EDUCATION COMMITTEE BYLAWS

Purpose Statement:
In support of the TMS vision and mission, this committee shall be involved with:

Serve the Following Advisory and Review Roles:
- Advise the TMS Board of Directors on matters pertaining to university-level materials engineering education on matters which impact the organization and/or the community.
- Review, and when appropriate, endorse TMS Foundation proposals with an educational focus or purpose.
- Review, and when appropriate, endorse TMS educational product proposals.
- Examine opportunities for the generation of new educational products for the field.

Serve the Following Organizational Roles
- Plan, organize and hold symposia in conjunction with the Technical Divisions at TMS conferences on current educational issues facing the materials science and engineering community.
- Interact with educational organizations, including but not limited to the UMC, ASEE, ACerS, MRS, and ASM International.
- Interact with the Accreditation Committee, Professional Registration and the Membership & Student Development Committees of the Society.

Committee Structure:
The committee consists of a Chair, Vice-Chair, Past Chair and the following members:

- 1 representative nominated by each of the five technical divisions.
- Up to 5 representatives nominated by the University Materials Council.
- 1 representative appointed by the Accreditation Committee.
- 1 representative appointed by the Professional Registration Committee.
- 1 representative appointed by the Membership and Student Development Committee.
- Additional Members-at-Large nominated by the Chair of the committee and appointed by the Vice President of TMS.

Appointment of all nominees will be approved by the Vice President of TMS. Actively-contributing members will serve on the committee for a term of three years, after which they must be re-appointed. The committee is represented to the TMS Board of Directors by the Professional Development Director, who serves as an ex-officio member.
The Chair and Vice-Chair positions will be filled on a two-year cycle, beginning at the TMS annual meeting. Prior to the start of the term, a new Vice-Chair will be elected by a majority of the committee. The Vice-Chair will serve for 2 years and will then automatically succeed to the position of Chair, where they will again serve for 2 years. If the Vice-Chair had been the committee’s representative from a technical division, the appointing body shall name a new person to complete the remainder of the term. Departures from this term schedule will be addressed through special elections of the officers.

Members are expected to participate in committee activities, including no less than 1 of the 2 bi-annual meetings.

The chair with the assistance of the vice chair will be responsible for ensuring the effective operation of the committee and any subcommittees. The chair may ask that members assume leadership roles (for example, participation in subcommittees and subcommittee coordinators) based on the needs and interests of the committee and members.

**Meeting Schedule:**

The committee shall meet at least twice yearly; at the Annual and Fall meetings of the Society. Additional meetings via teleconference may be called at the discretion of the chair to ensure timely conduct of committee business, providing a minimum of 5 business days notice is provided to all committee members.

Agendas are designed and set by the committee chair but administratively produced and distributed by the TMS staff liaison. Minutes of committee meeting activities are recorded by the TMS staff liaison and approved by the committee chair prior to distribution.

A majority of appointed committee members is required to be present to form a quorum. When a quorum is present, a simple majority is necessary to conduct committee business.