

BYLAWS OF
THE NANOSCALE SCIENCE AND TECHNOLOGY DIVISION
OF THE AMERICAN VACUUM SOCIETY

ARTICLE I: Name

Section 1. The organization shall be known as the Nanoscale Science and Technology Division (NSTD) of the American Vacuum Society, hereinafter designated as AVS.

ARTICLE II: Objectives

- Section 1. The objectives of the Division shall be:
- (1) to provide a continuing forum for the discussion of science involving nanometer scale structures,
 - (2) to provide a continuing forum which fosters technology transfer involving nanometer scale structures;
 - (3) to promote the dissemination of knowledge and development in these areas by the organization to promote the dissemination of that understanding by the organization of conferences, symposia and workshops, by publication of original works and surveys reviews in proceedings, technical journals and books, and by creation of web-site(s) related to the field,
 - (4) to work collaboratively with the other AVS Divisions in areas of mutual interest; and
 - (5) to participate actively in all phases of the AVS as presented in the AVS Constitution.

ARTICLE III: Membership

Section 1. Divisional members are defined as members of all categories of the AVS in good standing who have applied for membership in the Division and have paid Divisional dues (if any are assessed).

Section 2. The Executive Committee of the Division may extend the courtesy of notification, Divisional publications and attendance at Divisional meetings to non-members by individual identification. None of the other rights and privileges of Divisional membership will be implied or accorded under any circumstances by this action.

Section 3. All categories of Members of AVS who are members of this Division shall be entitled to attend business meetings and vote. Student members of the 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.

ARTICLE IV: Officers

Section 1. The officers of the Division shall be:

Chair
Chair- Elect
Secretary
Treasurer

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

Chair	1 year
Chair-Elect	1 year
Secretary	1 year
Treasurer	1 year

The Chair-Elect shall automatically assume the position of Chair at the end of his/her term. If the Chair is unable to fulfill his/her duties and obligations at any time in his/her term, then the Chair-Elect shall immediately assume the position of Chair. The offices of Secretary and Treasurer may be held by one person.

Section 3. The Chair-Elect, Secretary, and Treasurer will normally be elected by the Divisional members by voting by correspondence (e.g. mail, facsimile or electronic mail). In the absence of such a vote,

these officers may be elected at an annual meeting of the Division. The results of this ballot shall be announced at the annual meeting of the Division.

- Section 4. In the event an annual meeting is not held and no balloting by correspondence has occurred, the President of the AVS shall appoint a Chair of the Division considering the recommendations of the past Executive Committee.
- Section 5. In the event that the Chair of the Division has been appointed by the President of the AVS, it is the responsibility of the Chair to appoint members of the Executive Committee, subject to the approval of the President of the AVS, considering the recommendations of the past Executive Committee.
- Section 6. The term of office for the officers of the Division shall be from the adjournment of the Division Executive Committee meeting held during the International Symposium of the AVS until the adjournment of the Executive Committee meeting at the following national Symposium shall begin on January 1 in the year immediately following their election/appointment.

ARTICLE V: Management

- Section 1. The management of the Division will be the responsibility of the Executive Committee of the Division. The Executive Committee shall consist of:
1. The officers of the Division as specified in Article IV, Section 1 of the Bylaws.
 2. The Immediate Past Chair. The former Chair serves as the Immediate Past Chair for one year following the year of his/her term of office.
 3. Eight duly elected members of the Division, to be called Members-at-Large of the Executive Committee. The Members-at-Large members will be elected for two-year terms. The terms shall be staggered (four new members each year). The term of office for the eight elected Members-at-Large of the Executive Committee shall commence at the adjournment of the Division Executive Committee meeting held during the International Symposium of the AVS until the adjournment of the Executive Committee meeting at the following Symposium.
- Section 2. In the event of a vacancy in an office, other than the Chair, caused by incapacitation, resignation, or removal, the vacancy shall be filled by appointment of the Chair and approved by majority vote of the Executive Committee. The incoming member filling a vacancy shall serve until the normal term of his or her predecessor has expired. In the event of a simultaneous vacancy in the offices of the Chair and Chair-Elect, the Executive Committee shall appoint a Chair to fill the unexpired term.

