



Student Chapter Manual

AVS Student Chapters are tailored to provide university students like you an excellent opportunity for career and professional development. They foster an exchange of ideas through discussion and study in a range of science and technology topics related to AVS. Membership in an AVS Student Chapter will give you an extra edge in the job market with the knowledge, experience, and networking you need to begin your career successfully.

AVS can assist your university in establishing and supporting its own Student Chapter through:

- ◆ **NETWORKING** → Student Chapters provide an avenue to meet other students and professionals. It's a great way to make friends and start forming a network of contacts that can help you throughout your career. Meet future employers and colleagues through meetings and other chapter activities.
- ◆ **LEADERSHIP DEVELOPMENT** → Through the various levels of chapter management, each student member will have opportunities for continual development and demonstration of leadership capabilities. Gain valuable leadership skills that will assist you throughout your career, as a team member, as a professional, and as a leader of AVS.
- ◆ **COMPLIMENTARY MEMBERSHIP** → Newly joined student members of AVS belonging to a Student Chapter will receive a one-year complimentary membership to AVS National. Your Academic Advisor will also receive complimentary membership.
- ◆ **START-UP FUNDS** → Each new Student Chapter is eligible for up to \$500 in start-up funds.
- ◆ **MEMBERSHIP REBATE PROGRAM** → Student Chapter receives a \$10 rebate for each chapter member that is a student member of AVS National.
- ◆ **TRAVEL SUPPORT** → Student Chapter may apply for up to \$500 per calendar year for travel support to attend the AVS International Symposium.
- ◆ **AVS DISTINGUISHED LECTURER PROGRAM** → Available to Student Chapters to sponsor outstanding lectures on a wide variety of topics for chapter events and activities.
- ◆ **SERVICES AND SUPPORT FROM AVS NATIONAL** → Student Chapters can receive a number of support services from AVS National.

Start a Student Chapter at Your University Today by Contacting AVS

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Student Chapter Program—Introduction

Student chapters are a vital part of the AVS community as they are made up of the future professionals and leaders of the Society. The primary objective of the program is to assist students with career and professional development through benefits and services provided by AVS. Student chapters provide an obvious setting for the development and demonstration of leadership capabilities.

This manual has been created to provide information necessary to effectively start and manage an AVS student chapter. The information contained in this manual covers a wide range of topics. The manual is a living document that requires continuous review and maintenance for incorporating improvements while ensuring that it meets the directions and management of AVS.

The AVS Board requires that the Society operate in a businesslike and professional manner and that each of the organizational units comply with these mandates to ensure that the tax and professional status of AVS is maintained. The AVS student chapters fall under the umbrella of the AVS Chapters, Technical Groups, and Divisions and must adhere to its policies and procedures. In addition, AVS is a member of American Institute of Physics (AIP), which means that AVS members are entitled to a wide variety of AIP services.

Each AVS student chapter will be issued a copy of this manual. This manual is intended as a reference guide for officers of all student chapters of the AVS. It is helpful for the academic adviser and all chapter officers to be familiar with its contents. Following each election, the outgoing chair will pass the manual, along with other chapter records, to the new chair.

Student Chapter Program—Program and Benefits

AVS student chapters are formed on university campuses to foster discussion among students and academia across a broad range of science and technology disciplines, generate student interest, and promote exchange and dissemination of information. By encouraging organization of student chapters, the Society is able to introduce students to the benefits of professional organization. Student chapters provide an opportunity for students to play a more active role in the Society. They represent the future of AVS.

Student chapters are the inside track to the professional world of science and technology, providing students with opportunities to build their credentials during their journey and travel down a sturdy path to employment after graduation. This connection combined with AVS' programs, services, and support, makes AVS student chapters an invaluable resource. Student chapters give students a much-needed edge in the job market with the knowledge, experience, and networking they need to begin their careers successfully.

AVS supports its student chapters with valuable informational resources, activities, and financial assistance. Benefits and opportunities available to AVS student chapters include, but are not limited to, the following:

NETWORKING

Student chapters provide an avenue to meet other students and professionals. It's a great way to make friends and start forming a network of contacts that can help throughout the student's career. Students can meet future employers and colleagues through meetings and other chapter activities.

LEADERSHIP DEVELOPMENT

Through the various levels of chapter management, each student member will have opportunities for continual development and demonstration of leadership capabilities. Gain valuable leadership skills that will assist you throughout your career, as a team member, a professional, and a leader of AVS.

COMPLIMENTARY MEMBERSHIP

Newly joined student members of AVS belonging to a student chapter will receive a one-year complimentary membership to AVS. The academic adviser also receives a complimentary membership.

START-UP FUNDS

Each new student chapter will receive up to \$500 for start-up funding. Matching funds by the university is encouraged.

MEMBERSHIP REBATE PROGRAM

Each student chapter receives a \$10 rebate for each chapter member who is a student member of AVS. To receive the yearly membership rebate, a student chapter must submit their membership roster along with their annual report. AVS will then send a rebate check to the academic adviser of the student chapter.

TRAVEL SUPPORT

The student chapter may apply for up to \$500 per calendar year for travel support to attend the AVS International Symposium.

AVS DISTINGUISHED LECTURER PROGRAM

This program is available for student chapters to sponsor outstanding lectures on a wide variety of topics for chapter events and activities. The speakers identified in this program are select members of the AVS technical community and have been designated in this program because of the quality of their work, their outstanding knowledge, and their exceptional communication skills.

SERVICES AND SUPPORT FROM AVS NATIONAL

Student chapters can receive a number of support mechanisms from AVS National. These include the availability of mailing and e-mail lists, publicity for activities and events, and other services requested.

Establishing a Student Chapter—How to Form a Student Chapter

AVS encourages students and academic employees in educational programs related to science and technical areas relevant to AVS to consider establishing a student chapter at their institution. Students in a variety of academic and technical programs will benefit from access to society information and benefits, as well as association with other students, educators, and professionals with common interests.

Follow these easy steps to start a new AVS student chapter:

1. Recruit at least eight AVS student members. Have students who are not AVS student members fill out an AVS student application. All chapter members must be AVS members.
2. Seek the support of an academic member who is member of AVS and is willing to be an adviser for the student chapter. The academic adviser's term is for two years.
3. Hold an organizational meeting and elect officers. The offices of Secretary and Treasurer may be combined.
4. Submit the following application information to the AVS National Office for consideration:
 - a. A letter of intent, describing the purpose of the chapter
 - b. Student chapter application form (Appendix B)
 - c. Student chapter petition form (Appendix C)
 - d. A copy of the proposed chapter by-laws
 - e. A roster of members (must have at least eight), including a list of designated officers with all contact information and the name and contact information of the academic adviser

Student chapter by-laws can be found in Appendix D of this manual and may be modeled after this sample. All forms are also included in the appendix. Please review all information for accuracy and completeness to avoid any possible delays. The chapter's coordinator at the AVS National Office will then review the application information and may recommend changes. The coordinator will then forward the information to the Chair of the Chapters, Groups, and Divisions Committee who will then seek AVS Board of Directors approval.

Upon approval by the Board, a welcome letter and a check (up to \$500) for start-up funds will be forwarded to the academic adviser on behalf of the chapter. The student chapter will then be able to take full advantage of all the benefits and services that AVS has to offer.

Establishing a Student Chapter—Eligibility Requirements

The AVS Board of Directors may establish student chapters at colleges and universities upon receipt of the application and supporting documentation. Student members and an academic adviser at a recognized institution must initiate the formation of a student chapter and seek board approval. A student chapter application and other required documents are included in the appendix section of this manual.

The student chapter's status will be assessed each year after receipt of its membership roster along with its annual report. Roster and report must be received before the start of the next calendar year.

ACTIVE STATUS

An active student chapter must meet the following four criteria:

- Has an academic adviser who holds a current membership in AVS
- Has chapter officers elected annually
- Submits on time the chapter's membership roster and annual report to the AVS National Office.
- Has a minimum of eight student members in the chapter as of the annual report or has submitted acknowledgment that the chapter is otherwise active

DORMANT STATUS

A chapter meeting the criteria listed below will be considered dormant. This status is available for only one year. If after one year the chapter has not become active, it will be considered inactive. These chapters are not eligible for membership rebates, or other student chapter benefits, but they will receive all chapter mailings. A dormant chapter:

- Does not meet the requirements for active status, but will take action to become active and submit an annual report the following year

INACTIVE STATUS

A chapter meeting the criteria listed below will be considered inactive until further notice. These chapters are not eligible for membership rebates, travel support, or other student chapter benefits. Students at these universities will be assigned membership to their regional chapter. Inactive chapters do not receive regular chapter mailings. An inactive chapter:

- Has not submitted an annual report
- Does not expect to become active in the near future
- Has been dormant for more than one year

If an inactive chapter wishes to become active, the academic adviser must submit a written request to AVS National Office to reactivate the chapter charter. A copy of the by-laws, a minimum of eight student member signatures, and the chapter officer listing must also be attached to the request.

