

SMTA Student Chapter Bylaws

Article I Organization

This chapter shall be known as (name) University Student Chapter of SMTA-Surface Mount Technology Association and shall be an extension of the national organization and subject to its Bylaws.

Article II Objective

The purpose of this chapter shall be the advancement of the industry and dissemination of knowledge relating to all forms of surface mount technologies, advanced packaging, and other emerging technologies.

Article III Membership

The membership of the chapter shall include all student members in good standing with the SMTA who attend (name) University either as undergraduate or graduate students.

Article IV Faculty Advisor

1. A faculty member who is a regular member of SMTA in good standing shall be approved by the Student Chapter Committee to act as Faculty Advisor to the Chapter.
2. The Faculty Advisor shall approve all communications between the chapter and SMTA Headquarters.

Article V Chapter Executive Council

1. The governing body of this chapter shall be known as the Executive Council and shall be composed of the officers and the faculty advisor (as an ex-officio member).
2. Each officer shall have only one vote.
3. The Executive Council, acting for the chapter, shall hold all chapter property and funds, shall be responsible for the chapter budget, shall administer all chapter affairs, and shall maintain surveillance over all chapter activities.
4. If considered appropriate, a Council member may invite guests to attend Executive Council meetings. Such guest, however, shall have no vote and shall participate only as requested by the Council. It shall be the prerogative of the Executive Council to determine the duration of guest visits.
5. Meetings of the Executive Council shall be held at such times as may be found necessary. Executive Council meetings may be called at the request of a chapter officer. Notices of all officer meetings shall be sent to all officers at least one week prior to the date of the meeting stating the time, place and business of the meeting.

Article VI Nomination, Election and Tenure of Chapter Officers

1. Nominees for chapter officers will be selected at a meeting of the general chapter membership immediately prior to holding the election.
2. Elections shall be held within the last month of the spring school term. Election of officers will be by simple majority vote, with one-half of the regular chapter membership constituting a quorum.
3. The term of all elective offices is one year. No officer may succeed himself or herself more than one time for the same office for a maximum of two consecutive years.
4. All candidates for office shall be members in good standing of the Association.
5. A vacancy in the office of the President shall be filled by the Vice President, who shall serve out the remainder of the President's term. A vacancy in the office of Vice President, Secretary or Treasurer, shall be filled by presidential appointment, with the advice and consent of the Executive Council.

Article VII Duties of Officers

President: The President presides at all meetings of the chapter and arranges for the holding of chapter meetings. The President shall present an annual report on the status of the chapter to the membership at the first general meeting following the end of each academic year. This report should include a summary of accomplishments of the chapter during the past year and a discussion of plans for the coming year.

Vice President: The Vice President shall perform all the duties of the President in the event of the President's absence. The Vice President shall execute all special projects assigned by the President. The Vice President shall serve as Program Chair for all regular chapter meetings and shall act as the Chapter Membership Chair.

Secretary: The Secretary shall maintain a roster of all members of the chapter, keep minutes of the meetings of the chapter, and announce the general meeting. In concert with the President, the Secretary is responsible for the preparation and filing of all general correspondence of the chapter. The Secretary shall maintain the general records and history of the chapter. In the absence of a Publicity Chair, the Secretary shall assume these duties. The Secretary shall also serve as correspondent to the Association.

Treasurer: The Treasurer shall receive all monies paid into the chapter and pay out funds as are authorized by the officers. The Treasurer shall file a copy of all chapter financial reports and budgets with the Executive Administrator of the SMTA. The Treasurer shall make a current financial report at every regular Executive Council meeting and at such other times as may be directed by the President.

Article VIII Committees and Assistants

The President shall establish special committees as the need arises and appoint chairs for each. Committee chairs are empowered to select members for their committees as needed. If considered practical, the President may also appoint assistants to help any elected officer in the performance of his/her assigned duties. In such cases, however, responsibility for accomplishing these duties will remain with the elected officer. All committee members may either be appointed to serve periods of time or to serve until their duties have been duly executed, as appropriate.

Article IX Definition of "Year"

In these Bylaws, the term "year" shall be the academic year, as defined in the current (name) University Catalog.

Article X Amendments to Bylaws

The SMTA Board of Directors may propose amendments to these Bylaws from time to time to improve the operations of the Association.

Any three chapter members may also propose amendments to these Bylaws. The chapter officers shall review each amendment proposed and shall submit their recommendation to the SMTA Board of Directors.

Provided the SMTA Board of Directors approves of the proposed amendment, the proposed amendments together with a letter ballot shall be distributed four weeks prior to the final date of balloting to all student chapter members on record. Results of the ballot are to be reported by the Secretary to the student chapter membership and the Executive Administrator of the Association.

Article XI Meetings

The chapter shall hold not less than three technical meetings during the academic year. Meetings of the officers shall be held at such times as may be found necessary. Chapter officer meetings may be called at the request of a chapter officer. Notices of all officer or chapter meetings shall be sent to all chapter officers or members at least one week prior to the date of the meeting. These notices shall contain a full statement of the time, place and business of the meeting.

Article XII Dissolution of the Chapter

Any chapter may be dissolved by the SMTA Board of Directors if it becomes inactive by not holding at least three meetings during the school year, unless such non-holding of meetings has been due to factors beyond the control of the chapter. When the chapter ceases to exist as defined above, all funds remaining in the Treasury of the chapter shall revert to SMTA and become part of the general fund of the Association.