS and these by-laws. The Chair shall preside at all meetings of the Student Chapter and of its Executive Committee.

Section 3. The Vice-Chair shall preside at meetings in the absence of the Chair, assist the Chair in the management of the Student Chapter, and perform other duties that may be assigned by the Chair.

Section 4. The Secretary shall maintain a list of all members in good standing as provided by the AVS. He/she shall be responsible for the following: (1) keeping the minutes of all Student Chapter and Executive Committee meetings, (2) distributing and receiving all literature pertaining to the operation of the Student Chapter, and (3) submission of any proposed amendment to these by-laws. In case of temporary incapacity of the Chair and Vice-Chair, the Secretary will take over the duties of Chair.

Section 5. 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 Student Chapter. He/she shall issue a report of the financial standing of the Student Chapter at the annual business meeting or whenever requested by the Chair. He/she may be bonded at the expense of the Student Chapter and shall file a Chapter Treasurer's report with the AVS Treasurer when requested. The Treasurer shall have signature authority over Chapter financial accounts.

Section 6. The Executive Committee members shall act as an advisory body to the Officers in matters pertaining to the objectives of the Student Chapter, meetings, organization, policy and such other matters that preserve the integrity of the Student Chapter and make it responsive to the needs and wishes of its membership. The annual Student Chapter budget will be approved by a majority of the Executive Committee. The Chapter shall be authorized to incur only such expenses as are listed in the Student Chapter budget as approved by a majority of the Executive Committee.

ARTICLE VII: COMMITTEES

Section 1. The officers of the Student Chapter, including the Academic Adviser and at least two other members-at-large of the Student Chapter, shall constitute an Executive Committee charged with the responsibility of the Student Chapter management, programming, reporting, and activities.

Section 2. The standing committees of the student chapter shall be Program, Membership, and Publicity. The number and functions of the committees is determined by the chapter's activities and goals. The Program Committee shall plan and make arrangements for the technical programs of the Chapter's meetings in accordance with the membership's interests and the aims of the Chapter. The Membership Committee shall organize and implement programs that promote student membership as a way to explore science and technical areas relevant to the AVS as a field of study and career path. The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity for and to the members of the Chapter.

Section 3. With the advice of the Student Chapter's Executive Committee, the Chair may appoint such temporary committees as appropriate. The Nominating Committee, consisting of at least three voting members of the chapter, at least two of whom shall not be members of the Executive Committee, shall be appointed by the Chapter Chair at least two months prior to the Election Meeting. Some Student Chapters assign this function to the Past Chair, if available, as the person who knows what all the jobs require.

Section 4. The Chair appointed by the Chair of the Student Chapter shall govern each committee. The committee Chair shall select as many members of the Chapter to serve on the Committee as needed. At the annual business meeting, each Committee is to file with the Executive Committee a report with respect to the matters in their charge, which the committee deems advisable. 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. An annual report for the Student Chapter and any budget request for the ensuing year shall be submitted by the Executive Committee to the Chair of the Chapters, Groups, and Divisions Committee and the AVS Treasurer.

Section 2. The Student Chapter shall be authorized to incur only such expenses as may be contained within the Student Chapter budget as approved by the Executive Committee.

Section 3. The AVS Chapters, Groups and Divisions Committee Chair shall be informed of all Student Chapter activities. All dues, fees, and funds imposed or solicited by the Student Chapter are subject to review and revision by the AVS Board of Directors.

Section 4. The AVS National Office shall setup and provide the overall service of managing the Student Chapter's funds. The Student Chapter may also open an account for providing the chapter with available cash for handling some of the local chapter activities. The balance of this account shall be kept at a minimum required for incidental expenses, but in any case shall not exceed the maximum amount established by the AVS Treasurer. The maximum will be based on the size and activities of the Student Chapter. The Student Chapter Treasurer, academic adviser, and AVS Treasurer must be cosignatories on the back account.

Section 5. Any Student Chapter desiring to solicit funds of more than \$5,000 cash or equivalent goods or services from a single source must obtain in advance the approval of the AVS Board of Directors. Solicitations of donations of small magnitude for a specific amount of a specified time do not require board approval.