Establishing a Student Chapter—Letter of Intent

LETTER OF INTENT

A student chapter letter of intent shall be submitted with the application to form a student chapter and the chapter's by-laws. This letter of intent should include:

1. A statement of intent in establishing a student chapter
2. The purpose for forming the student chapter at the university
3. Some initial chapter goals or plans to promote AVS within the university. The letter is to be signed by the initial student chapter chair and adviser. An example of a "letter of intent" for a given university can be found in Appendix A of this manual.

Establishing a Student Chapter—Student Chapter By-Laws

A set of by-laws that will govern the chapter must be submitted with the application to form a student chapter. The student chapter by-laws shall be written to meet the needs of its particular membership and chapter structure. Each year the by-laws should be reviewed and revised if necessary. Revisions to the by-laws must be submitted to the AVS National Office for approval.

While preparing the by-laws, chapter members need to investigate the requirements of the college or university regarding establishing student. AVS will make efforts to accommodate individual school regulations. Any potential conflicts must be known and submitted with your application. Exceptions may be granted in cases of conflict with school policy. The proposed chapter by-laws should be written to reflect the school's policy.

The title of the student chapter shall contain the name of the college or university with which it is associated. No student chapter or any officer or member thereof has the power to act as an agent for the AVS except as specifically authorized in writing by the President of the Society.

A sample of student chapter by-laws is found in the Appendix D of this manual. This sample by-laws is an actual AVS regional chapter by-laws modified for a student chapter. The following is an outline of a typical student chapter by-laws content:

- ARTICLE I: Name and Charter
- ARTICLE II: Objectives
- ARTICLE III: Membership
- ARTICLE IV: Adviser, Officers, Executive Committee, and Management
- ARTICLE V: Nomination and Election of Officers and Executive Committee Members
- ARTICLE VI: Duties of the Advisers, Officers, and Executive Committee
- ARTICLE VII: Committees
- ARTICLE VIII: Finances
- ARTICLE IX: Meetings
- ARTICLE X: Dissolution of Chapter
- ARTICLE XI: Ratification and Amendments
- ARTICLE XII: Parliamentary Law and Procedure
- ARTICLE XIII: Operating Procedures

Positions and Responsibilities—Student Chapters

AVS considers student chapters an important and integral part of its operation. In addition, there are privileges for both student members and their institutions inherent in an AVS student chapter. However, the chapter incurs certain responsibilities. Student chapters must:

- Further the purposes of the Society in a responsible way
- Promote AVS membership
- Educate others about the value and importance of AVS
- Encourage active involvement in the AVS by your college
- Foster the professional development of the membership
- Plan and execute an active and regular program of events

In particular, to assure its continued existence and support from the Society, every student chapter must meet certain minimum requirements. The requirements are as follows:

- Minimum of eight student members and an academic adviser
- Annual officers election
- Submission of annual report and membership roster

The chapter must maintain financial, membership, and correspondence records. These records should be kept in a place easily accessible to all chapter officers.

The importance of leadership to the success of a student chapter cannot be overemphasized. Enthusiasm and dedication are the fundamental qualifications for both the student officers and the adviser. In addition, each officer must be a student member in good standing of the AVS. A description of chapter officers, along with their respective duties, follows.

Positions and Responsibilities—Academic Adviser

ACADEMIC ADVISER

The academic adviser shall agree to advise the student chapter for a minimum of two years and must be a regular AVS member in good standing. More than one member may act as an academic adviser (maximum of two advisers); however, only one person should be identified as the primary contact. Student chapters that can support an additional adviser can elect to share some of the overall responsibilities. The academic adviser's guidance is critical in providing continuity to the student chapter. The adviser's understanding of the technical areas and recognition of benefits of participation in an established professional community guides his or her actions. A general interest in and enthusiasm for the students' efforts and activities and attendance at planned events are important contributions that the academic adviser makes throughout the calendar year.

Responsibilities of the academic adviser include the following:

- Act as primary contact for the AVS National Office
- Receive chapter materials for distribution to officers
- Receive chapter membership rebate notification and/or actual check to be forwarded to Treasurer
- Assist in providing continuity from year to year as student leadership and personnel changes
- Advise chapter officers and committee chairs on the formation and implementation of goals, objectives, and programs
- Ensure that the chapter understands the role of AVS as a professional organization

- Promote good student relationships
- Represent the chapters interests to academia, the administration, and professionals
- Exercise financial supervision as needed by promoting prompt payment and collection of funds and overseeing the settlement of all accounts in the event of dissolution of the chapter

Positions and Responsibilities—Executive Officers

The quality of leadership provided by the officers of the student chapter significantly influences the level of involvement and participation of both chapter members and other interested individuals in planned chapter activities. The officers' understanding of the importance of their roles in setting the direction of the chapter and seeing to its management will be reflected in the overall success and continuity of the group. Their responsibilities will vary according to how ambitious the chapter program is and how many student members assist with the workload. However, there are certain tasks that each of the student chapter officers shall be prepared to fulfill. The officers of a student chapter usually consist of a Chair, Vice-Chair, Secretary, and Treasurer. The Secretary and Treasurer positions may be combined in a smaller student chapter. Student officers should be elected at or prior to the annual business meeting of the chapter.

Responsibilities of the student chapter executive officers include the following:

- Be fully conversant with the Rules of Government for Student Chapters and the Chapter by-laws
- Act as the primary interface between the student chapter, the academic adviser, the department and university within which it functions, and AVS
- Establish a clear set of objectives and an operating plan for the chapter year
- Take responsibility for fulfillment of the student chapter's established objectives
- Train newly elected officers and hand over any materials and records to successors

CHAPTER CHAIR

The Chapter 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 the chapter by-laws. The Chair is the leader and chief spokesperson for the chapter, presiding at all meetings and delegating tasks to chapter members. The Chapter Chair is responsible for guiding the chapter and developing the organization into an effective group to meet the needs of the members, the Society, and the university. The ability to work with and guide fellow officers, committee chairs, and committee members are the primary qualities that will ensure success as a Chapter Chair.

Responsibilities of the Chapter Chair include the following:

- Work closely with the academic adviser and ensure sound communication with him/her
- Preside at all meetings of the Chapter and its Executive Committee
- Be familiar with accepted parliamentary procedures
- Delegate committee responsibilities and make committee appointments as outlined in the student chapter's by-laws
- Coordinate communication with the society's national office
- Coordinate and assure chapter reporting and record-keeping functions
- Appoint a Nominating Committee to select a slate of candidates for the following year prior to elections

VICE-CHAIR

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. The Vice-Chair must work closely with the Chair. The Vice-Chair can also direct the Program Committee, thus managing the technical and educational activities of the chapter. The Vice-Chair must be a good communicator and should be capable of leading the chapter in the absence of the Chair.

Responsibilities of the Vice-Chair include the following:

- Direct the major chapter activities of the year
- Work closely with Chapter Chair
- May serve as Chair of the Program Committee
- Serve as an ex-officio member of all major committees
- Lead the chapter in the absence of the Chair

SECRETARY

The Secretary shall maintain a list of all members in good standing as provided by the AVS. The role of the Secretary has profound effects on the success of the chapter. The Secretary may require assistance in the form of a support committee. The Secretary is responsible for all record keeping for the chapter; documenting all decisions made at meetings as well as attendance of members and nonmembers for each chapter event. In case of temporary incapacity of the Chair and Vice-Chair, the Secretary will take over the duties of Chair.

Responsibilities of the Secretary include the following:

- Maintain all chapter records
- Keep minutes for all chapter and Executive Committee meetings
- Act as an official correspondent for the chapter
- Distribute and receive all literature pertaining to the operation of the student chapter
- Submit for approval any proposed amendment to the chapter by-laws
- Fulfill all reporting requirements including monthly meeting and annual reports
- Submit information to the AVS National Office on chapter activities

TREASURER

The Treasurer shall keep a strict accounting of all income and expenditures. Sound chapter operations require the establishment of and adherence to realistic budgets. Each committee should be informed of funds budgeted for its activities before planning for the year. The Treasurer shall have signature authority over chapter financial accounts.

Responsibilities of the Treasurer include the following:

- Receive and deposit all funds paid into the student chapter
- Disburse funds as authorized by the Executive Committee
- Prepare financial reports for chapter meetings
- Work closely with the AVS National Office on financial matters and management of primary account
- Maintain chapter's secondary bank account (if established); keep balanced ledger, monitor petty cash transactions, reimbursements, and accounts payable
- Submit financial information for annual report

EXECUTIVE COMMITTEE MEMBERS

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 Executive Committee works closely in partnership and cooperation with AVS National Office. The annual 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.

