

# **SMTA Student Chapter Guidelines and Bylaws**

The mission of SMTA Student Chapters is to build a network of students and professionals and to create learning opportunities for students to develop skills and knowledge necessary to work in electronic assembly technologies and related business operations.

## **STUDENT CHAPTER PROGRAM ORGANIZATION**

The Student Chapter Committee Chair, a position that reports to the SMTA Vice President of Membership, is responsible for the overall student chapter program. The Committee Chair establishes, implements, and directs developing programs with the help of the members of the Student Chapter Committee.

## **STUDENT CHAPTER OVERVIEW**

A student chapter may be established at any post secondary school that supports SMT, microelectronics, electronic packaging or related subjects, where a minimum of five student members hold SMTA memberships. The Student Chapter Start-Up Application form must be filled out and returned to SMTA Headquarters.

Student members receive the benefits of regular SMTA members, with the exception of voting privileges. Student membership is \$5.00 per year. Student members may join on-line at [www.smta.org](http://www.smta.org).

To assist the Student Chapter financially, the SMTA rebates one-half of each new student membership fee (\$2.50) back to the chapter. The SMTA will also provide a \$100 per year Activity Grant to the student chapter for operating expenses providing the student chapter meets the required criteria for an active chapter.

Each Student Chapter needs an Advisor (faculty member) who provides continuity and direction to the chapter and who serves as the link to the Student Chapter Committee and SMTA Headquarters. The Advisor must be an SMTA member.

Student members are encouraged to participate in local SMTA chapter meetings, facility tours, lectures, and other SMTA activities.

Local SMTA chapters are encouraged to support the establishment and enhancement of student chapter activities.

## **STUDENT CHAPTER BENEFITS/OPPORTUNITIES**

Leadership skills:

Develop leadership skills by serving as a student chapter officer.

#### Hutchins Educational Grant:

Students pursuing an advanced degree have an opportunity, on a yearly basis, to apply for the \$5,000 Hutchins Grant.

#### Employment Opportunities:

Students have the opportunity to post their resume on the SMTA web site as they begin looking for job opportunities.

#### Finances:

Each Student Chapter will receive a rebate for each new student member recruited. They will also receive a stipend annually for operating expenses.

#### Publications:

Each chapter will be issued a set of the Proceedings from all SMTA Technical Conferences. These should be retained in a school library (defined by the Faculty Advisor) for general student use. Students may also purchase SMTA publications at discounted rates.

#### Discounted Fees:

Each Student Member will be allowed a substantial discount on registration fees for any SMTA Technical Program.

#### SMTA Identification:

Each Student Member will receive an SMTA membership pin, certificate, and membership card.

#### Technical Information:

Student Members will have access to the Knowledge Base located on the SMTA's Web site. This will provide access to over 1,000 technical articles, all searchable by key word.

### **STUDENT CHAPTER RESPONSIBILITIES**

Chapter meetings shall be held at least three times during an academic year.

Each chapter must hold an election at the start-up of the chapter and then at the end of the spring term, to elect their chapter officers who will direct the activities of the chapter.

One member of the Student Chapter should be responsible for submitting Chapter News to the SMTA Headquarters for inclusion in the SMTANews, Journal of SMTA, or on the SMTA Web site.

Each Student Chapter must submit an Annual Chapter Report, including a financial report for past year. These reports must be submitted to SMTA Headquarters by May 30 of each year. Funding will be sent to the chapter on a yearly basis following submission of this report confirming active chapter status.

### **STUDENT CHAPTER MEETINGS/PROGRAMS**

Suggestions for meetings might include:

Develop a familiarity with SMTA-its mission, goals, and overall programs.

Prepare a poster or display of university information for SMTA International.

Discuss SMTA publications or specific articles.

Visit manufacturing facilities in the geographic area of the chapter.

Attend local SMTA chapter meetings.

Invite speakers to make technical presentations at your meetings several times a year.

Attend SMTA International as a group.

### **STUDENT/ADVISOR ATTENDANCE AT SMTA INTERNATIONAL**

SMTA encourages all students to attend SMTA International. We also encourage students to submit papers for acceptance in the conference program. If accepted the paper will be presented in a technical session and will also be published in the SMTA International Conference Proceedings. If a student paper is accepted, a portion of the travel expenses for the student and/or advisor may be reimbursed if the following criteria are met.

All travel arrangements must be made through SMTA Headquarters at least 30 days in advance of SMTAI.

SMTA will reimburse actual travel expenses for the first author and Faculty Advisor, with a maximum of \$1,000 each, not to exceed \$2,000 per Student Chapter. Reimbursement will be made upon receipt of an itemized report of actual expenses.

Two students from a Student Chapter may receive reimbursement for travel expenses, to a maximum of \$2,000 per Student Chapter, provided that both students are

presenting papers at SMTAI, and further provided that Faculty Advisor travel expense is not requested.

These travel expenses for student and advisor or two students will be limited to three Student Chapters per year totaling not more than \$6000.

Funds may also be available from local SMTA chapters.

Conference registration for both the student(s) presenting the paper and the advisor shall be complimentary.

All expenses must be submitted within 14 days of the conclusion of SMTAI.

## **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.