



EXTRACTION & PROCESSING MATERIALS DIVISION BYLAWS

REVISIONS 3/12/12

ARTICLE I Name and Objective

- Section 1 The name of this technical division shall be the Extraction & Processing Division, hereinafter called the Division.
- Section 2 The Division shall function under the jurisdiction of the Board of Directors of The Minerals, Metals & Materials Society and their Bylaws.
- Section 3 Constituents – The following Committees are chartered under the jurisdiction of the Division. The Division, however, could amend the names of the various committees and/or expand and/or delete committees as need arises in order to keep this Division responsive to changing needs.
1. Energy Committee (joint w/LMD)
 2. Hydrometallurgy and Electrometallurgy Committee
 3. Materials Characterization Committee
 4. Process Technology and Modeling Committee (joint w/MPMD)
 5. Pyrometallurgy Committee
 6. Recycling and Environmental Technologies Committee (joint w/LMD)

In addition the Division shall have representatives on the following society-level committees.

1. Content Development and Dissemination Committee
2. Education Committee
3. Materials and Society Committee
4. Membership and Student Development Committee
5. Program Committee (2)
6. Public and Government Affairs Committee

Finally, the Division Council also has three special members representing three key areas to the future of EPD.

1. Nominations and Awards
2. Exhibit Liaison
3. International Liaison

- Section 4 The objectives and scope of the Division shall include the following:
1. Provide a forum for interaction among extraction and processing professionals from industry, universities, government, consulting and suppliers via programming excellence in regional, national and international activities.
 2. Recruit qualified new members to TMS through technical meetings, short courses and professional development activities.
 3. Increase the international visibility and stature of EPD.

4. Publication of books, CDs, reports and proceedings to make available knowledge derived from meetings, seminars, short courses and symposia organized under the auspices of the Division.
5. Provide both a strong presence at the TMS Annual Meeting and leadership in planning and organizing this meeting.
6. Provide continuing education to upgrade the theoretical and practical knowledge of members via short courses and technical meetings
7. Enhance public awareness of the metals industry and the benefits of metals, minerals and materials to an enhanced standard of living.
8. Seek out and develop mutually beneficial interactions with professional societies worldwide.

ARTICLE II Limitations

- Section 1 The Bylaws and activities of this Division shall confirm to the bylaws and regulations of The Minerals, Metals & Materials Society (TMS).
- Section 2 Advocacy conducted on behalf of TMS is coordinated by the Public and Government Affairs Committee. The Division does not engage in any political or legislative advocacy activities and defers any requests to do so to the Public & Government Affairs Committee.

ARTICLE III Governance

- Section 1 The Division will be governed by the Division Council.
- Section 2 Chairs of the committees mentioned in Article I, Section 3, shall automatically be voting members of the Council. Each committee under the Division shall elect its chairperson according to its own bylaws. However, the bylaws of the committees must be in conformity with the bylaws of the Division and approved by the Division. It shall be the responsibility of the chairs of the various technical committees to attend every scheduled meeting of the Division. If that becomes impossible then it shall be the responsibility of the chair to appoint an alternate from his/her committee to attend a meeting in his/her place.
- Section 3 Division representatives to Society-level committees are voting members of the Council, as are the three special members of the Council.
- Section 4 TMS will appoint a staff liaison(s) to the Division Council. This person will be a non-voting member of the Council.

ARTICLE IV
Membership

- Section 1 Any person meeting the eligibility requirement of TMS with a genuine interest in the area of extractive metallurgy and processing may become a member of the Division.
- Section 2 Each technical committee under the Division will nominate a vice chair by a process and for a term described in the respective committee bylaws. Generally, the vice-chair succeeds the chair at the end of the latter's term of office. However, each selection for technical committee chair must be approved by the Executive Committee of the Division.
- Section 3 Additional members may be appointed by the Division Chair in order to represent the Division on society-level committees and to conduct special projects and initiatives. The appointments will usually be positional, that is, the responsibility to represent the Division in certain areas will be identified at the time of appointment, although such identifications may subsequently be modified by the Chair.
- Section 4 It shall be the responsibility of all the Division Council members to attend every scheduled meeting of the Division Council. If that becomes impossible then it shall be the responsibility of the member to appoint an approved alternate from his/her committee to attend a meeting in his/her place or to submit a written report. The name of the proxy shall be submitted to the Chair for approval no less than two weeks before the scheduled meeting.
- Section 5 Failure to attend two consecutive meetings in person, or failure to follow the procedure outlined in Section 4, shall be cause for replacement of the council member during the normal term.