Responsibilities of the Executive Committee members include the following:

- Act as an advisory body to the officers
- Preserve the integrity of the student chapter
- Be responsive to the needs and wishes of its membership
- Work closely in partnership and cooperation with the AVS National Office
- Review and approve annual chapter budgets

Positions and Responsibilities—Committees

The strongest student chapters are those that operate in a highly efficient manner with the involvement of all members. Full member participation is essential because (1) there is simply too much work for the officers alone, and (2) active and expected involvement makes each member feel important and provides a sense of accomplishment. There are a number of ways to involve members in chapter operations, including participation in chapter committees. This kind of activity structure allows for further delegation of such tasks and therefore promotes the active involvement of a significant number of chapter members.

How many and what types of committees are needed varies with the size, activities, and goals of the chapter. Besides the Executive Committee, the chapter may have one or more standing committees responsible for continuing or recurring tasks. Examples of such standing committees are:

- Program Committee
- Membership Committee
- Publicity Committee
- Fundraising Committee
- Awards committee.

In addition, a special committee or ad hoc committees can be created for specific events or as the need arises. Some of these are a Nominations Committee and a By-laws Committee. The minimum committees recommended for proper chapter functions are the Executive, Program, and Membership Committees. The Chapter Chair, as specified in the chapter by-laws, usually appoints the chair of these committees.

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 that 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.

EXECUTIVE COMMITTEE

The Executive Committee 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 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.

Responsibilities of the Executive Committee include the following:

- Sets goals for the chapter based upon the needs of the chapter members
- Plan the business meetings of the chapter
- Regularly review the plans and accomplishments of all working committees
- Monitor the financial results of the various chapter activities
- Appoint, remove, and fix the duties of nonelected officers of committees as deemed necessary

THE PROGRAM COMMITTEE

The Program Committee shall plan and make arrangements for the technical and educational programs of the chapter's meetings in accordance with the membership's interests and the aims of the chapter. The chapter's Vice-Chair is recommended for chair of this committee. In addition, this committee shall plan, organize, and execute any social activities or joint meetings with the regional chapter.

Responsibilities of the Program Committee include the following:

- Communicate regularly with the regional chapter
- Decide on the subjects and dates for chapter programs by soliciting suggestions from the academic adviser as well as the chapter membership
- Draw up a list of preferred and alternate speakers for respective subjects
- Plan or arrange publicity for chapter activities
- Make arrangements for location and necessary equipment for chapter events
- Act as the host for any invited speakers
- Select an individual leader for each technical and educational meeting

THE MEMBERSHIP COMMITTEE

This committee organizes and implements programs that promote student membership as a way to explore science and technical areas relevant to AVS as a field of study and career path. Members are the life of the chapter. Without an active membership, there can be no student chapter. This is especially significant to student chapters since, by definition, the present and prospective members are transient. Therefore, a continuing membership recruitment program is essential for success of the chapter.

A Membership Committee should be appointed and chaired by an enthusiastic and conscientious member. This committee should have a supply of promotional materials, including AVS membership brochures and applications as well as AVS student chapter flyer. It is recommended that at least once a year, this committee plan a major membership drive. Membership drives could include but are not limited to the following: (1) an AVS table or use of the AVS traveling booth (Contact the AVS National Office for information) at some major chapter event, (2) direct contact with students registered in science or technical areas relevant to AVS, (3) mailings to other student members of the AVS in the chapter area (labels are available from AVS National Office), and (4) hosting a welcoming get-together for new or interested students at the beginning of the academic year.

Responsibilities of the Membership Committee include the following:

- Attract new members
- Retain existing members
- Promote science and technology related to AVS programs and opportunities through membership
- Support the department or the AVS regional chapter outreach efforts to younger students
- Plan and conduct at least one membership drive each year
- Actively solicit new student members
- Keep an active list of all chapter student members
- Invite, greet and welcome new and potential members to meetings
- Maintain a supply of membership literature and current application forms
- Conduct a membership display at special events
- Develop outreach activities to support departmental recruitment into the field

PUBLICITY COMMITTEE

The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity for and to the members of the chapter. The main goal of the Publicity Committee is to keep the members informed of the student chapter objectives and activities.

Responsibilities of the Publicity Committee include the following:

- Educate student chapter members by keeping them informed of chapter activities
- Inform members how they can get involved in chapter activities
- Work with the membership committee by providing the publicity for increasing student membership
- Assist the chapter in promoting the chapter's program
- Develop posters, banners, and signs for chapter activities or special events
- Maintain an active mailing list
- Publish and distribute all chapter notices
- Submit articles to the *AVS Newsletter*
- Publish a chapter newsletter
- Establish and maintain chapter website

NOMINATING COMMITTEE

The Nominating Committee should be composed of at least three chapter members in good standing who have a sincere interest in the continued success of the chapter. Members of the committee may be current officers or members-at-large of the chapter. According to the chapter by-laws, the Chapter Chair shall appoint the chair of the Nominating Committee. Traditionally within the AVS, the chapter chair appoints the past chair (if available) to serve in this capacity. The chair of the Nominating Committee should then finish selecting the remaining members of the committee at least two months prior to the annual election meeting. The Nominating Committee is responsible for presenting at least one nominee for each of the chapter offices prior to the annual election meeting.

The Nominating Committee should meet and select a proposed set of candidates for each office and then contact each prospective candidate to determine whether that person will be willing and able to serve, if elected. The chosen slate of candidates for each office should then be presented to the general membership, and additional candidates may be nominated either at a meeting or by petition prior to the election meeting. The final slate of nominees, along with any supporting statements, is then promptly sent to all voting members of the student chapter for their consideration prior to the election meeting.

Responsibilities of the Nominating Committee include the following:

- Solicit input for potential candidates
- Finalize slate of candidates for election
- Obtain supporting statements from nominees
- Inform membership of the slate of candidates prior to annual meeting
- Oversee the chapter elections

Positions and Responsibilities—Elections

Student chapters need motivated and energetic student leaders to ensure good programming and continuity. The officers can make or break a student chapter. Finding the right people to assume leadership roles is essential to the chapter's success. Thus, the election of officers must be taken seriously.

The most persistent problem facing student chapters is the rise and fall of chapter activity due to the short or brief duration of the membership and officers. Careful selection of a chapter academic adviser can go some distance toward alleviating this problem. In addition, current officers need to continually "groom" many possible successors through task assignments and active involvement in the operation of the chapter.

Elections should be timed to include an overlap period to allow for an effective and smooth transition, and to allow sufficient time for officers to orient their successors to their responsibilities. This will greatly assist new officers to be better prepared for their duties, so they can plan ahead. Similarly, if the academic adviser resigns, see the department chair to arrange for selection of a replacement in time to allow for some overlap if possible. It is advisable that student chapters acquire an additional academic adviser to alleviate this

problem. The second adviser can assist the primary adviser wherever assistance may be needed in support of the chapter's operation and activities.

The chapter shall hold an annual business meeting. The annual business meeting should usually be held in either the April-May or November-December time frame. 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. To be eligible for election, the nominee must be an AVS student member or must have applied for such membership. 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.

Nominations will be open for at least three weeks prior to the annual meeting. Election will be by a majority votes cast by those members present at the election meeting. 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. No member may serve in the office of Chair or Vice-Chair for more than two consecutive years. 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.

Positions and Responsibilities—Reports and Forms

The following is a brief overview of the reports and forms that apply to student chapters. All reports and forms can be found in the appendix section of this manual. Further information about each report or form can be found throughout this manual.

ANNUAL REPORT AND COVER SHEET FORM

The annual report must be completed before the end of the calendar year. The deadline for submission of this report is December 1. If cooperative educational programs or conflicting schedules affect chapter elections, the officers are then encouraged to complete the report at an earlier date. The chapter annual report is an essential document for the chapter to evaluate its progress and successes, and it is also the primary documentation that informs the Society of the chapter's activities. If the annual report is not received by the deadline, the chapter will not be considered an active chapter for the following year.

AVS BUDGET ALLOCATION FORM

Student chapters may request further financial support from AVS by requesting funds through the AVS budgeting process. Chapters can submit budget requests for annual approval to the Chair of the Chapters, Groups, and Divisions Committee. Budget requests are normally due by November 1.

MEMBERSHIP REBATE FORM

To qualify for a student chapter rebate, a student chapter must be considered active. This means that the chapter submitted an annual report with supporting documents by the December 1 deadline. Dormant and inactive student chapters will not receive a membership rebate. Each student chapter will receive a \$10 rebate for each chapter member that is a student member of AVS. The chapter must submit this form to obtain its chapter membership rebate.

OFFICERS LISTING FORM

This form must be submitted with the chapter's annual report. The officers listing form is used to identify the newly elected officers for the upcoming year so that the AVS National Office can update its records. It is also used for notification of any changes that may occur during the calendar year.

ROSTER OF CHAPTER MEMBERS FORM

This form is used to provide student chapter member information. This form must accompany the membership rebate form for qualification of rebate.

STUDENT CHAPTER APPLICATION FORM

This form is used with the petition form when a new student chapter is being formed.