ARTICLE IX: MEETINGS

Section 1. Regular Student Chapter meetings shall be held as planned by either the Executive Committee or the Program Committee. These meetings shall be devoted to educational, technical, or scientific purposes. The Student Chapter shall hold meetings only in places that are open and accessible to all its members. The Chair or academic adviser may call a special meeting at any time.

Section 2. Notices of all regular Student Chapter meetings shall be sent to all members 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 3. In addition to the regular Student Chapter meetings, the Student Chapter shall hold at least one business meeting each year. This annual meeting shall be at the end of the calendar year and shall be announced to all members of the Student Chapter at least four (4) weeks prior to the meeting. The Executive Committee shall determine time and location of this meeting and the Secretary and Treasurer each shall present their reports.

Section 4. The number of members present to constitute a quorum at meetings of the Student Chapter calling for the transaction of regular business and requiring a vote to be taken shall not be less than four members or ten (10) percent of the Chapter membership, whichever is greater.

Section 5. Meetings of the Student Chapter Executive Committee shall be held at such times as shall be found necessary. Student Chapter Executive Committee meetings may be called by the Chair of the Student Chapter at his/her own discretion or shall be called at the request of the members of the Committee. Notices of all Executive Committee Meetings shall be sent to all members of the Executive Committee at least one (1) week prior to the date of the meeting.

Section 6. At least five (5) voting members of the Executive Committee shall constitute a quorum at all meetings of the Student Chapter Executive Committee.

Section 7. A majority vote of the Student Chapter Executive Committee members present shall be necessary in the conduct of its business.

ARTICLE X: DISSOLUTION OF STUDENT CHAPTER

Section 1. At any time when the Student Chapter shall become inactive (as determined by the Chapters, Groups, and Divisions Committee), it shall be deemed to have ceased to exist. Upon such a condition arising, all assets of the chapter shall be forwarded to the AVS National Office for final disposition. Any amounts owed to the school shall be reimbursed by the Society. The academic adviser shall oversee the transferral of funds to AVS.

Section 2. If Section 1 is in conflict with a school regulation, because funds were received from the school association, then the actual regulation, its wording, source, and authority must be provided to the AVS National Office. The AVS Treasurer will review the regulation and determine the final disposition.

Section 3. All amendments shall require the approval of both the Executive Committee, by a minimum of two-thirds majority, and by a two-thirds vote majority of all Student Chapter members attending the regular meeting, provided that such two-thirds majority shall include at least half the members of the Student Chapter.

ARTICLE XI: RATIFICATION AND AMENDMENTS

Section 1. The AVS Board of Directors may propose amendments to these by-laws from time to time to improve the operations of the Society.

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

Section 3. All amendments shall require the approval of both the Executive Committee, by a minimum of a two-thirds majority, and by a two-thirds vote majority of all chapter members attending the next regular meeting, provided that such two-thirds majority shall include at least half the members of the Student Chapter.

Section 4. The AVS Board of Directors must approve amendments before they can become effective.

ARTICLE XII: PARLIAMENTARY LAW AND PROCEDURE

Section 1. Any matter of parliamentary law or procedure not specifically provided for in the By-laws shall be governed by Robert's Rules of Order as published in the last revised edition.

ARTICLE XIII: OPERATING PROCEDURES

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

Appendix E

ANNUAL REPORT COVER SHEET FORM

Student Chapter Name: _____

University (if different from chapter name): _____

The following items must be attached:

- 1) Annual report
- 2) Annual statement of cash receipts and disbursements (if chapter has a secondary account)
- 3) Officer listing for upcoming year
- 4) Copy of current student chapter by-laws, if updated in the past year

I hereby support this chapter's annual report. The information contained within this report is accurate to the best of my knowledge.

Academic Adviser: _____ Date: _____

I hereby submit the attached Annual Report on behalf of our student chapter. The information contained within this report is accurate to the best of my knowledge.