ARTICLE VI: Nominations and Elections

- Section 1. A Nominations Committee shall be formed at least six months before the General Business Meeting. The Chair of the Division shall chair the Nominations Committee and shall appoint three or more Division members for the purpose of nominating Division members for the positions of Chair, Chair-Elect, Secretary, Treasurer, and the four Members-at-Large whose positions expire at the end of that year.
- Section 2. The Nominations Committee shall recommend at least one candidate for each office. The nominations shall be submitted to the Secretary at least TWELVE (12) WEEKS prior to the Annual Business Meeting of the Division. The Secretary shall announce the nominations and date of the Annual Business Meeting to the Division at least TEN (10) WEEKS prior to the Annual Business Meeting. The Nominations Committee shall assure itself and the Division that the nominees are voting members in good standing of the Division and are willing to serve.
- Section 3. Additional nominations by petition shall be submitted at least TEN (10) WEEKS prior to the Annual Business Meeting. Valid petitions must be signed by at least 10 members in good standing of the Division and must be accompanied by written acceptance of nomination from the candidate.

The slate of candidates presented to the Divisional Membership shall include names submitted by the Nominations Committee as well as those submitted by qualified petitions.

Section 4. The Secretary shall direct distribution of ballots to the membership at least SIX (6) WEEKS prior to the Annual Business Meeting. Acceptance of ballots shall close TWO (2) WEEKS prior to the Annual Business Meeting. The Division Chair shall appoint a committee to count the ballots and report the results. The Chair may delegate these duties to the Administrative Director of the AVS.

The candidate receiving the largest number of votes for a given office shall be elected to that office.

If more than one position in the Executive Committee is to be filled, the Candidates for Member-at-Large candidates shall be elected in the order of the number of votes received. If a tie vote occurs for the fourth third position, the outgoing Chair will decide the tied election by chance.

If a tie vote occurs for the Chair-Elect, Secretary, or Treasurer, the outgoing Chair will decide the tied election by chance.

ARTICLE VII: Duties of the Officers and Executive Committee Members

Section 1. 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 necessary 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. The Chair shall make sure 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. Chair-Elect - To carry on all duties of the Chair in the event of the Chair's absence, illness, resignation, or incapacity, and ; to carry out such other duties as may be assigned by the Chair.

Section 3. Secretary - The Secretary shall maintain a list of all members in good standing as provided by the AVS. The Secretary shall be responsible for the minutes of all Divisional Executive Committee and Annual Business Meetings. The Secretary shall direct mailing and receipt of all literature pertaining to the operation of the Division at the discretion of the Chair. In case of temporary incapacity of the Chair and Chair-Elect, the Secretary shall assume the duties of the Chair. The Secretary shall perform such other duties as may be assigned by the Chair.

Section 4. Treasurer - The Treasurer shall keep a strict accounting of all income and expenditures. The Treasurer may pay out such funds as authorized by the Chair or Executive Committee to meet all obligations of the Division. The Treasurer shall issue a report of the financial standing of the Division at the Annual Business Meeting or whenever requested by the Chair. The Treasurer may be bonded at the expense of the Division. The Treasurer will file an annual Divisional Financial Report with the AVS Treasurer on or before the date and in the format established by the AVS Treasurer. The Treasurer shall perform such other duties as may be assigned by the Chair.

Section 5. Members of the Executive Committee shall 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 make it responsive to the needs and wishes of its membership.

ARTICLE VIII: Duties of the Executive Committee

Section 1. The Executive Committee shall meet during the International Symposium of the AVS. Additional meetings may be held at such times as necessary and may be called by the Chairman of the Division or at the request of three Committee members.

Section 2. A majority of the voting members of the Executive Committee shall constitute a quorum at its meetings.

Section 3. A majority vote of the Executive Committee members present shall be necessary to transact business, except as otherwise provided in these Bylaws. The annual Divisional budget and all motions must be approved by a majority of the Executive Committee.

- Section 4. The minutes of all meetings and financial reports of the Executive Committee shall be filed promptly with the Clerk of the AVS. 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 5. The Executive Committee will provide management oversight for the conduct of conferences, workshops, and meetings sponsored by the Division.
- Section 6. The Executive Committee may conduct business, if necessary, by telephone or by e-mail between meetings. A majority vote of all Committee members shall be required to transact business by telephone or by mail. Any telephone or e-mail ballot must be confirmed at the next Executive Committee meeting.