STUDENT CHAPTER PETITION FORM

This form is used with the Chapter Application when a new student chapter is being formed.

SYMPOSIUM TRAVEL SUPPORT REQUEST FORM

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. Use this form to request reimbursement of expenses. Request for reimbursement must be reviewed and approved by the chapter chair and adviser.

TRAVEL REIMBURSEMENT REQUEST FORM

The student chapter will reimburse the traveler for any reasonable expenses related to AVS business that received prior written approval by the student chapter's Executive Committee. Travel expenses in support of the chapter activities shall be planned in advance and budgeted. This form is used as a standard for any travel reimbursement request.

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 the chapter provides a plan for safely archiving the tapes, and for making them known and available to members. Use this form to submit request for video(s).

Operations and Organization—General

A key to managing and maintaining your student chapter is good organization. The structure of a student chapter shall be organized to best suit the student members and the departments. Chapters can include all students in their department as members, while others may include members from across several departments who are interested in AVS-related science and technical areas.

Some departments strongly encourage or require their students to be members of select societies. This is an easy way to recruit; however, it is more important to make sure that students realize the benefits of membership so that they will be involved. The advantage of department-wide chapters is that there is a strong presence of academia members involved as well as strong support for chapter meetings and activities.

Holding regular meetings and encouraging anyone who is interested to come is another way ensure a successful chapter. It is important to have well-run, effective meetings so that students don't feel that they are a waste of time. Effective chapter programs can encourage more students to get involved, thus increasing membership and interest. Chapters can hold luncheon meetings with a variety of topics throughout the year. Separate meetings can also be held for undergraduate and graduate students, each meeting with its appropriate topical content.

Operations and Organization—Calendar of Events

The following are two examples of an operational calendar that may be used as guides in planning for an effective student chapter year. Modification of the calendar to align with individual academic calendars is encouraged.

CALENDAR EXAMPLE 1—FALL ANNUAL BUSINESS MEETING AND ELECTIONS (PREFERRED)

Fall Calendar						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August:

- Fall mailing to all academic advisers and chapter chairs

September:

- Annual “Kick-Off” Event
- Executive Committee meeting
- First monthly chapter meeting
- Appoint Nominating Committee

October:

- Fall membership drive
- Executive Committee meeting
- Begin preparing annual report
- Monthly chapter meeting
- Finalize slate of candidates for election

November:

- Executive Committee meeting
- Continue working on annual report
- Annual business meeting
- Chapter election

December:

- Annual report due December 1
- Submit new officers listing information to AVS National Office
- Chapter annual social event
- Recognition of outgoing chapter officers
- Current officers orient their successors

January:

- New officers take office
- Chapter membership rebate transferred to chapter account
- Winter mailing to all academic advisers and chapter chairs
- Review chapter’s program for the upcoming months
- Executive Committee meeting

February:

- Executive Committee meeting
- Monthly chapter meeting
- Review by-laws

March:

- Executive Committee meeting
- AVS Distinguished Lecturer meeting

April:

- Spring mailing to all academic advisers and chapter chairs
- Executive Committee meeting
- Field trip/plant tour and monthly meeting

May:

- Executive Committee meeting
- Establish goals for coming chapter year
- Preparation of preliminary agenda for coming year’s meetings and activities

June-July:

- Finalize coming year’s program
- Make final room and speaker arrangements for September’s monthly meeting
- Plan and make arrangements for September “Kick-Off” meeting
- Plan recruitment effort

CALENDAR EXAMPLE 2—SPRING ANNUAL BUSINESS MEETING AND ELECTIONS

Spring Calendar						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August:

- Fall mailing to all academic advisers and chapter chairs

September:

- Annual “Kick-Off” Event
- Executive Committee meeting
- First monthly chapter meeting

October:

- Fall membership drive
- Executive Committee meeting
- Begin preparing annual report

November:

- Field trip/plant tour
- Executive Committee meeting
- Monthly chapter meeting
- Continue working on annual report

December:

- Annual report due December 1
- Chapter annual social event

January:

- Chapter membership rebate transferred to chapter account
- Winter mailing to all academic advisers and chapter chairs
- Executive Committee meeting
- Monthly chapter meeting

February:

- Executive Committee meeting
- Monthly chapter meeting
- Review by-laws
- Appoint Nominating Committee

March:

- Executive Committee meeting
- AVS Distinguished Lecturer meeting
- Finalize slate of candidates for election

April:

- Spring mailing to all academic advisers and chapter chairs
- Executive Committee meeting
- Annual business meeting
- Election of officers

May:

- Recognition of outgoing chapter officers
- Current officers orient their successors
- Submit new officers listing information to AVS National Office
- Establish goals for coming chapter year
- Preparation of preliminary agenda for coming years meetings and activities

June-July

- New officers take office
- Finalize coming year’s program
- Make final room and speaker arrangements for September’s monthly chapter meeting
- Plan and make arrangements for September “Kick-Off”
- Plan recruitment effort

Operations and Organization—Program

Development and execution of the chapter's program with a balance of meetings and events is critical to the vitality of the student chapter. Establishment of the chapter's program should include a mixture of technically and socially enhancing activities, appealing to the overall chapter membership.

The chapter's program should be planned in advance of the beginning of the student chapter year and should include monthly meetings, technical talks and presentations, field trips and plant tours, membership drives, recruitment activities, and social events.

Meeting dates should be established early and announced to the membership. Dates should be selected to avoid any possible conflict with holidays, midterms, exams, and university programs as well as meeting dates of regional chapters or other technical societies. It is also important that general meetings of the membership be held on a regular basis, like every first Wednesday of the month.

Successful technical programming demands a clear understanding of the technical interests and preferences of the student chapter members, innovative advance planning, and ready access to quality speakers and information sources. Some suggested chapter programs are as follows:

BUSINESS MEETINGS

Most of the administrative concerns are addressed at Executive Committee meetings. It is essential that the results of the issues addressed by the Executive Committee be reported on a regular basis to the chapter membership, either in summary report at general meetings, via a posting on the chapter's website, or by direct correspondence.

SOCIAL MEETINGS

It is desirable for student chapters to hold at least one primarily social meeting each semester (term). This could be a dinner meeting at which new officers are installed, a picnic in the fall or spring, or an informal gathering as part of a lecturer's visit to campus. As with all other events, arrangements and publicity should be considered well in advance of the planned event.

SPECIAL MEETINGS

Special meetings may be required in addition to, or in lieu of, regular meetings for a particular activity. For example, a lecture often must be planned around the lecturer's schedule, which may not allow the presentation to be made at a regular meeting. Further, particular business may require a prompt or "extra" meeting to deal with a specific matter.

JOINT MEETINGS

By communicating frequently with the regional AVS chapter, technical meetings may be jointly sponsored. Often, regional chapters bring in accomplished speakers, and there is no reason not to take advantage of those visits. Many chapters hold joint meetings with other societies having a common interest in a particular subject. At a joint meeting, chapter business of either society should be avoided or kept to a minimum.

LUNCHTIME MEETINGS

A regularly scheduled lunchtime discussion group can be an interesting and rewarding activity for a student chapter to organize. Typically, a member of the group decides on a current research article or some other article of interest from a journal or magazine and leads a group discussion on the article. The other members of the group are responsible for reading the article so stimulating discussion may take place. A different group member should lead the meeting each time so that many students have the chance to organize such a discussion meeting. Several student chapters have found meeting every other week to be most successful.

PLANT VISITS

Plant visits are typically among the most popular chapter programs from an attendance standpoint. Plant tours may be held instead of, or in addition to, monthly technical meetings.

AVS DISTINGUISHED LECTURER PROGRAM

The AVS has established a Distinguished Lecturer program, which supports outstanding lecturers for various AVS events and activities. The speakers identified in this program are select members of the AVS technical community and have been designated in this program because of the quality of their work, their outstanding knowledge, and their exceptional communication skills. The program honors these lecturers, and provides the AVS membership an exceptional opportunity to enhance chapter programs and other events. It is a service to the membership that should be used actively by student chapters.

STUDENT CHAPTER LECTURERS

Lectures by eminent professionals are one of the most common activities at student chapter functions. There are many other sources for lecturers, including student reports on research and thesis projects, academia member presentations on research or some general-interest topic, and lectures by members of the regional chapter. Providing opportunities for chapter members to present talks is an important function of a student chapter; it stimulates interest of the membership and provides opportunity for the speaker to gain experience and confidence in making public presentations.

CAREER DAY

A student chapter may host a career day, where speakers provide information concerning the professional opportunities in areas related to AVS. Students are eager to learn what kinds of jobs are available, and thus descriptions of job possibilities and the commensurate responsibilities, qualifications, and opportunities for growth are always of interests. Speakers can be found by contacting local potential employers.

AVS VIDEOTAPES

A number of excellent videos are available at no charge to student chapters. The chapter may wish to sponsor such movies occasionally for chapter members or the general campus community.