Submitted by: _____ Date: _____

SUBMIT BY DECEMBER 1 TO:

Chapters, Groups, and Divisions Committee Chair
AVS National Office
125 Maiden Lane, 15th Floor
New York, NY 10038

Appendix F

ANNUAL REPORT FORM

Annual Report for academic year: _____

Deadline: December 1

This report summarizes chapter activities for the past academic year.

Chapter Name: _____

Date of Report: _____

Person Submitting Report: _____

Phone: _____

Fax: _____

E-mail: _____

Regular Chapter Activities:

Number of business, technical or educational chapter meetings: _____

Number of guest speakers not associated with the department at a chapter meeting: _____

Number of guest speakers associated with department at a chapter meeting: _____

Regular chapter newsletter or printed communication: Yes No

Do you have a chapter homepage: Yes No

 If yes, is it linked to the AVS: Yes No

Other forms of visual or electronic communication (i.e., e-mail groups, bulletin board, etc.), please list:

Membership Development Activities:

Number of applications for AVS scholarship and awards: _____

Number of application for AVS poster sessions: _____

Number of chapter social events: _____

Career resources, programs, or job sponsored by chapter, please list: _____

Special Chapter Activities:

Numbers of tours taken at companies, corporations, and/or laboratories: _____

Attendance at AVS International Symposium by one or more members of chapter: Yes No

Number of attendees at AVS International Symposium: _____

Outreach projects, please list: _____

Career workshop, campus projects, and/or fundraising events, please list: _____

ANNUAL REPORT FORM (CONTINUED)

Regional Chapter Relations:

Joint activities held with regional AVS chapter. Please list: _____

Attendance at regional chapter by one or more members of chapter: Yes No

Student member or academic adviser sits on Executive Committee: Yes No

Regular communication with regional chapter (calls, emails, etc.): Yes No

Membership Drive:

Did your Student Chapter conduct a membership drive during the past year: Yes No

If yes, how many new student members: _____

If yes, how many new regular members: _____

Other Significant Activities:

Please describe: _____

Chapter Membership Statistics:

Number of student members: _____

Number of regular members: _____

Total membership: _____

Net gain/loss of members: _____

AVS Programs and Services:

Distinguished Lecturer Series: Yes No

Start-up funds: Yes No Amount \$ _____

Chapter rebate program: Yes No Amount \$ _____

Travel support for AVS International Symposium: Yes No Amount \$ _____

Mailing labels/reports: Yes No

Use of AVS products for chapter promotion, please list: _____

External Support:

Did your chapter receive financial support from sources other than AVS during the past calendar year: Yes No

If yes, please list the sources and amounts:

Source: _____

Amount: \$ _____

ANNUAL REPORT FORM (CONTINUED)

Advertising:

Did you receive advertising income from chapter newsletters, pamphlets, and/or flyers: Yes No
(Advertising income is considered by IRS to be taxable, even for nonprofit organizations.)

If advertising income was received, please complete the following:

- Advertising revenue: \$ _____
- Paper and printing cost: \$ _____
- Postage: \$ _____
- Contract labor: \$ _____
- Other production cost: \$ _____

Total number of pages published: _____

Total pages of advertising: _____

Financial Summary (AVS National Chapter Account):

- Beginning balance: \$ _____ Date: _____
- Total income: \$ _____
- Total expenses: \$ _____
- Ending balance: \$ _____ Date: _____

Financial Summary (Optional Secondary Chapter Account):

- Beginning balance: \$ _____ Date: _____
- Total income: \$ _____
- Total expenses: \$ _____
- Ending balance: \$ _____ Date: _____

Expenses and Income:

Attach annual statement of cash and disbursements (only if chapter has a secondary account)

SUBMIT BY DECEMBER 1 TO:

Chapters, Group, and Divisions Committee Chair
AVS National Office
125 Maiden Lane, 15th Floor
New York, NY 10038

Appendix G

ANNUAL STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS—SAMPLE

Annual Statement of Cash Receipts and Disbursements (only required if Chapter has a secondary account)

