

EDUCATION COMMITTEE BYLAWS

Purpose:

In support of the TMS vision and mission, this committee shall:

- Advise the TMS Board of Directors on matters pertaining to university-level materials engineering education which impact the organization and/or the community.
- Provide resources, articles, case studies, and models, etc., pertaining to university level materials engineering education to TMS members, with particular focus on members in academia.
- Mentor and involve undergraduate and graduate students in select projects.
- Organize, hold, and contribute to symposia at TMS conferences on current educational issues facing the materials science and engineering community. (Examples: Student-Led Symposia and the Judson Symposium)
- Interact with educational organizations, including but not limited to the University Materials Council (UMC) and the American Society of Engineering Education (ASEE).
- Interact with the Accreditation Committee, Professional Development Committee, the Membership Diversity & Development Committee, and the technical divisions when appropriate.

Committee Structure:

The committee will consist of a Chair, Vice Chair, Past Chair, one representative from each technical division, a representative nominated by the University Materials Council, and up to 15 at-large members. All committee members are voting members.

- Chair, serving a two-year term
- Vice Chair, serving a two-year term
- Past Chair, serving a one-year term
- TMS Technical Division Representative; 3-year term recommended
- Representative from the University Materials Council, term to be determined by UMC; 3-year term recommended
- At-Large Members (not more than 15), serving a three-year term, after which they must be re-appointed.

Appointment of all nominees will be approved by the Vice President of TMS and serve three-year terms. Members may be re-appointed to successive terms.

The committee is represented to the TMS Board of Directors by the Professional Development Director, who serves as an ex-officio member without vote.

The Education Committee Chair may, with the approval of the Education Committee, establish Working Groups as are necessary for carrying out functions of the Education Committee. Unless appointed for a limited period or for specific assignments, Working Groups will remain in existence until dissolved by the Education Committee Chair. Any member of the Education Committee who is a professional member of TMS in good standing may serve as Working Group Chair. If during the election cycle for a working group chair there are no interested candidates willing to fill the office, the Working Group will be assessed by the Education Committee Chair and will be dissolved if it is determined that the working group is no longer needed.

Committee Appointments

Nomination Process for Chair (only if Vice Chair is can not or will not fulfill duties as Chair)

The chair serves for a term of two years. Chair candidates may self-nominate. If there are multiple candidates, there may be a discussion (in the absence of the nominees) among the current voting committee members. Those not present can notify the Chair in writing of their preference prior to the meeting. A subsequent vote will be held under the jurisdiction of the Professional Development Director. Any voting member who is also a nominee will be excluded from the vote. Upon counting the votes, the new Chair will be announced by the Professional Development Director. Appointment will be by majority vote; if there is a tie between two or more candidates, the current (outgoing) Chair's vote will prevail. If there is a single candidate only, he/she will be appointed by acclamation. The Chair's term will begin at the completion of the Annual Meeting.

Nomination Process for Vice Chair

The Vice Chair serves for a term of two years and will automatically ascend to the position of committee Chair. If the vice chair cannot serve in his/her capacity anymore or cannot serve as the chair in the upcoming term, notice should be given to the chair three months before the annual meeting. Then a Vice Chair election will be conducted. Vice Chair candidates may self-nominate. If there are multiple candidates, there may be a discussion (in the absence of the nominees) among the current voting committee members. Those not present can notify the Chair in writing of their preference prior to the meeting. A subsequent vote will be held under the jurisdiction of the Chair. Any voting member who is also a nominee will be excluded from the vote. Upon counting the votes, the new Vice Chair will be announced by the Chair. Appointment will be by majority vote; if there is a tie between two or more candidates, the current (outgoing) Vice Chair's vote will prevail. If there is a single candidate only, he/she will be appointed by acclamation. The Vice Chair's term will begin at the completion of the Annual Meeting.

Expectations of Membership

Upon agreeing to serve on the Education Committee, committee members are expected to remain active throughout their terms and to make every effort to fully participate in all in-person meetings and virtual meetings of the committee. If, for whatever reason, volunteers find they will only be able to participate in a limited capacity or not at all, they are encouraged to talk with the Education Committee Chair and TMS Staff Liaison about their availability to continue in the role.

While it is highly desirable that committee members fulfill their term and it is critical to the success of the committee that the majority of volunteers complete their term with full participation, it is understood that volunteers' personal and professional situations can change. It is critical to have a quorum at meetings and teleconferences in order to vote on committee business. A committee member who is repeatedly absent or nonresponsive may be asked to step down from being a voting member of the committee.

Meeting Schedule

The committee shall meet a minimum of two times per year (in person or virtually), and at other times as required at the discretion of the Chair. One of these meetings shall be held at the TMS Annual Meeting.

Quorum

At all meetings of the Education Committee, the presence of the majority of members in office shall constitute a quorum. In addition to those members who are present in person at the meeting, members shall be deemed as present at such meeting if a telephone or other communication equipment by means of which all persons participating in the meeting can hear each other at the same time is used. The act of a majority of the members at a meeting at which a quorum is present shall be the act of the Education Committee.