REGIONAL CHAPTER SYMPOSIUM

Some regional chapters have successful annual symposia in which students in the region are invited to participate. Work with your regional chapter and plan joint activities whenever it makes sense. Some of the activities at a regional chapter symposium for student members include competitions or contests, workshops, short courses, poster sessions, and socials.

Operations and Organization—Recruitment

The recruitment of new members for the chapter is the responsibility of every student chapter member. Some universities have well-organized events that give student organizations the opportunity to talk to new students or to publicize their activities. In other universities, it is up to the chapter to seek out and recruit new members.

Before creating a recruitment plan for the academic year, make sure that all members of the chapter are familiar with the benefits of membership. It will also be important to look at your own chapter and the department at your institution to identify the unique benefits of association with your group. Work with your department to identify students that may be interested in science and technical areas relevant to AVS either directly or indirectly.

All student chapters should plan creative, interesting activities during the membership drive. There are many ways to recruit new student members for your chapter. One of the most effective recruiting techniques is to be sincere and explain why you are an AVS student member. Whether you enjoy the chapter meetings and activities, discounts to conferences, the journal, or networking, let potential members know what student membership can do for them!

The following are some recruiting ideas:

- Take advantage of the membership programs and incentives offered by the AVS to encourage members to identify and recruit individuals who would benefit from association with the Society and the student chapter.
- Contact the university orientation office to see if there are any opportunities to talk to incoming first-year students. Chapter activities as well as AVS journals are important ways to learn about a field of study and possible careers.
- Are there areas where the chapter can post information about upcoming events and activities? The Student Union or gathering place at the university may have areas to leave a supply of applications or post information about chapter activities. This is also a good location for fundraising activities that make student aware of your chapter.
- Sometimes the best way to recruit new members for your chapter is to be involved on the campus or in your department. If you become involved with campus activities as a group, other students will become familiar with your name and your mission.
- Establish a program to recruit freshmen and sophomores. Be sure to re-enlist any students who were on your roster last year and who are still around this year.
- Obtain a list of students in similar majors from your academic adviser or registrar's office. Determine which students are not members and send them a personal letter inviting them to the next chapter meeting.
- Look for other students in your classes who are not yet members. Explain the benefits of student membership and what it can do for them.
- Request a membership listing of students in your geographical area that may be attending the university. Any AVS student members listed there, who are not members of your chapter, are marketing leads for your recruitment campaign. Bring a speaker to present an interesting topic. Have membership applications on hand for potential members. The speaker could be an academia member, a grad student with an interesting research project, or a professional in the area.
- Arrange for a professional from the regional chapter to speak on the current job market and opportunities.
- Find topics of interest for both graduate and undergraduate students if appropriate.
- Schedule a field trip or plant visit with a local company. This will often bring in a large number of students who may or may not be current members.
- Have a social function at the beginning of the semester. Present the benefits of student membership to potential members.
- Look at ways to partner with other technical and engineering societies on your campus for joint events. Let both chapters talk about opportunities in their societies.
- Work with your AVS regional chapter to plan technical programs that might be of interest to other students and academia members.
- Communicate electronically. Develop your own student chapter home page. This is a great way to show off the chapter's accomplishments and members. Keep your membership well informed of the chapter's activities and share the benefits of membership to potential new student members.
- Contact the AVS National Office for membership brochures, student chapter flyers and sample issues of the *AVS Newsletter* and *JVST* CD-ROMs, and then use them as promotional materials.

Operations and Organization—Communications

AVS NEWSLETTER

A chapter may promote an activity or special event, or share chapter news with the Society at large. The *AVS Newsletter* is published quarterly. Contact the AVS National Office with any relevant information you would like to be published and to determine deadline submission information.

WEBSITE

Chapters are encouraged to develop their own websites to promote their activities and the field of science and technical areas relevant to AVS. This is an excellent vehicle to effectively serve and communicate with chapter members and inform others of chapter activities. The chapter's annual calendar is an ideal way to communicate important dates to chapter members. In addition, a website provides a good tool for developing networking opportunities between chapters. For information about setting up home pages or access to logos and Society information, contact the AVS National Office.

MEETING AND ACTIVITY NOTICES

Chapters should initiate separate mailings informing chapter members of upcoming chapter meetings as well as promoting chapter activities or events. E-mail distribution is another effective way to inform members of these meetings and events.

Operations and Organization—Relationships

CONTACT WITH AVS NATIONAL OFFICE

There are many services and benefits available to student chapters that are provided through the AVS National Office. Two-way communication between the chapter and the national office is essential. AVS staff will maintain communication with the Chair of the student chapter as well as the academic adviser.

Student chapter responsibilities include the following:

- Submit the required chapter annual report
- Submit pictures and articles to be included in the *AVS Newsletter*
- Send updated chapter information regularly for permanent chapter files
- Encourage members to attend social meetings and events
- Notify the AVS National Office of any concerns

INVOLVEMENT WITH AN AVS REGIONAL CHAPTER

Where possible, the students should have both access to and involvement with practicing professionals through affiliate AVS regional chapters. The regional chapter provides the student chapter with examples of professional commitment and effective chapter management. This interaction also provides important opportunities to learn about potential careers in related fields.

Student chapter responsibilities include the following:

- Keep the members of the regional chapter informed of plans and activities
- Attend chapter meetings whenever possible
- Involve regional chapter members in student chapter meetings and activities
- Contact the regional chapter when a member or staff visit is scheduled

DEPARTMENT AND UNIVERSITY SUPPORT

The department and the university are important in the success of the student chapter. Recruitment activities for the chapter, as well as promotional opportunities, will be conducted through the campus. Interaction with academia beyond the adviser is also recommended for additional departmental support and contacts for the student members.

Student chapter responsibilities include the following:

- Keep department regularly advised of the student chapter's plans and activities
- Involve academia in chapter activities whenever possible
- Communicate with the department regarding Society activities and support

THE ACADEMIC ADVISER

The academic adviser plays a key role in ensuring the chapter's success. The student chapter officers and members must work closely with their adviser to plan for the success of the student chapter. The academic adviser will be able to offer guidance and advice as the chapter plans its activities.

Student chapter responsibilities include the following:

- Regular communication to receive updated materials and information
- Invite the academic adviser to all chapter meetings and meetings of the Executive Committee
- Continuously recognize the academic adviser for volunteering time and energy toward the success of the chapter

Operations and Organization— Interactions with Regional Chapters

AVS regional chapters help connect student members to the larger world of science and technology. Through contact with professionals at meetings, plant field trips, and social events, student members develop a sense of professionalism, gain more value from their AVS membership, and take an important step in establishing themselves in the AVS community.

Just as students benefit from the contacts and mentoring provided by AVS regional chapters, regional chapters benefit from young member involvement. After graduation, the AVS regional chapter will be the source of networking contacts, educational programs, skill development opportunities, and much more.

Students should take the initiative when interacting with regional chapters. To forge a strong connection, student members in your department should make local professionals aware of their needs and interests. Some regional chapters have already established mutually rewarding working relations with colleges in their area. Other may not be aware that there is a student chapter that wants to interact and cooperate with regional chapters and professionals.

Don't wait for the regional chapter to contact your student chapter. Here are ways to make the connection, including ideas for joint student chapter/regional chapter activities:

- Put regional chapter leaders on your chapter mailing list, and make sure that your chapter is on their newsletter mailing list.
- Post regional chapter meeting notices in your department and encourage students to attend. Have a student presence in the regional chapter. Meet professionals from all area companies.
- Work with regional chapters to plan at least one event per year. The event may include job-readiness workshops, career panel discussions with recent graduates, presentation of student papers, motivational speakers, and awards.
- Invite regional officers and professional members to hold a monthly meeting at your university. This offers them a low-cost meeting venue and access to students. Some regional chapters may be able to cover the cost of student dinners.
- Invite local professionals to visit your labs, and get them to arrange a student tour of one of their company facilities.
- Invite regional chapter leaders to fun events, such as department picnics, tours, science fairs, and community outreach activities.

- Arrange a student presentation night at the regional chapter's meeting, where chapter members present research and AVS competition papers. This allows students to practice presentation skills and receive constructive feedback from local professionals.

Regional chapters can offer additional support to student chapters. Consider some of the following opportunities.

- Regional chapter leaders may be allies in fundraising. Contact regional chapter leaders to assist in identifying companies and donation coordinators. Regional chapters may also be able to provide contributions to help support student chapters.
- Regional chapter professionals may make excellent guest speakers for student chapter meetings. Contact the regional chapter leaders to ask about recommended speakers who are experts in given topics.

Financial Matters—General Information

All AVS chapters are alike and are entities of AVS. They are financially accountable for their operations and are expected to comply with all financial regulations of the AVS. 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, and committees) are equally and independently responsible for ensuring conformity with the rules that govern 501(c)(3) organizations. Student chapters shall be sensitive to the fact that any violation of 501(c)(3) regulations can jeopardize the tax status of the entire AVS.