Academic Year: _____

Chapter Name: _____

Date of Report: _____

Person Submitting Report: _____

Phone: _____

Fax: _____

E-mail: _____

Bank: _____

Account Number: _____

PRIOR YEAR ENDING BALANCE **\$ 0.00**

INCOME (Do not include travel reimbursements from AVS)

Interest Income	\$ 22.00
AVS Membership Rebate	\$ 340.00
AVS Start-Up Funds	\$ 500.00
Fund Raisers	\$ 400.00
Meeting Income	\$ 120.00
University Department	\$ 500.00
AVS International Symposium Travel Support	\$ 500.00
AVS Allocation	<u>\$ 0.00</u>
Total Income	\$2382.00

EXPENSES

Travel to AVS International Symposium	\$ 500.00
General Travel Support	\$ 90.00
Hall Rental	\$ 100.00
A-V	\$ 100.00
Food & Beverage	\$ 100.00
Meetings/Refreshments	\$ 152.00
Department Barbecue	\$ 310.00
Membership Drive	\$ 140.00
New Student Orientation	<u>\$ 215.00</u>
Total Expenses	\$1707.00

ENDING BALANCE **\$ 675.00**

SUBMIT WITH THE ANNUAL REPORT BY DECEMBER 1 TO:

Chapters, Group, and Divisions Committee Chair

AVS National Office

125 Maiden Lane, 15th Floor

New York, NY 10038

Appendix H

OFFICERS LISTING FORM

Chapter Name: _____

Academic Year: _____

Academic Adviser:

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Second Academic Adviser (optional):

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Chair:

Name: _____

College Mailing Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Vice-Chair:

Name: _____

College Mailing Address: _____

Phone: _____

Fax: _____

E-Mail: _____

OFFICERS LISTING FORM (CONTINUED)

Secretary:

Name: _____
College Mailing Address: _____
Phone: _____
Fax: _____
E-Mail: _____

Treasurer:

Name: _____
College Mailing Address: _____
Phone: _____
Fax: _____
E-Mail: _____

SUBMIT WITH THE ANNUAL REPORT BY DECEMBER 1 TO:
Chapters, Groups, and Divisions Committee Chair
AVS National Office
125 Maiden Lane, 15th Floor
New York, NY 10038

Appendix I

MEMBERSHIP REBATE FORM

Please submit to AVS National Office by December 1 to qualify for membership rebate.

Academic Year: _____

Chapter Name: _____

Date of Roster: _____

Person Submitting Roster: _____

Phone: _____

Fax: _____

E-mail: _____

AVS Student Chapter rebate guideline:

- Chapters are entitled to receive a \$10 rebate for each chapter member who is a student member of AVS as of the report deadline.
- A completed roster of chapter members must accompany this form to qualify for the rebate.
- Newly joined AVS student members who receive a one-year complimentary membership to AVS will be counted for the rebate.
- Students whose membership expired during the year are NOT eligible.
- Regular members of AVS (e.g., academic advisers) are not counted for the rebate.
- AVS will verify membership status for each name submitted and issue a check within 4-6 weeks of the time of submission.

Please select one of the following options:

- 1) Transfer funds to the Student Chapter's primary account (AVS National Office). Chapter Adviser and Chapter Chair will be notified of transfer.
- 2) Make check payable to the Student Chapter and send check to Chapter Adviser. This option is available only if chapter has a secondary bank account. Mailing information of adviser is provided below:

Name: _____

Title: _____

Mailing Address: _____

Phone: _____

Fax: _____

E-Mail: _____

SUBMIT ALONG WITH THE STUDENT CHAPTER ROSTER BY DECEMBER 1 TO:

AVS National Office
125 Maiden Lane, 15th Floor
New York, NY 10038

Appendix J

ROSTER OF CHAPTER MEMBERS FORM

Roster of Student Chapter members--As of December 1, _____

Chapter Name: _____

Date of Roster: _____

Person Submitting Roster: _____

Phone: _____

Fax: _____

E-mail: _____

STUDENT CHAPTER ROSTER

Name:
Student or Regular Member:
Address:
Phone:
Fax:
E-mail:

