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# **BY-LAWS**

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# **I2M2**

**INTERNATIONAL INSTITUTION  
FOR MICRO-MANUFACTURING  
(I2M2)**

Approved and Ratified: 07 June 2012

**ARTICLE 1 – NAME**

The name of this institution is the International Institution for Micro Manufacturing (I2M2).

**ARTICLE 2 – PURPOSE**

The International Institution for Micro Manufacturing aims to promote dialogue among university, industry, and government communities to advance the science, technology, and practice of micro-manufacturing. The Institution will provide an international platform to promote research, collaborations, and dissemination of knowledge in micro-manufacturing through meetings, reports, publications, and other communications, including an institution website. An annual conference, International Conference on Micro-manufacturing (ICOMM), which has been organized since 2006, will provide a forum for the international micro-manufacturing community to present their recent innovations, research, and technological developments.

**ARTICLE 3 – MEMBERSHIP**

Section 1. MEMBER TYPES. Individuals are members of I2M2. There are two member types: Full Member and Student Member. For either type of membership, an individual is required to fill out an application, outlining their interest in and contributions to the micro-manufacturing field. To be a Student Member, an individual should be a full-time student.

Section 2. APPROVAL OF MEMBERS. Prospective members are required to apply for I2M2 membership by filling out the standard membership form that is posted on the I2M2 website. Membership applications are approved or rejected by the President.

Section 3. FOUNDING MEMBERS. I2M2 recognizes the people who worked on initiating and sustaining the ICOMM conference as the Founding Members of ICOMM. The complete list of founding members is in Appendix A.

Section 4: REMOVAL FROM MEMBERSHIP. Membership of individuals can be revoked through a majority vote of I2M2 executive committee (EC).

**ARTICLE 4 – VOTING RIGHTS**

Voting rights in I2M2 shall be granted to all full members.

**ARTICLE 5 – EXECUTIVE COMMITTEE OF I2M2**

Section 1. ROLE AND COMPOSITION. The I2M2 Executive Committee (EC) shall be the governing body of the Institution. The EC will establish and amend policies, and will be responsible to maintain the tradition and intent outlined in Article 2. The EC shall be responsible for the maintenance of the I2M2 website.

The EC is comprised of the President, President-elect, Secretary, Scientific-Committee Chair, and Scientific-Committee Co-Chair. The Past President of the Institution serves as an advisor

to the EC, and will be replaced by the retiring President immediately following the Annual Meeting of I2M2, which will be held during the ICOMM conference.

At a meeting during ICOMM'05, a group of the founding members (see Appendix A) met and selected the first EC of I2M2. It was also agreed that the officers of the executive committee would follow a succession plan: Each year, immediately following the annual meeting, the President-Elect shall become the President, the Secretary shall become the President-elect, the Scientific Committee Chair becomes the Secretary, and the Scientific Committee Co-Chair becomes the Scientific Committee Chair. The EC will elect the Scientific Committee Co-Chair (See Section 2).

Section 2. ELECTION OF THE SCIENTIFIC COMMITTEE CO-CHAIR. A nominating committee appointed by the President and comprised of three immediate Past Presidents, with the most immediate being the chair, will convene within 30 days of the Annual Meeting. The nominating committee will provide a list of names and qualifications of all Scientific Committee Co-Chair nominees for the following year to the EC 30 days prior to the Annual Meeting. A prior member of the EC is eligible to be a candidate for the Scientific Committee Co-Chair. The Scientific Committee Co-Chair will then be elected by the vote of the EC from a list of nominees and announced during the Annual Meeting. To be eligible for election, the nominee must be a I2M2 member in good standing. To be elected, a nominee must receive a simple majority of the votes cast.

Section 3. TERM. Each officer of the EC is appointed for one year.

Section 4. VACANCIES. The I2M2 Executive Committee may, by majority vote of the I2M2 EC members, present at a duly called meeting, declare any elective office vacant upon the failure of its incumbent, for three months, to perform the duties of the office, and shall thereupon appoint a member in good standing to fill the vacancy (except in the case of President) until the next regular election. Such appointment shall not render the appointee ineligible for election to any other office of the Institution.

Section 5. MEETINGS. The I2M2 Executive Committee shall meet yearly during the ICOMM conference, and as necessary during the year to resolve unexpected issues. All questions (except amendments to the By-Laws) at any legally convened EC meeting shall be decided by a simple majority of the votes cast. Four out of five members of the EC must be present (physically or via tele-conferencing/video-conferencing) at a duly called meeting to constitute a quorum for the transaction of business.

