



Organizational Charter

PCEA_Charter_Rev-C - Updated 2020/05/02

Scope

To coordinate and promote the orderly interchange and integration of design concepts concerning printed circuit board and assembly, and related technologies through communication, seminars, workshops, local, national and international PCEA chapter programming and other means worldwide.

Objectives

1. Stimulate communication among and between printed circuit designers and others in related engineering disciplines.
2. Disseminate information regarding current activities and new developments in design technology via newsletters.
3. Maintain a communications link between standards bodies related to Printed Circuit Engineering and manufacture. Coordination includes, but is not limited to, the activities of government, industry, trade associations and special interest groups.
4. Coordinate the compilation of design standardization issues in printed circuit fabrication and assembly with related design technologies.
5. Encourage and coordinate the compilation of design information including equipment, equipment capability (tools and technologies) and related information.
6. Promote necessity to collaborate between engineering, fabrication, assembly, test, and field service.
7. Assist in the participation of suppliers and OEM's in chapter programs.

Organization

The PCEA includes an Executive Board, an Education Committee, and chapters organized as self-governing bodies. PCEA is directed by the Executive Board as selected from the active members of the PCEA. We will operate under standard Roberts Rules of Order as best we can. We will select officers through software survey mechanisms. Simple majority of a 67% quorum of all board members.

Executive Board

1. The PCEA Executive Board shall consist of all elected board officials, invited member and chapter chairmen or their designated alternates. This will enable all chapters a direct voice in the direction of PCEA.

2. The PCEA Executive Board will be directed by a chairman who will be elected from within the Executive Board, by Roman ballot. The chairman must obtain a majority vote to successfully become the chairman.
 3. The voting for officers should be a $\frac{3}{4}$ quorum of standing board members.
 4. The chairman's term of office shall be two (2) years and any individual is limited to three consecutive terms. The chairman shall appoint a vice-chairman, from the group, to assist in the projects of the Executive Board, act in place of the chairman, in his/her absence, and serve as chairman should the current chairman be unable or unwilling to fulfill his/her term in office. In addition, the chairman shall select a "cabinet" consisting of 4 members in addition to the vice chairman, of the Executive Board. Their responsibility is to review proposals submitted to the Executive Board and break any potential ties in voting results.
 5. Other official positions – Tenure for all terms should be same as the chair position.
 - **Vice Chair** - Assists the Chairman and is the stand in for their responsibilities when required. Oversees DC calendar for rotation of meeting facilities, scheduling as required, advanced planning so to create continued active participation.
 - **Administration** - Serves as the Membership **registrant**: keeping a non-public membership list, not for distribution to anyone. This is to be used for chapter email communication only as a ***blind* CC list**. Records and distributes meeting minutes.
 - **Treasurer** – Facilitates bank account, keeps a journal of all accounts. This must be published, available and submitted to the Board at each meeting.
 - **Communications** - Develops content for PCEA newsletters, articles, and messaging. Serves as the Communications Officer for all emails to the affiliates and members.
 - **Media and Social Media** - Develops informative PCEA content for distribution through social media.
 - **Chapter Liaison** – Membership registrar and resource coordinator and constant contact follow-up to each Chapter on a quarterly basis.
 - **Sponsorship Endorsement** - Seeks industry sponsors which will be highlighted on PCEA website.
- Note: We suggest that Chapters have a similar staff structure in order to attract volunteers. Overworked individuals will eventually wear themselves out. Rotation of terms should occur on an as needed basis.
6. Trade associations, professional societies, etc. may participate in the PCEA only via liaison with an Executive Board member. With the Chairman's approval, members of the Executive Board may invite non-voting representatives of any organization to attend Board meetings and to participate to a level appropriate to the meeting.
 7. Government, education, and technical journal personnel may serve on the Executive Board in a non-voting and advisory capacity as determined by the Executive Board.
 8. Executive Board members' responsibilities are to:
 - a. Determine those areas where design programs have not yet been initiated and where a need exists.
 - b. Facilitate resolutions of conflicts.
 - c. Ensure that the PCEA addresses all issues in a timely fashion and encourage all operating chapters to do the same.

- d. Meet at least two (2) times a year to review progress of programs, and all other matters that should come before the Executive Board. Location and time of the meetings will be addressed at the conclusion of each meeting.
- e. Maintain liaison to appropriate organizations related to design activities.

Education Committee

1. The Education Committee should consist of at least (6) and not more than fifteen (15) members. Members vote on Education Committee business issues.
2. The PCEA Education Committee will be directed by a Chairman who will be elected by Roman Ballot through a majority vote of its members.

The Chairman's term of office shall be two (2) years and any individual shall be limited to three (3) consecutive terms. The Chairman shall appoint a Vice-Chairman from the committee members. The Vice Chairman will assist in the projects of the Education Committee, act in place of the Chairman in his/her absence, and serve as Chairman should the current Chairman be unable or unwilling to fulfill his/her term in office.

3. At the end of each calendar year, a slate of prospective candidates to serve on the Education committee will be developed by the Nominating Committee. The slate may include new candidates, replacement candidates or multiple choice candidates, as suggested by the Nominating Committee. Election to the Education Committee will be by majority vote of the Education Committee members.

The term of office for newly elected members commences with the next meeting of the Education Committee.

4. Education Committee members; responsibilities are:
 - a. Prepare/coordinate recommendations involving design, industry standards, techniques, and DFX issues for use by the chapters or PCEA events.
 - b. Prepare insight to new materials, equipment, procedures, and other new state of the art technologies related to the printed board industry for distribution to our chapters.
 - c. Encourage representation on industry related committees. We may be able to contribute as well as receive new developments to be forwarded to our chapters.

Interaction with other standards organizations

A timely report, and any updates should be made to the Executive Board for distribution to our chapters. Meeting dates and other activities such as company tours should be included in our monthly newsletter to our membership.