ARTICLE IX: Committees

- Section 1. Standing Committees – There shall be the following Standing Committees: the Program Committee, the Nominations Committee, the Publicity/Newsletter/Web Committee, and the Awards Committee.

The purpose of the Program Committee is to coordinate and organize NSTD sessions and jointly sponsored sessions at AVS Symposia, and any other sessions or symposia as authorized by the Executive Committee. The immediate Past- Chair will chair the Program Committee. The members of the Program Committee will be chosen from the current members of the Executive Committee plus as many additional members as selected by the Chair from the Society as a whole.

The Nominations Committee will be governed as described in Article VI, Section 1 of the Bylaws.

The purpose of the Publicity/Web Committee is to publicize NSTD activities by a variety of means including maintaining an updated Division web site. It shall consist of at least two members of the Executive Committee as appointed by the Chair.

The purpose of the Awards Committee is to solicit and coordinate submissions of nominations for AVS Fellow and other AVS Awards or Prizes, and to administer the division awards, including the Nanotechnology Recognition Award, Best Student Paper Award, and any other awards the division shall be authorized to offer. The Awards Committee shall consist of the Chair-Elect, who will serve as chair, and two other members of the Executive Committee appointed by the Chair.

- Section 2. Special Committees - The Chair will appoint special committees as the need arises.
- Section 3. General - Each committee chair shall select as many members of his/her committee as needed with the concurrence of the Chair of the Executive Committee except as noted in Section 1, with said members of each committee serving for a term of one year. Committee members shall be members of NSTD in good standing.

Before the Annual Business Meeting, each committee is to file with the Executive Committee a report of its activities during the past year as requested by the Chair. It shall be the duty of each of the committees to recommend to the Executive Committee any action with respect to the subjects or matters in their charge, which the committee deems advisable. A tentative budget shall be submitted by the committee chair to the Executive Committee for approval. Expenses incurred by the committee shall be limited to the budgeted amount, or as approved by the Chair.

ARTICLE X: 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 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 XI: 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 an AVS Symposium, shall be announced by correspondence to all Members of the Division at least FOUR (4) WEEKS prior to the meeting, and it will also be announced in the program for the AVS symposium. 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.

Articles 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 and/or Program 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. Student Travel Awards - The Division may grant Student Travel Awards to financially assist students to attend the AVS Symposia and other conferences, symposia, and workshops sponsored by the Division. The monetary amount of each award and the selection criteria for the awards will be determined by the Executive Committee and in accordance with the limits established by the AVS Board of Directors.

Section 2. Student Paper Award – The Division may give an award for the best paper or poster presented in an NSTD sponsored or co-sponsored session at an AVS Symposia or at other conferences, symposia, and workshops sponsored by the Division. This award is to recognize high quality work and may not be given every year. Submission Materials will consist of a copy of the abstract submitted to NSTD symposium, plus an extended abstract up to 4 page, and a recommendation letter from the student's advisor. Awards are contingent upon acceptance for presentation in the NSTD Symposium. E-mail submissions are allowed.

Section 3. Fee Waiver for Academic Postdocs - The Division may wave the registration fee for postdoctoral associates employed by academic institutions who are presenting their work in a NSTD sponsored session or co-sponsored session at an AVS Symposia or at other conferences, symposia, and workshops sponsored by the Division. The waivers must be requested in advance. A request for a waiver shall include a letter from the postdoc's professor requesting the waiver and a copy of the postdoc's abstract submitted to the NSTD. Awards are contingent upon acceptance for presentation in the NSTD Symposium. E-mail submissions are allowed.

Section 4. Technical Recognition awards; Nanotechnology Recognition Award

4.1. Purpose:

To recognize members of the Nanoscale Science and Technology Division (NSTD) who have made outstanding scientific and technical contributions in the science of nanometer-scale structures; technology transfer involving nanometer-scale structures; and/or the promotion and dissemination of knowledge and development in these areas.