## **ARTICLE 6 – PRESIDENT OF I2M2**

Section 1. CHAIR OF THE EXECUTIVE COMMITTEE. The I2M2 President shall be the Chief Elected Officer of the Institution. As such, the President shall preside at all meetings of the I2M2 Executive Committee. In the absence of the President, the ranking I2M2 Officer in attendance shall preside.

Section 2. PRESIDENTIAL DIRECTIVES. The I2M2 President shall be vested with the authority to issue directives for the purpose of conveying operating instructions necessary to discharge the duties of office. At all times, these directives are to be in accordance with the By-Laws of I2M2.

Section 3. AD-HOC COMMITTEES. The I2M2 President shall be empowered to name such ad-hoc committees as may be deemed necessary for the proper functioning of the Institution. All ad-hoc committees appointed by the I2M2 President shall be subject to regulation and direction by both the I2M2 Executive Committee and the President, except as otherwise provided by the By-Laws of I2M2.

Section 4. PRESIDENTIAL VACANCY. In the case of a vacancy in the Office of the I2M2 President, the President-Elect automatically becomes the president and fills out the unexpired term. Immediately after the following annual meeting, the President continues to serve his/her own term, and other members move up in the succession.

#### **ARTICLE 7 – PRESIDENT-ELECT OF I2M2**

The I2M2 President-Elect shall perform such duties as assigned by the I2M2 President and the Executive Committee, and shall fulfill the duties of the President in his/her absence.

#### **ARTICLE 8 – SECRETARY OF I2M2**

Section 1. MINUTES. The I2M2 Secretary shall keep the minutes of all Institution business and all EC and membership meetings. The minutes shall be reviewed and signed by the Institution President.

Section 2. PERMANENT RECORDS OF I2M2. It is the duty of the I2M2 secretary to maintain the permanent records of the I2M2.

Section 3. NOTICES. Written notices of the time, place and purpose of all general or special Institution meetings of the I2M2 members shall be given by the Secretary at least one month prior to the date of said meeting.

Section 4. BOARD ASSIGNED DUTIES. The Secretary shall perform such other duties as may be delegated by the I2M2 Executive Committee.

#### **ARTICLE 9 – SCIENTIFIC COMMITTEE CHAIR OF I2M2**

Scientific Committee Chair of I2M2 chairs the Scientific Committee of I2M2, and coordinates/oversees the review process for the ICOMM submissions (see also Article 11).

#### **ARTICLE 10 – SCIENTIFIC COMMITTEE CO-CHAIR OF I2M2**

The Scientific Committee Co-Chair shall perform duties delegated by the Scientific Committee Chair or the President regarding the review of the ICOMM papers.

**ARTICLE 11 – SCIENTIFIC COMMITTEE OF I2M2**

Section 1. PURPOSE. The I2M2 Scientific Committee is a deliberative body established to oversee the review process for the Proceedings of ICOMM. It shall augment and improve the activities and services of the Institution designed to fill the technical needs of its members and industry to ensure the consistency and alignment in the delivery future technical/research information. It shall communicate and coordinate efforts with the related scientific journals.

Section 2. MEMBERSHIP IN THE SCIENTIFIC COMMITTEE. The I2M2 Scientific Committee shall consist of the I2M2 Executive Committee plus a number of additional Members as the I2M2 Executive Committee shall from time to time approve. The Members of the Scientific Committee shall be I2M2 members appointed by the Scientific Committee Chair with the consent of the President, in such a manner that the Scientific Committee represents appropriate cross-sections of the research areas and interests of the I2M2 membership. Appointed Members of the Scientific Committee will serve for a three-year term, which can be renewed. Members who are asked but do not perform paper reviews at a timely basis shall be removed from this Scientific Committee based on the recommendation from the Chair of the Scientific Committee and the consent of the I2M2 President.

Section 3. REPORT OF SCIENTIFIC COMMITTEE. The Chair of the Scientific Committee shall submit a written report to the I2M2 membership on the activities of the Scientific Committee at the Annual Meeting of the I2M2.

Section 4. PROGRAMS AND DIRECTION. The Chair of the I2M2 Scientific Committee shall be responsible for ensuring that appropriate information regarding submission of papers is conveyed to authors and that the ICOMM paper reviews and organization of the technical program of ICOMM are completed as required. Critical dates are listed in Appendix B.

Section 5. POLICY IMPLEMENTATION. The I2M2 Scientific Committee shall oversee the implementation of all technical directives and policies related that have been approved by the Executive Committee of I2M2.