Name:
Student or Regular Member:
Address:
Phone:
Fax:
E-mail:

Name:
Student or Regular Member:
Address:
Phone:
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Phone:
Fax:
E-mail:

Name:
Student or Regular Member:
Address:
Phone:
Fax:
E-mail:

SUBMIT WITH THE MEMBERSHIP REBATE FORM BY DECEMBER 1 TO:
AVS National Office
125 Maiden Lane, 15th Floor
New York, NY 10038

Appendix K

REQUEST FOR AVS BUDGET ALLOCATION FORM

Academic Year: _____
 Chapter Name: _____
 Date of Report: _____
 Person Submitting Report: _____
 Phone: _____
 Fax: _____
 E-mail: _____

PROJECT YEAR END BALANCE \$ _____

ESTIMATED INCOME FOR NEXT YEAR

Interest Income \$ _____
 AVS Membership Rebate \$ _____
 AVS Start-Up Funds \$ _____
 Fund Raisers \$ _____
 Meeting Income \$ _____
 University Department \$ _____
 AVS Travel Support \$ _____
 Other Income \$ _____

Total Estimated Income \$ _____

ESTIMATED EXPENSES FOR NEXT YEAR

Travel to AVS International Symposium \$ _____
 General Travel Support \$ _____
 Hall Rental \$ _____
 A-V \$ _____
 Food and Beverage \$ _____
 Meetings/Refreshments \$ _____
 Department Barbecue \$ _____
 Membership Drive \$ _____
 New Student Orientation \$ _____
 Other Expenses \$ _____

Total Estimated Expenses \$ _____

PLANNED RESERVE \$ _____

AVS ALLOCATION REQUEST (IF ANY): \$ _____

Explanation and/or justification for AVS allocation request: _____

This request for AVS Budget Allocation has been reviewed by:
 Chapter Chair: _____ Date: _____
 Chapter Adviser: _____ Date: _____

SUBMIT PRIOR TO NOVEMBER 1 TO:
 Chapters, Groups, and Divisions Committee Chair
 AVS National Office
 125 Maiden Lane, 15th Floor
 New York, NY 10038

Appendix L

AVS INTERNATIONAL SYMPOSIUM TRAVEL SUPPORT FORM

Calendar Year: _____
 Chapter Name: _____
 Person Submitting Report: _____
 Address: _____
 Phone: _____
 Fax: _____
 E-mail: _____

Each Student Chapter is entitled to up to \$500 per calendar year for travel support to the AVS International Symposium. The entitlement applies to the year in which the expenses were incurred, not the year in which travel was paid. Travel reimbursement can be distributed among several individuals. The minimum amount that any one person will be reimbursed is \$100. Reimbursement for travel support for attending the AVS International Symposium will be paid as follows:

- 1) Student Name: _____ Reimbursement Amount: \$ _____
 - 2) Student Name: _____ Reimbursement Amount: \$ _____
 - 3) Student Name: _____ Reimbursement Amount: \$ _____
 - 4) Student Name: _____ Reimbursement Amount: \$ _____
 - 5) Student Name: _____ Reimbursement Amount: \$ _____
- Total Reimbursement Amount: \$ _____

This request along with the attached travel reimbursement request(s) have been reviewed and approved by:

Chapter Chair Name: _____
 Address: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Signature: _____ Date: _____

Chapter Adviser Name: _____
 Address: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Signature: _____ Date: _____

SUBMIT WITH TRAVEL REIMBURSEMENT REQUEST FORM(S) WITHIN 30 DAYS TO:
 Chapters, Groups, and Divisions Committee Chair
 AVS National Office
 125 Maiden Lane, 15th Floor
 New York, NY 10038

Appendix M

TRAVEL REIMBURSEMENT REQUEST FORM

Traveler's Name: _____
 Address: _____
 Phone: _____
 Fax: _____
 E-mail: _____

Purpose of Trip: _____
 Meeting(s) Attended: _____
 AVS Affiliation: _____
 Dates of Trip: Arrival: _____ Departure: _____