4.2. Eligibility:

The nominee must be recognized for scientific and technical contributions that are fostered and encouraged by the Nanoscale Science and Technology Division. These areas are those evidenced in the programs of symposia sponsored by AVS, topical conferences sponsored by the NSTD, and in the NSTD By Laws. The contributions must be significant advances in, theoretical or experimental, discovery, understanding, inventions, measurements, technique development, and/or technical management. The contribution may be sustained over several years or single or a single advancement. The nominee must be a member of the AVS and the NSTD. Nomination should be made by colleagues or others who are well acquainted with the nominee. Self-nominations are not acceptable. NSTD Officers, members of the AVS Board of Directors and Trustees and members of the NSTD Award Selection Committee are not eligible for the Award during their terms in office.

4.3. Nature of the Award:

The Award is given annually at the discretion of NSTD Awards Committee. 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 by AVS Board of Directors. The amount may be adjusted at the discretion of the AVS and NSTD Board of Directors. The Award will be presented at the AVS International Symposium. Travel support to attend the Symposium will also be made available through the NSTD upon request.

4.4. Procedures:

The award is administered by the NSTD Awards Committee. The Committee consists of the Vice-Chair plus two members of the NSTD Board appointed by the Chair. This Committee will be chaired by the Vice-Chair and has the following responsibilities. (1) Announce the Award with a formal call for nominations, working with the AVS National Office. (2) Accept nominations. (3) Evaluate the nominations. (4) Submit the recommendation for the Award winner to the Division Chair and Officers for their approval. (5) Forward the selection to the Chair of the AVS Trustees for the concurrence of the Trustees. (6) Notify the Awardee after approval by the Trustees. The Committee shall also provide the AVS Trustees a short report on the procedures and selection process.

A completed nomination must include the following components.

Nomination Letter. The nominating letter must describe the work for which the award is proposed and indicate the significance of the work in solving particular scientific or technological problems. The significance of these problems and the impact of the nominee's accomplishments on the field should be discussed. If the work was performed in collaboration with others, the contributions of the nominee should be clearly stated. A list of individuals sending supporting letters must also be included, together with a proposed citation, i.e. a one-sentence synopsis of the reason for selecting the nominee. The nominating letter should not exceed three pages in length, but must be sufficiently detailed to allow Trustees and Directors expert in other fields to evaluate the nominee's contributions.

Biographical Materials. A Curriculum Vitae or biographical sketch of the nominee and a list of publications and patents must be provided.

Supporting Letters. A minimum of two and a maximum of five supporting letters must be arranged by the nominator. Typically, they should not exceed one page. Their main purpose is to endorse the nomination and to provide additional evidence of the nominee's accomplishments. The supporting letters should be written by individuals at institutions other than that of the nominee.

Each year the Award shall be announced via the November/December issue of the AVS Newsletter and the NSTD web site and any other means deemed appropriate by the NSTD Nanotechnology Recognition Award Committee. These announcements shall include: (1) A statement of the Award and its purpose. (2) A statement that Award consists of a cash prize plus a certificate and that travel support is available to the recipient. The amount of the Award shall be specified. (3) The nomination deadline of March 31, exact instructions for making the nomination, instructions for obtaining the

nomination form, and any other pertinent information. (4) The Award announcement date of August 1. (5) The Award presentation date and location.

4.5. 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.

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 each year, it shall be deemed to have ceased to exist unless such non-holding of meetings has been due to national emergency, actions of federal or state government, or other factors beyond the control of the Division. Upon such a condition arising, 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. A proposal to amend these Bylaws shall be made in writing, signed by at least ten members of the Division and submitted to the Secretary of the Division. Approval of the amendment shall require a majority vote of the members of the Executive Committee and a majority vote of ballots cast by Division members. The ballots shall be distributed by the Secretary. A minimum of four (4) weeks shall be allowed after mailing, or electronic equivalent, of the ballots before the ballot shall close. These Bylaws may be amended by a majority vote of ballots cast of members in good standing, provided the proposed amendments shall have been first approved by the Executive Committee. The Secretary shall distribute ballots to the membership at least five (5) weeks prior to the Annual Business Meeting, at which time the Chair shall appoint a committee to count the ballots and report the results.

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

ARTICLE XVII: Parliamentary Law and Procedure

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

Revised: May 8, 2001