**ARTICLE 12 – ANNUAL REPORT**

Section 1. CONTENT AND PRESENTATION. The Executive Committee shall present an Annual Report to the membership during the ICOMM conference. The annual report will summarize the activities of the Institution during the past year.

**ARTICLE 13 – I2M2 HONORS COMMITTEE**

Section 1. COMPOSITION. The I2M2 Honors Committee consists of the following I2M2 members: I2M2 Executive Committee and the immediate Past-President. The honors committee will be chaired by the Past-President.

Section 2. PURPOSE. General responsibilities include: establish criteria and selection process, administer awards, facilitate funding, recommend new awards, screen candidates for

submission to the I2M2 Executive Committee, report to the I2M2 Executive Committee, and suggest and promote nomination of candidates for various awards. Based on the recommendation of the Honors committee, the Executive Committee makes the final determination of the awardees.

Section 3. AWARD. All awards will be presented during the ICOMM conference.

#### **ARTICLE 14 – INTERNATIONAL CONFERENCE ON MICRO-MANUFACTURING (ICOMM)**

Section 1. PURPOSE AND FORMAT. The ICOMM conference provides a research forum for the exchange of information and cooperation among researchers in the field of micro-manufacturing. ICOMM shall be free of commercialism, and discussion time during ICOMM is to be maximized. The ICOMM proceedings must be available at the opening of the conference. The Annual Meeting of I2M2 shall take place during ICOMM. The business of the Institution shall be conducted at the Annual Meeting.

Section 2. MEETING VENUE. The venue of the ICOMM conference shall be at a University with a recognized effort in micro-manufacturing. Upon approval of the EC, under special circumstances, ICOMM may be held in a government laboratory or an industrial company. Appendix D delineates the hosting site selection criteria, liability, and guidelines for proposals to host ICOMM.

Section 3. CONFERENCE FORMAT AND FEES. The format and fees for ICOMM shall be determined by the ICOMM Organizing Committee with the approval of the I2M2 Executive Committee (see Appendix D).

#### **ARTICLE 15 – ORGANIZING COMMITTEE OF ICOMM**

Section 1. PURPOSE. The ICOMM Organizing Committee is responsible for preparing the technical program in conjunction with the Scientific Committee Chair, publishing and distributing the proceedings, and managing other organization matters of the Annual Meeting. Appendices D and E delineate responsibilities for the ICOMM Organization Committee.

Section 2. COMPOSITION. The ICOMM Organizing Committee shall be appointed yearly by the Executive Committee upon selection of a meeting host and with recommendations of that host. The composition of the Organizing Committee must be outlined in the ICOMM proposal (see Appendix C).

Section 3. CONFERENCE CHAIR. The ICOMM Organizing Committee shall be headed by a Conference Chair (and co-Chairs) appointed by the I2M2 Executive Committee. The Organizing Committee shall report to the I2M2 Executive Committee concerning activities planned at the host institution(s) following the guidelines in Appendix E.

Section 4. REPORT OF THE ORGANIZING COMMITTEE. The Chair of the Organizing Committee shall submit a written report to the I2M2 Executive Committee on ICOMM within

90 days after the close of this conference. The guidelines on submitting such a report are included in Appendix G.

**ARTICLE 16 – ICOMM PROCEEDINGS**

There will be no Copyright claim on the proceedings of the ICOMM conference. The proceedings will not be considered as archival publications. The main purpose of the proceedings is to promote in-depth discussions and collaborations during and after the ICOMM conference.

**ARTICLE 17 – AMENDMENTS OF OPERATING PROCEDURES**

The Operating Procedures of I2M2 may be amended by approval of at least three-fourths of the I2M2 Executive Committee and ratification by simple majority of those attending the I2M2 annual meeting.

## **APPENDICES TO I2M2 OPERATING PROCEDURES**

### **APPENDIX A: FOUNDING MEMBERS OF I2M2 (IN ALPHABETICAL ORDER)**

1. Jian Cao, Northwestern University
2. Martin Culpepper, Massachusetts Institute of Technology
3. Richard E. DeVor, University of Illinois, Urbana-Champaign
4. Kornel Ehmann, Northwestern University
5. Shiv G. Kapoor, University of Illinois, Urbana-Champaign
6. Tom Kurfess, Clemson University
7. O. Burak Ozdoganlar, Carnegie Mellon University
8. John Ziegert, Clemson University



**APPENDIX B: CRITICAL DATES FOR SCIENTIFIC COMMITTEE**

Recommended timeline for ICOMM to be held on the Conference Date (CD)