Transportation, home to the airport (\$0.585/Mile)	\$ _____
Airfare:	\$ _____
Transportation, airport to hotel:	\$ _____
Lodging:	\$ _____
Meals:	\$ _____
Transportation, hotel to airport:	\$ _____
Transportation, airport to home:	\$ _____
Tips:	\$ _____
Other:	\$ _____
 TOTAL REIMBURSEMENT:	 \$ _____

Please remit form and original receipts within 30 days after AVS travel to your appropriate committee chair for approval. Chair should then forward to:

AVS National Office
 125 Maiden Lane, 15th Floor
 New York, NY 10038
 Fax: 212-248-0245
 E-mail: peter@avs.org

Appendix N

AVS VIDEO REQUEST FORM

AVS offers a number of video titles on various aspects of science and technical areas relevant to AVS. These videos are available to Student Chapters at no charge as long as your organization provides a plan for safely archiving the tapes, and for making them known and available to members of the Chapter.

Chapter Name: _____

Date of Request: _____

Person Submitting Request: _____

Phone: _____

Fax: _____

E-mail: _____

1) Which video(s) are you requesting? Please List: _____

2) Where will your AVS Video(s) be housed? _____

3) Who will assume long-term responsibility for AVS Video? (Example, department chair, adviser, etc.)

Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

4) Briefly state how you will publicize these tapes to your members. _____

5) Address where AVS Video(s) shall be shipped. _____

6) Video Request Approvals:

Chapter Chair: _____ Date: _____

Adviser: _____ Date: _____

SUBMIT VIDEO REQUEST FORM TO:

AVS National Office
125 Maiden Lane, 15th Floor
New York, NY 10038

Appendix O

FINANCIAL MATTERS, OPPORTUNITIES, AND OBLIGATIONS— POLICY AND INFORMATION

On the business side, chapters, groups, and divisions like all AVS entities are financially accountable for their operations, and are expected to comply with all financial regulations of the AVS relating to IRS matters. The AVS is a 501(c)(3) organization, and specific regulations govern activities in this not-for-profit category. Each part of the AVS Chapters, Divisions, Groups, Committees are equally and independently responsible for ensuring conformity with the rules that govern 501(c)(3) organizations. Chapters, groups, and divisions should be sensitive to the fact that any violation of 501(c)(3) regulations at the local or organizational level could jeopardize the tax status of the entire AVS.

FINANCES AND ALLOCATIONS

The chapter, group, or division Treasurer has the responsibility and accountability for income, expenditures, records, and reports.

Divisions and groups are allocated their budgets as part of the annual AVS budgeting process. The divisions/groups are asked to submit budget requests for annual approval by the Board of Directors through the AVS Treasurer and are authorized to incur expenses included in this approved budget. A copy of the Budget Request Form is included in Appendix K. New allocations require approval by the Board of Directors. Such allocations are encouraged if they are meant to stimulate new Division or Group activities.

Although Chapters generally derive their operational budgets from income associated with local events, including symposia, exhibits, and short courses, chapters should be aware that financial allocations can be requested from the AVS Board of Directors. Chapters are encouraged to request such allocations, especially to bring service to its members and ensure organizational vitality. For guidance, Chapters can request such allocations for (but not limited to):

- New or smaller chapters, which have limited financial resources
- Special events (workshops/symposia, short courses, dinner meetings) that are beyond the budget levels of the chapter
- Student support (e.g., for participation in chapter events)
- Outreach activities for remote areas of the chapter

Again, chapters, divisions, and groups are encouraged to request allocations for any activities for revitalizing the entity, providing service to members, and increasing membership/participation. It is especially acknowledged that the chapters provide the events for the greater part of the AVS membership, and the National AVS supports these outreach activities. chapters, divisions, and groups are encouraged to reimburse allocations if this is within the scope of the particular event/activity. AVS National wants to ensure that chapters, divisions, and groups have the opportunity to undertake activities that benefit the organization and members, and no chapter, group, or division should be forced into inactivity because of reasonable financial considerations. Chapters, groups, and divisions are also encouraged to make use of the AVS Distinguished Lecturer Program, which provides exceptional speakers covering a variety of current and interesting topics. For information, please either consult the AVS website (www.av.org) or contact the AVS National Office.