Financial Matters—Chapter Account

The student chapter financial account is to be managed at the AVS National Office. This will be the student chapter's primary banking account. The Treasurer of the student chapter is to work closely with the AVS National Office. All cash receipts and disbursements are to be handled through the AVS National Office. Any request for funds by the student chapter can be requested by e-mail, fax, or phone. The disbursement schedule is the 1st and 15th or the week day closest thereto of every month. Requests for funds should be timed to meet either of these dates. Emergency disbursements can, however, be made outside this normal schedule. Allow two to three business days for receiving requested funds. Funds can be expedited and sent for next day delivery.

Each month or as requested the AVS National Office will supply the student chapter treasurer and primary academic adviser with a monthly statement showing all receipts of disbursements and income received for a given period. This may be done by email or postal mail. Regardless of the fact that the AVS National Office is managing the chapter's account, the student chapter Treasurer is ultimately responsible for making sure that account information is kept current and accurate.

The student chapter may elect to open a separate banking account to handle local deposits and for disbursement of small amounts of cash for local activities or events such as payment for refreshments at a chapter meeting. The student chapter Treasurer, academic adviser, and AVS Treasurer must be cosignatories on the bank account. The chapter and AVS National Treasurer shall agree on the maximum amount this secondary account shall maintain at any given time. The amount will depend on the chapter's size and program activities. Any amount exceeding the set limit shall be forwarded to the AVS National Office and deposited into the chapter's primary account. Other alternatives to having cash locally available are to (1) request a cash advance for a particular upcoming event or activity, and (2) academic advisers, officers, or educational departments can pay upfront and then request reimbursement from AVS.

If the student chapter decides to open a secondary bank account, then the AVS Treasurer must serve as a cosigner on the banking account. All such accounts should be reconciled on a monthly or quarterly basis, and a copy of the reconciliation report filed with the Financial Assistant at the national office. This is a safety procedure to protect both the sub-organizational units and AVS should a chapter be dissolved or should some event prevent the Chapter from accessing the account. It should be stated that this is for protection, and the primary access and responsibility of the student chapter and budget lie with the particular organization. In addition, each chapter must prepare and submit along with their annual report the annual Statement of Cash Receipts and Disbursements for this secondary account. A copy of this form is located in Appendix G of this manual. To aid in completing the form, it is important that each chapter maintain its detailed financial records to conform to classifications of cash receipts and cash disbursements shown on the form. The purpose of the Statement of Cash Receipts and Disbursements is to (1) make AVS aware of the financial activity of each student chapter on an annual basis, and (2) enable the AVS National Office to file with the IRS.

Financial Matters—Support and Allocations

AVS provides student chapters with financial support through initial chapter start-up funds, chapter membership rebate, and travel support to attend the international symposium. Additional financial support may be acquired from the university through the academic departments and from your AVS Regional Chapter. Involvement with your regional chapter is the key to the overall success of your student chapter. The Student Chapters derive the majority of their income from chapter meetings, special events, and

fundraising activities. Fundraising efforts are one of the most common sources of income for a student chapter and can be a lot of fun. The possibilities here are limited only by the imagination of the chapter members. Some of these can include but are not limited to:

- Sales of AVS merchandise
- Raffle of gift certificates or tickets to special events
- Refreshment, cooking, or baking gatherings,
- Carwash
- Golf and sports tournaments

Advertising the student chapter with the AVS logo is a great way to raise funds and provides the Chapter greater recognition.

Another source of possible funding is your student organization office. Most campuses allow student groups to petition the institution, often through its student government, for a share of the student activity monies. Recognition and funding by the institution may require modifications in the student chapter by-laws to accommodate school restrictions. Please keep in mind that by-law changes must be reviewed and approved by AVS before adoption by the chapter.

Student chapters may request further financial support from AVS by requesting funds through the AVS budgeting process. Chapters can submit budget requests for annual approval to the Chair of the Chapters, Groups, and Divisions Committee and are authorized to incur expenses included in this approved budget. To meet the regional chapter's planning cycle, annual budget requests are normally due by November 1 (the cycle used by all AVS operational units). A copy of the Budget Allocation Request Form is included in Appendix K of this manual. New or separate allocations require approval by the Board of Directors. Chapters are encouraged to request allocations in support of activities for revitalizing the entity, providing service to members, and increasing chapter membership and participation.

Financial Matters—Responsibilities

AVS student chapters' responsibilities are as follows:

1. The student chapter Treasurer has the responsibility and accountability for income, expenditures, records, and reports.
2. Any student chapter that opens a secondary account and thus collects, holds, or disburses funds on behalf of the Society, or any of its committees, must submit an annual Statement of Cash Receipts and Disbursements.
3. Chapter funds will be accounted for in the Society's IRS return through the AVS Treasurer.
4. AVS policy requires cosignature from the appropriate National Officer (Treasurer, Meetings Manager) for any contract that the student chapter signs on behalf of the Society that identifies the National AVS as the promissory.
5. Student chapter Treasurer must include an IRS Miscellaneous Income (1099-MISC) form for any stipends awarded exceeding \$600 for a given year. (See Appendix O Financial Matters, Opportunities, and Obligations)
6. Any 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. Solicitations of donations of small magnitude for a goal of a specified time do not require AVS Board of Directors approval.
7. Upon dissolution of a chapter or revocation of a chapter's charter, all assets of the chapter shall be forwarded to the AVS National Office for final disposition. Any amounts owed to the school association shall be reimbursed by the Society.

In addition, the chapter is also responsible for any audits that may be conducted by an AVS Auditor. To facilitate such an audit if requested, it will be necessary for the chapter Treasurer to supply the following material to the AVS National Office for the audit:

1. Check register listing all checks written during the audit year requested
2. Ledger record (if available)
3. All bank statements for all chapter bank accounts including the annual 1099-INT statement(s)
4. Canceled checks if provided by the bank or equivalent
5. All invoices for which checks have been issued
6. All deposit slips for bank deposits
7. Treasurer's reports to chapter Executive Committee meetings
8. Minutes of chapter Executive Committee meetings

All material will be returned upon completion of the audit, which should be March or early April. It is recommended that materials be sent to the AVS National Office using FedEx or UPS to minimize any possibility of loss in the mail. If the Chapter does not have a secondary bank account, then the majority of the information being requested for the audit already resides at the AVS National Office since they manage the primary bank account for the Chapter. Contact the AVS National Office if there are any questions.

For further information on AVS financial matters, opportunities, and obligations, see Appendix O of this manual. This information was obtained from the Policy and Information Manual for AVS Chapters, Technical Groups, and Divisions and covers such topics as (1) finances and allocations, (2) relationship to AVS National Treasurer, (3) insurance and contracts, (4) IRS notifications, and (5) areas of concern. Each student chapter shall have a copy of the latest edition in their possession and any questions concerning this manual shall be referred to the AVS Chapters, Groups, and Division Chair, or to the AVS National Office.

Financial Matters—Travel Reimbursement

The student chapter will reimburse the traveler for any reasonable expenses related to AVS business that received prior written approval by the executive committee. Travel expenses in support of the student chapter activities shall be planned in advance and budgeted. Should a Chapter Chair wish to attend an AVS Board Meeting but does not have the available funds within their respective budget, he/she must first contact the Chapters, Groups, and Divisions Chair and the National Treasurer to secure reimbursement.

Since the intent of a travel expense policy is to minimize costs to the Society, every effort should be made to reduce costs both at the planning level and during actual travel. A general travel reimbursement request form is included in Appendix M of this manual.

If the traveler is aware in advance of any unusual expenses, the traveler should discuss and receive approval for the expenses before the trip from the academic adviser and Executive Committee. The following items are intended to be guidelines to identify reasonable expenses:

1. Requests for reimbursement for air travel should not exceed roundtrip economy or tourist class airfare. For example, most airlines have a seven-day advance purchase fare that is discounted, refundable, and allows for a change of itinerary. Whenever possible, low-cost restricted fares purchased 14 or more days in advance should be booked. However, if the traveler has purchased a restricted fare ticket and has a valid reason for canceling the trip or changing the itinerary, the AVS will reimburse the traveler for any penalties. Receipts for airfare must be attached to the letter requesting reimbursement, as well as receipts for transportation to and from the airport by limousine or public transportation, for charges exceeding \$25.
2. Costs for reasonable expenses may be claimed on a daily itemized basis. Receipts for hotel accommodations and receipts for any single item exceeding \$25 must be attached to the letter requesting reimbursement.