- (CD – 26 months) – Proposals for ICOMM host due to I2M2 President
- (CD – 24 months) – I2M2 Executive Committee chooses the next ICOMM host, and the host is announced during ICOMM conference.
- (CD – 9 months) – Scientific Committee composition due to I2M2 President
- (CD – 9 months) – Extended Abstract Submission Deadline (PSD)
- (PSD + 3 weeks) – All extended abstracts are out to reviewers
- (PSD + 9 weeks) – Reviews due back to Scientific Committee (SC) Chair
- (PSD +11 weeks) – Accept/Reject decisions received by authors
- (PSD + 12 weeks) – Notify authors about the final decision
  
- (PSD + 16 weeks) – Final list of accepted extended abstracts and contact information to ICOMM and the host – Interim Report to I2M2 Executive Committee.
- (PSD + 22 weeks) -- Final paper submission deadline.
- (PSD + 26 weeks) -- Author Registration Deadline. Post final technical program to the ICOMM host website.

## **APPENDIX C: ICOMM HOSTING SITE SELECTION CRITERIA**

### Section 1. Liability

I2M2 will assume no financial, legal, or organizational liability to the host institution through its role as a facilitator of the annual conference, nor is I2M2 liable to the host institution in any way for any accidents or injuries that might occur before, during, or after activities related to the conference. Notwithstanding the foregoing, each party agrees to hold harmless and indemnify the other from and for any and all claims, suits, liabilities, or costs (including reasonable attorney's fees) resulting from the negligence or other misfeasance of the indemnifying party.

### Section 2. Guidelines for proposals to host ICOMM

Since 2006, ICOMM has been held on the campus of a host institution to encourage a dialogue amongst conference attendees, offer opportunities for laboratory tours, disseminate state-of-the-art micro-manufacturing knowledge, etc. Institutions wishing to host an ICOMM are encouraged to submit a proposal.

The I2M2 Executive Committee reviews proposals annually. ICOMM site selections are usually made 24 months ahead to allow for adequate planning and promotion of the conference. Submission of a written proposal and formal presentation of the proposal (including a question and answer session) to the Executive Committee is required by 26 months before the proposed ICOMM. The Executive Committee requires conference-planning updates every 3 months, starting from 9 months before the conference. The organizing committee members shall attend the ICOMM conference that will be held a year prior to the ICOMM they will host. The proposal should be submitted electronically to I2M2 President.

Each proposal submitted to the I2M2 Executive Committee must contain, at a minimum, the following elements that also constitute the criteria to be used for evaluation:

1. The Meeting Site
  - a. Meeting Facilities Room for opening ceremony and other plenary sessions
  - b. Meeting rooms for the parallel sessions
  - c. Rooms for committee meetings
  - d. Banquet format and venue
  - e. Availability of audio/visual equipment
2. Lodging
  - a. Facility information
  - b. Distance to meeting site (Transportation arrangements if appropriate)
  - c. Weather/climate
  - d. Cost
3. Access/Travel Information
  - a. Air
  - b. Local ground transportation/shuttle service

- c. Access by car
  - d. Typical costs
4. Conference Organizers
  - a. Organizing committee: Individuals and their roles
5. Institutional support and commitment
  - a. Support letters from Dean, Dept. Chair, etc.
  - b. Release time, secretarial & conference planning support, if applicable
  - c. Other evidence of commitment
6. *Micro-Manufacturing Activities at the Proposing Institution*
  - a. Micro-Manufacturing research
  - b. Micro-Manufacturing education
  - c. Past participation in ICOMM/I2M2 by the proposing team

### Section 3. Additional Information Required of the Host Institution

Thirty (30) days after its selection, the host is required to provide the following information to the EC:

#### *Conference Financing*

- Registration cost structure (and what is included), and the estimated cost for (1) regular participants (early/late registration, cancellations, etc.), (2) students, (3) guests, and (4) guest speakers for special sessions.
- Proposed conference budget, including the Scientific Committee paper-review software fee.
- Conference marketing plans and Plans for external sponsorship

#### *Conference Schedule*

Tentative session/event allocation plan; Laboratory Tours; Industry Tours; Additional Events.

#### *Other Elements*

Industry involvement; Special or unique opportunities; Pre/post-conference activities; Ability to manage additional events; Sightseeing/places of interest (technical, cultural...)

## **APPENDIX D – ICOMM HOST ORGANIZING COMMITTEE RESPONSIBILITIES**

Section 1. FACILITIES. Secure necessary meeting room space, housing, food function space, registration area, etc. for the conference, including the I2M2 Executive Committee Meeting and the I2M2 Membership Meeting.