The AVS National Treasurer currently serves as the Treasurer of each of the technical groups. Special budget requests are formally submitted to the AVS Treasurer, using the Request for AVS Budget Allocation Form (a copy of which is included in Appendix K of this manual). To meet the AVS Treasurer's planning cycle, annual budget requests are normally due by November 1 (the cycle used by all AVS operational units). However, it is recognized that extraordinary circumstances may make this impossible. The chapter, group, or division Treasurer should submit such requests to the AVS Treasurer at any time that allows for consideration by the Board.

RELATIONSHIPS TO NATIONAL AVS TREASURER

The AVS National Treasurer also serves as the cosigner on the banking accounts of all chapters, groups, and divisions. This is a safety procedure to protect both the sub-organizational units and the AVS should a chapter, group, or division be dissolved or should some event prevent the chapter, group, or division Treasurer from accessing the account. This procedure was instituted formally in 1996 in specific response to several such problems that occurred in the local organizations. It should be stated that this is for protection, and the primary access and responsibility of the chapter, group, and division accounts and budget lie with the particular organization.

Chapters, groups, and divisions should not be profit centers, and budgeting should be done annually to generally balance income and expenditures. Any large budget accounts carried over a period of years should be avoided, especially if there are no plans to reinvest this into the activities. The AVS Treasurer should be consulted on account balances, types, expenditures, or handling should any questions of propriety arise.

INSURANCE AND CONTRACTS

The AVS is covered under a blanket insurance policy for its officers, Board of Directors, events, and activities. The AVS operates as a volunteer organization for many of its activities. Volunteer work for not-for-profits is usually excluded from liabilities. The Treasurer of the AVS should be consulted with any questions of coverage for events before they are held. Chapters, groups, and divisions should be aware that one area of concern is signing contracts on behalf of the AVS. Current policy requires cosignature from the appropriate AVS National officer (Treasurer, Meetings Manager) for any contract which identifies AVS National as the promissory.

IRS NOTIFICATIONS

It is the responsibility of the chapter, group, or division Treasurer to make sure an IRS Miscellaneous Income (1099-MISC) form for any stipends (this does not include travel expenses, but does cover awards and honoraria) awarded exceeding \$600 for a given year. (This includes multiple stipends that total \$600 or more, even though each may be less than this figure.) Examples include stipends for short-course instructors. This form can be issued by the Chapter, Group, or Division Treasurer, or the information can be supplied to the AVS Treasurer who will then issue the required paperwork. The strict deadlines are: the individual must be mailed the 1099-MISC by the end of January, and the IRS must receive the notification by the end of February. If the chapter, group, or division requests the AVS Treasurer to issue the 1099-MISC, the information must be sent to the Treasurer by the beginning of January. If a short course offering is co-sponsored with the AVS National, the American Institute of Physics will issue the 1099-MISC.

AREAS OF CONCERN

Some areas of activities that would jeopardize the not-for-profit and tax status [501(c)(3)] of the AVS should be specifically identified and avoided:

- Contributions to political campaigns, political activities, or action groups
- Contributions to foreign governments
- Activities that compete with the private sector for funding
- Salaries or bonuses to officers
- Net earnings benefiting any private individual

To avoid being classified as a private foundation, the chapters, groups, and divisions must also:

- Receive more than one-third of its support from gifts, grants, contributions, membership fees, and receipts from sales or services (registration fees)
- Not receive more than one-third of its support from investment income and unrelated business taxable income

Again, the AVS Treasurer should be consulted if a chapter, group, or division has questions about any of its activities. One area of concern is lobbying with local or federal governments. Although there are circumstances under which such activities are allowed, the chapter, group, or division should consult AVS National to make sure of the legal aspects.