ARTICLE V
Officers

- Section 1 The officers of the Extraction & Processing Executive Committee, hereinafter called the EC, shall include the Chair, Past Chair, and Vice Chair.
- Section 2 The officers of the EC as stated above shall have the following responsibilities on behalf of the Division:
1. To disseminate relevant information to the technical committees obtained from the TMS administrative staff or the TMS Board of Directors.
 2. To appoint members to the TMS administrative committees.
 3. The Chair shall preside at any and all EC meetings and represent the Division at the TMS Board of Directors meetings. He/she shall appoint sub-committees and/or ad hoc committees for planning, fact-finding and for other such purposes as deemed appropriate.
 4. The Vice Chair shall act on behalf of the EPD Chair if the EPD Chair becomes unable to attend a meeting. He/she shall assist the EPD Chair, performing such duties assigned by the EPD Chair.
- Section 3 The Chair-elect is generally the Vice Chair, to preserve continuity in operation of the Council. Two years into the three-year term of office of a Chair, the process should begin to select the next Vice Chair and confirm that the current Vice Chair will become Chair:
1. A nominating committee made up of the current Vice Chair, Past Chair, and one other member of the council will be formed one year before the end of the Vice Chair's term of office.

2. At the same time the nominating committee is formed, the council will vote to accept the current Vice Chair as the next Council chair. Only under extreme circumstances will nominations from the floor be accepted; any floor nominees must have extensive leadership experience within EPD, beyond that required for a Vice Chair-elect.
3. The nominating committee will communicate a recommended Vice Chair to the EPD members at least three months before the next annual meeting.
4. Other nominees can come from the EPD membership or from the floor at the annual council meeting. These nominees must have EPD experience in leadership roles (chair of at least one technical committee, plus another council-level position).
5. The new Vice Chair election will occur at the annual meeting the year the previous Vice Chair's term of office expires. If there are multiple candidates, each candidate will be allowed a short speech, then will retire from the chamber.
6. The retiring chair will be in charge of collecting the vote. A voice vote will be made unless a
7. The name of the new Chair-elect and Vice-Chair elect will be communicated to the TMS Board for approval at the appropriate times.

ARTICLE VI

Meetings

- Section 1 The Division Council shall hold a business meeting during the week and at the place of the TMS Annual Meeting.
- Section 2 The EC shall hold business meetings at the place of a TMS Annual Meeting or via teleconference as the need arises.
- Section 3 Quorums at any meeting shall consist of 50% of council members. Additional special Division meetings may be held if required. For any such special meeting, the Division members must be notified, in writing or via e-mail, at least thirty days prior to such a meeting.
- Section 4 In planning meetings, the Council and EC Chair shall make every effort to avoid conflicts with organized symposia, special lectures and technical sessions scheduled at the TMS Annual Meeting.

ARTICLE VII
Honors & Professional Recognition

Section 1 The Extraction & Processing Division Council through their Nominations and Awards Committee is responsible for selecting the recipient(s) of the:

1. EPD Distinguished Lecturer
2. EPD Science Award
3. EPD Technology Award
4. EPD Distinguished Service Award

The chair of the Nominations and Awards Committee shall invite four to six members of the EPD council or its constituent technical committees to choose the winners of the four awards, as well as the luncheon speaker.

Section 2 Other Awards
EPD Council members will also be involved in the selection of TMS Young Leaders, Student Scholarship winners, Student Poster candidates, and other awards as deemed by the EPD Council. The council should be active in nominating deserving EPD members for TMS society-wide awards such as Fellow, Educator, etc.

Section 3 Joint Awards
AIME James Douglas Gold Medal
The award committee consists of three SME MPD representatives (Past Chair, Chair, and Associate Chair of the Division) and three TMS EPD representatives (Past Chair, Vice Chair, and Awards Chair of the Division). The senior representative from the lead society serves as committee chair during that society's lead year. Bylaws may be amended by TMS and SME through the AIME Board of Directors. Complete guidelines available at <http://www.smenet.org/docs/Membership/Awards/JamesDouglasAwardGuidelines.pdf>.

ARTICLE VIII
Amendments and Implementation

Section 1 These Bylaws may be amended by modification or addition, to ensure continued effective operation, by an affirmative vote of at least two-thirds of the Council members.

Section 2 These Bylaws shall become effective immediately upon approval by the Board of Directors of TMS.

Revised and BOD approved May 2, 2013

Revised and BOD approved June 7, 2012

Revised and BOD approved March 2, 2011

Revised and BOD approved September 23, 2010

Approved by BOD on August 13, 2009

Main/Exchange/Governance/TMSAdministrative&PolicyManual/EPDBylaws