Section 2. LOGISTICS. Coordinate required room set ups, audio-visual equipment, food function menus, coffee breaks, etc.

Section 3. PROGRAM AND SESSION CHAIRS. Coordinate program format, secure session chairs, organize technical and any non-technical sessions, and schedule the accepted papers and paper sequence, as advised by the Scientific Committee Chair.

Section 4. CALL FOR PAPERS. Provide I2M2 with conference date and logistical information to include in the call for papers twelve (12) months in advance of the conference. Distribute email to potential participants with call for papers.

Section 5. CONFERENCE WEBSITE. Develop and post a conference Web Site nine (9) or more months in advance of the conference with information comparable to that featured in the call for papers and program brochure. The website will be built upon a standardized format provided by the I2M2, however, necessary fees for the website development will be the responsibility of the host institution. The website should include (1) Information on host institution including location, parking, housing, maps, etc.; (2) Technical program as coordinated with Scientific Committee Chair including all session chairs, presentation titles, authors, room assignments, etc.; 3) Other program information such as keynote address, open sessions, luncheons, receptions, breaks, tours, and meetings, etc.

Section 6. CONFERENCE PUBLICATIONS.

Create and distribute a bound hard copy and an electronic copy of the conference proceedings to registered conference attendees and the I2M2 Executive Committee at the conference. Also, the host will prepare a list of all conference attendees, including their contact information, and will provide the registered attendees with this information.

Section 8. REGISTRATION AND FEES. The full financial responsibility for the ICOMM rests on the host institution. As such, the host shall set and collect registration fees in concurrence with the EC of I2M2. It is the intent of the organizers of this conference that all reasonable expenses for hosting the conference are covered by charging a reasonable registration fee commensurate with previous ICOMM conferences and that a net revenue not be generated. If a residual net revenue is generated, it will belong to the host institution. All meals during the conference should be provided and paid for within the registration fee.

- Beginning with ICOMM'11, the host will factor a predetermined cost into the conference budget from registration fees to support the software used by the I2M2 Scientific Committee for paper reviews
- The host will be responsible for the cost of creation and maintenance of the ICOMM website for that year.

- The host will arrange the fee schedule such that the registration fees for the active full-time students be 30% or less than the full registration fee.
- The ICOMM Organizing Committee may seek sponsorship for activities at ICOMM and will inform the EC.

Section 9. SPECIAL SESSIONS. The I2M2 Organizing Committee Chair will work with the I2M2 Executive Committee in evaluating and subsequently accommodating special sessions such as workshops, tutorials, and short courses to be held in conjunction with ICOMM in accordance with the criteria and procedures outlined in Appendix I.

Section 10. CONFERENCE REPORT. ICOMM Organizing Committee Chairman or alternate will report on conference details in person at the I2M2 Executive Committee mid-winter meeting held prior to the ICOMM and provide a written report within (30) thirty days after the close of the conference. The Organizing Committee Chairman will also provide the final registration list and indicate the names of any speakers that did not give scheduled presentations.

**APPENDIX E: GUIDELINES ON SUBMITTING A FINAL REPORT ON THE ICOMM**

The ICOMM Organizing Committee Chair is required to submit a written report within 90 days after the close of ICOMM to the President of I2M2 and to SME staff.

Wherever appropriate, the final report should include electronic versions of the report components (as noted below). The report is aimed at being a complete package not only for future ICOMM organizers but also for future ICOMM proposers.

The final report should include:

1. Registration information (early, late, student/retiree, guest registrations)
2. Brief financial report
  - Rooms, catering, banquet and receptions, transportation, communications, etc.
3. List of attendees names and contact information in Excel format
4. Paper Presentation/Cancellation including:
  - Number of technical sessions
  - New technical sessions included in this ICOMM
  - Number of papers
  - Papers included in special sessions
  - List of papers and speakers that did not give scheduled presentation
5. Special sessions and activities
  - Panels and workshops
  - Laboratory and industrial tours
6. Honors and awards presented
  - Best Paper Award and the first runner up
  - Winners of Student Research Presentation Contest
7. Meetings at ICOMM
8. Sponsors
  - Industrial
  - Others
9. Companion Programs
10. Brief description of notable highlights
11. Problems and/or suggested changes

**Attachments**

1. copy of the Proposal to Host the ICOMM (electronic)
2. copy of ICOMM tasks and timeline
3. copy of Call for Papers pamphlet (electronic)
4. copy of Program Brochure (electronic)
5. copy of registration list (electronic)