3. In general, an individual will be reimbursed for travel for up to one day in addition to the number of days that are required to be in attendance at the AVS meeting. If it can be demonstrated that extra days of travel will reduce the cost of the trip, such as staying over a Saturday night to obtain reduced airfare, then an individual will be reimbursed for expenses incurred for the extra days of travel.
4. Expenses for transportation by privately owned car will be reimbursed on a mileage basis at the IRS allowed rate (determine current rate or contact the AVS National Office), plus tolls and parking. However, total claims, including in-transit expenses, should not exceed the cost of air travel to the destination as determined under guideline two (2).
5. Reimbursement for use of rental automobiles may be provided if public transportation or limousine service is not available or if the overall cost is less expensive. Reimbursement for the use of a rental car must receive written approval before the trip from the Executive Committee. The car rental receipt must be attached to the letter summarizing expenses.
6. Expenses of authorized travel for any individual traveling on AVS business will be reimbursed upon receipt of a letter signed by the traveler that lists the expenses with appropriate receipts. Expense accounts to attend committee meetings should be submitted to and approved by the committee chair before their submission to the AVS National Office.
7. The traveler or committee chair should send the reimbursement requests to National Treasurer, AVS, 125 Maiden Lane, 15th Floor, New York, NY 10038. These requests should be made promptly (within 30 days) following the meeting to allow the AVS to complete their accounting. Expense forms may found in the appendix section of this manual or can also be downloaded from the AVS website (www.avs.org).

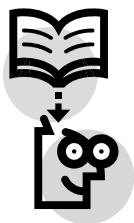
Financial Matters—AVS International Symposium Travel Support

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. AVS will reimburse for reasonable expenses related to attending the AVS International Symposium. AVS travel expense policy is to minimize costs to the Society. Every effort should be made to reduce costs both at the planning level and during actual travel.

To obtain reimbursement of expenses, the student chapter must complete and submit the AVS International Symposium Travel Support Form located in Appendix L of this manual. Travel reimbursement can be distributed among several individuals. The minimum amount that any one person will be reimbursed is \$100. Request for reimbursement must be reviewed and approved by the Chapter Chair and Adviser. Upon receipt of this form along with the supporting documentation the individual student(s) will then be reimbursed. No payment will be processed without supporting documentation as outlined in the “Travel Reimbursement” section of this manual. Reimbursements will be made payable to the student(s) directly. The Chapter Chair and Adviser will receive acknowledgement of such payment(s).

Advance payments will be made only in exceptional circumstances. In such instances, the student Chapter Chair and Adviser should discuss the situation and submit their request for consideration to the Chapters, Groups, and Divisions Chair.

Useful Information and Support—Frequently Asked Questions



Q1: Why belong to an AVS student chapter?

A1: Students and academia in educational programs related to science and technical areas relevant to AVS are encouraged to consider establishing a student chapter at their institution. Students in a variety of academic and technical programs will benefit from access to Society information and benefits as well as association with other students, educators, and professionals with common interests. Student Chapters provide university students an excellent opportunity for career and professional development.

Q2: What are the benefits of joining an AVS student chapter?

A2: Student chapter members are entitled to many benefits, including: (1) networking with other students and professionals, (2) leadership development, (3) complimentary membership for newly joined student members of AVS, (4) chapter start-up funds, (5) travel support to attend the AVS International Symposium, (6) AVS Distinguished Lecturer support, and (7) services and support from the AVS National Office.

Q3: How do I form a student chapter?

A3: This is relatively easy. Recruit at least eight AVS student members and an academic member who is willing to serve as an adviser. Organize a meeting and elect officers. Then submit the following information to the AVS National Office for AVS Board of Directors approval: (1) Letter of intent, (2) Student Chapter Application, (3) Student Chapter Petition, (4) a copy of the proposed by-laws, and (5) a roster of members, including a list of officers and the academic adviser. Instruction and samples are provided in this manual.

Q4: Do all students have to become AVS student members?

A4: Yes. Students will receive full membership and enjoy benefits upon joining the AVS.

Q5: What's the difference between a regional chapter and a student chapter?

A5: Both exist to encourage interdisciplinary communication about science and technical areas relevant to the AVS. However, student chapters are student organizations at a specific university and Regional Chapters are within a geographical area and serve professional members as well as student members.

Q6: Are there any benefits to the academic adviser?

A6: Yes. Academic advisers will receive complimentary membership to AVS. A maximum of two academic advisers per student chapter receive complimentary AVS membership. Both advisers must take an active role in support of their student chapter.

Q7: How do I qualify for travel reimbursements to the AVS International Symposium?

A7: According to AVS guidelines, the student chapter must submit a request form with supporting documentation to AVS. Chapters are eligible for reimbursement amounts up to \$500 per calendar year, which may be allocated to just one or more than one student chapter member.

Q8: How does the chapter membership rebate program work?

A8: A chapter membership roster must be submitted along with the annual report (due by December 1). The chapter will receive a \$10 rebate for each chapter member who is a student member of AVS.

Q9: How can we recruit new members for our chapter?

A9: One of the most effective recruiting techniques is to be sincere and explain why you are an AVS student member. Whether you enjoy the chapter meetings and activities, discounts to conferences, the journal, or networking, let potential members know what student membership can do for them. For more information please reference the Recruitment section in this manual.

Useful Information and Support—AVS Contact Information

For: General AVS Information
Contact: AVS National Office
125 Maiden Lane, 15th Floor
New York, NY 10038
Phone: (212) 248-0200
Fax: (212) 248-0245
E-mail: avsnyc@avs.org
Web: <http://www.avs.org>

For: AVS Membership Services Coordinator
Contact: Angela Klink
AVS Member Services Coordinator
125 Maiden Lane, 15th Floor
New York, NY 10038
Phone: (212) 248-0200, ext. 221
Fax: (212) 248-0245
E-mail: angela@avs.org

For: AVS Newsletter
Contact: Della Miller
Marketing Communications/Events Manager
AVS West
110 Yellowstone Dr., Suite 120
Chico, CA 95973
Phone: (530) 896-0477
Fax: (530)-896-0487
E-mail: della@avs.org

For: AVS Financial Operations Coordinator
Contact: Peter Burke
AVS National Office
125 Maiden Lane, 15th Floor
New York, NY 10038
Phone: (212) 248-0200, ext. 224
Fax: (212) 248-0245
E-mail: peter@avs.org
Web: <http://www.avs.org>

Useful Information and Support— Services and Support from AVS National

Student chapters may receive several means of support from AVS National. These include the availability of mailing and e-mail lists, help publicizing activities, and many services as requested. Student chapters should be aware that the AVS National Office is available to assist, and chapters are encouraged to make use of these valuable services.

PUBLICITY

Student chapters are encouraged to publicize their activities, events, or other information as well as student articles of interest to the AVS membership. The *AVS Newsletter* is mailed to the entire society membership on a quarterly basis. Deadlines for newsletter submissions are the first of February, May, August, and November. Information should be sent to Della Miller via e-mail at della@avs.org. You can also fax the information to 408-246-7700. If you have any questions, please call Della at 408-246-3600.

MEMBERSHIP LISTS AND MAILING LABELS

Any student chapter can request a mailing list from the Society's membership lists for use in notification or advertising. Mailing labels can be requested to be sorted by chapter, geographic location, and other ways. When multiple areas are requested the lists are merged and purged to eliminate any duplicates. Lists can be requested in alphabetical order or by zip code on pressure sensitive or cheshire labels. Request for labels should be directed to the AVS National Office. Should a chapter want to make a list swap with a related organization this must be receive approval from the AVS National Office.

E-MAIL DISTRIBUTIONS

Mass e-mail distributions are also accessible through the AVS National Office. Any student chapter can request an e-mail distribution of a message advertising an AVS event or activities. The AVS has some sensitivity about the proliferation of e-mail material. Existing AVS e-mail lists are maintained and controlled by the AVS National Office.

WEBSITES

The AVS encourages the student chapters to establish their own websites. For example, many regional chapters already use this electronic communication vehicle to effectively serve their membership and to inform others of their activities. The organization of a website can be facilitated through the AVS National Office. Student chapters are encouraged to contact the AVS National office for guidance and assistance on establishing and maintaining AVS-related websites.

STUDENT MEMBERSHIP APPLICATIONS

AVS membership applications are available on request through the AVS National Office, or via the AVS website. A supply of applications will also be sent to the academic adviser in the fall (August) mailing. The easiest method for students to join AVS is by going online at www.avs.org.

AVS DISTINGUISHED LECTURER PROGRAM

The AVS has established a program that supports outstanding lecturers for various AVS events and activities. The speakers in this program are select members of the AVS technical community, and have been designated in this program because of the quality of their work, their outstanding knowledge, and their exceptional communication skills. The program honors these lecturers, and provides the AVS membership an exceptional opportunity to enhance local programs and other events. It is a service to the membership of the Society and should be used actively by chapters, groups, and divisions. These vital AVS segments are also requested to identify potential lecturers who should be recognized through this program. For information, please consult the AVS website (www.avs.org) or contact the AVS National Office.

AWARDS AND SCHOLARSHIPS

The AVS considers regional chapter and division awards and scholarships to be a vital service to the Society membership and encourages this activity. These awards are especially effective in encouraging the participation of students and younger members of the Society in various meetings and activities. Because of the importance of ensuring that awards and scholarships reflect positively on the Society, the sensitivity to legal aspects, and the sensitivity to the tax-exempt status of the AVS, policies and procedures have been established to govern such activities.

- Awards for student scholarships, local science fairs, prizes for student paper, or financial support for students to participate in regional meetings or the International AVS Symposium are made at the discretion of the Chapters, Groups, and Division Committee. Approval by the AVS Board of Directors is needed only if the funds are part of an annual budget request to the National AVS organization.
- Any award, prize, or scholarship has to have a formal definition protocol (purpose, eligibility, application/nomination procedure, selection process). No such award, prize, or scholarship can be made to any person or relative of a person who is involved in the selection process. This includes any student working under the supervision of any person involved in the selection process.
- The award or scholarship announcement (e.g., nomination or application process) should be published in advance via the *AVS Newsletter* or appropriate website.
- The AVS Scholarships and Awards Committee have the responsibility for awards, scholarships, and prizes bestowed by the AVS National. Chapter, group, and division programs are generally independent of these. The value of an award or prize given by a chapter, group, or division cannot exceed a maximum amount established by the AVS National organization.

For more information see the Policy and Procedures Manual for AVS Chapters, Technical Groups, and Divisions.

SHORT COURSES

Short courses are a major outreach activity of the AVS to its membership, as well as to other members of the technical community. The AVS policy and procedures relating to short courses are included in the Policy and Procedure Manual for AVS Chapters, Technical Groups, and Divisions. The AVS Short Course Executive Committee maintains responsibility and oversight for the AVS Short Course Programs. In general, two modes of offering short courses on a local level are possible. They are as follows:

1. **Cosponsorship with AVS National:** These courses are selected from the National AVS offerings and are scheduled in collaboration with the National AVS Short Course Executive Committee. Program logistics (registration, short course fees, instructors, notes, certificates, etc.) are handled by the AVS National Office. Local arrangements are generally established in collaboration with the regional Chapters. The benefits include the use of the full-force in advertising and scheduling by the AVS National Office and the financial distribution (40% of the revenue after expenses to the Chapter/Division; in the event of a revenue loss, the AVS assumes full financial responsibility).
2. **Sponsorship by the chapter and division:** In this case, the logistics are handled completely by the regional chapters, although the AVS National office does support *AVS Newsletter* announcements and mailing lists. The regional chapter or division must notify the Short Course Executive Committee at least two months in advance of the intended program, the dates, and the courses, to avoid conflicts with National programs. The regional chapter or division assumes responsibility for income losses. The chapter or division must also submit an annual report, summarizing courses, instructors, income and expenses. The chapter or division assesses a surcharge on net profits, based on the size of each short course program. This surcharge program is established by the Short Course Executive Committee and is detailed in the Guidelines for Revenue Allocation for Short Courses (See the Policy and Procedures Manual for AVS Chapters, Technical Groups, and Divisions). Any further questions should be directed to the Chair of the Chapters, Groups, and Divisions Committee or Chair of the Short Course Executive Committee.

AVS NEWSLETTER AND JVST CD-ROMS

Student chapters may receive additional free copies of the *AVS Newsletter* and *JVST* CD-ROM to use in promoting AVS student membership. AVS may also supply additional quantities of other AVS publications, for special events or marketing promotions.

AVS VIDEO PROGRAM

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 the chapter provides a plan for safely archiving the tapes and for making them known and available to members. Topics include the following:

- Properties of Vacuum System Materials
- Sputter Deposition and Ion Beam Processes
- Fundamentals of Capture Pumping
- Introduction to Leak Detection

Other topics may be available. Please contact the AVS National Office to check on the latest list of available videos. To receive a collection of these videos, complete and return the AVS Video Request Form found in Appendix N of this manual.

MARKETING AND IN-KIND SUPPORT

At AVS we understand the importance of marketing and promotion. So if there is anything extra we can do to help make your student chapter more successful, please let us know. AVS can furnish the following kinds of services to chapters:

- Brainstorming on new activities and promotions
- Prizes for use in raffles and auctions
- Certificates for award presentations
- Signs for meetings
- Mailing lists and statistical reports
- AVS Traveling Booth

Useful Information and Support—Running an Effective Meeting

Any meeting planned by the student chapter should have a clear purpose. Setting an agenda, communicating it to the participants, and running an organized gathering will help to make a smooth meeting and will eliminate any wasted time.

PLANNING IT

- Determine the purpose of the meeting
- Select location
- Prepare and distribute agenda, preferably one week in advance
- Prepare visual aids
- Arrange for equipment if necessary

Using an agenda will help your meetings run more smoothly. Your members will know what to expect and you will cover all items that need to be addressed. Make sure that everyone attending the meeting understands what is to be accomplished. You may want to attach a time limit to each area to keep the meeting moving through the agenda.

Example of a typical meeting agenda:

- I. Call to Order
- II. Minutes from Last Meeting
- III. Officers' Reports
- IV. Committee Reports
- V. Special Business
- VI. Old Business
- VII. New Business
- VIII. Announcements
- IX. Adjournment

RUNNING IT

- Arrive early. Check for seating arrangement, A/V equipment setup, lighting, and environment.
- Start the meeting on time.
- Ensure that minutes are being taken or recording is being made.
- Introduce yourself. Welcome members and guests.
- Make announcements such as locations of restrooms, and general procedures for the evening.
- Announce next meeting time and place if appropriate.
- Review agenda for the meeting. Also review the topics, program, and timing, and revise as necessary.
- Address agenda items in order. Allow thorough discussions, but keep them brief and to the point.
- Permit minimal wandering, rambling, and repetition.
- Keep the meeting focused and moving forward.
- Recognize when it's time to close, and make a smooth transition to closure.
- Summarize at the end of a meeting.

Useful Information and Support—Keeping Meeting Minutes

AVS highly recommends that you keep accurate records of all meetings. Whether you are keeping the minutes or reviewing them, certain elements are important.

PURPOSE OF THE MINUTES

Minutes are records of meetings and the actions taken in them. Minutes are not a verbatim transcription of every word spoken. They are a concise documentation of the essential matter discussed, a means of record keeping or history taking. Avoid the use of abbreviations for special groups or projects.

The following is information that should be included:

- Name of the organization holding the meeting
- Type of meeting
- Location, date, and time
- Presiding officer's name and title
- Names of those present, or number for large meetings
- Reports presented
- Unfinished business
- Elections: candidates and results
- New business, motions made and resolutions adopted, including names of persons making and seconding them
- Date, location, and time of next meeting

Copies of information handed out at the meeting should be attached for file, such as letters, project outlines, financial information, and reports.

The minutes are a brief, factual record of a meeting and should contain no editorial comment by the Secretary. Be objective. There should be no reference such as "heated debate," "moving address," or "lengthy discussion."

After the minutes are written:

- Minute book should be maintained, which should include a copy of the organization charter, by-laws, policies, and procedures.

- Minutes should be checked for accuracy by the presiding officer, then reproduced and distributed before the next meeting. This avoids using time at the next meeting to read them. Once the minutes have been approved at the next meeting they should be signed by the presiding officer and the recording secretary. Minutes should never be changed or rewritten, or updated with information available after the meeting to which they refer.

Useful Information and Support—Making Presentations

BE PREPARED

- Research the topic thoroughly.
- Explore all options. As a committee chair you are the expert on your topic.
- Determine conclusions before coming to the board meeting. Brainstorming should be done in committees or subcommittees; you are expected to bring final decisions or recommendations to the Board and membership.
- Identify pros and cons and anticipate likely questions from the Board membership. This also helps avoid unexpected surprises during presentation.

BE READY

- Chair should make the main presentation, perhaps having a few committee members reporting specific points of research they have done.
- Have copies of essential information for everyone.
- Arrange for easels, viewgraph projectors, and other visual aids as necessary.

BE ORGANIZED

- Have a clear purpose in mind.
- Proceed in a clear and logical manner. State the conclusion, background information, and reasons for arriving at that conclusion.
- Entertain questions.
- Restate conclusion and suggest implementation or action.

BE PROFESSIONAL:

- Recommend but don't oversell or advocate. Your objectivity will be questioned and will reflect upon your conclusion.
- Don't take negative responses or criticism personally; it is the issue being discussed, not the presenter. No matter how the discussion or vote goes you will be comfortable with the knowledge that you have presented well the conclusions of your committee, which were reached through good research and clear thinking.

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 C

STUDENT CHAPTER PETITION FORM

To: AVS Board of Directors

We the undersigned students of _____ University petition the AVS Board of Directors to be granted an AVS Student Chapter Charter.

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

The following individuals are members of AVS and will constitute the initial membership. A minimum of nine names is required (eight AVS student members and at least one regular member who will serve as an adviser).

Please Print Name:

Signature:

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_____	_____

SUBMIT WITH THE STUDENT CHAPTER APPLICATION 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:
Fax:
E-mail:

Name:
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E-mail:

Name:
Student or Regular Member:
Address:
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.