



EXECUTIVE COMMITTEE BYLAWS

Purpose Statement:

The Executive Committee serves the Board of Directors by researching and organizing information required for efficient consideration by the Board and optionally making recommendations or proposals based on such information. Except when acting as the TMS Foundation Board of Trustees, the Executive Committee does not take significant action in lieu of the Board of Directors, nor does it filter information available to the Board of Directors.

Duties:

The duties fall within the Purpose Statement above, as determined from time-to-time by the Board of Directors based on current circumstances. It is anticipated that the following non-inclusive list represents likely duties to be requested by the Board of Directors

1. Preparation and recommendations regarding the Strategic Plan and the procedures for generating it.
2. Preparation of the agenda for Board of Directors meetings.
3. Providing assistance to the Board of Directors in the annual review of the Executive Director; more specifically to prepare an annual recommendation to the Board of Directors according to Board policies regarding Executive Director evaluation, appointment, and compensation.
4. Authorize unbudgeted expenditures of up to \$5,000 for special needs. It shall notify the Board of Directors with 24 hours when such expenditures changes are authorized.
5. Under the guidance of the Past President, develop and execute processes to provide volunteer resources for committee and Board service.
6. Serve as the TMS Foundation Board of Trustees according to the bylaws of that committee.
7. Award Appointment Policy
 - a. Secure a nominee for the Alexander Scott Distinguished Service Award.

ALEXANDER SCOTT DISTINGUISHED SERVICE AWARD

Criteria: (1) Must be a member of TMS; (2) must have exhibited devotion of time, effort, thought, and action toward furthering the Society's mission through administrative/functional activities.

Description: This award recognizes a member's outstanding contributions to TMS as exhibited by exceptional devotion of time, effort, thought, and action toward furthering the Society's mission through administrative/functional activities. This award is not intended to recognize career accomplishments. This award is typically presented to one who has had 10 or more years of service at the Society level. For example, service could be for activities or committee service in one or more of the following areas: membership development, local sections, student chapters, education and professional affairs, or other Society-level activities. Members of the TMS Board of Directors must be off the Board at the time the award is considered. If there is no worthy candidate nominated, no award will be presented that year. The award consists of an engraved plaque triple-matted in a wood frame with glass.

Requirements: Completed nomination form; biography or curriculum vitae with publication list; minimum of two, maximum of five, letters of endorsement are required. And/or Executive Committee members may present nominee(s) by providing name and biography or curriculum vitae.

- b. Provide names of TMS members to be nominated for AAES awards
 - i. National Engineering Award
 - ii. Kenneth Andrew Roe Prize
 - iii. Norm Augustine Award for Outstanding Achievement in Engineering Communications
 - iv. John Fritz Medal
 - v. AAES Engineering Journalism Award
 - vi. John Hodges Queneau Palladium Medal

Develop nominations for AAES awards utilizing the same timeframe and deadline as the AIME Honorary Membership Award (deadline of June 15).

Committee's Responsibilities

Each year the Executive Committee will review the list of awards administered by AAES (via AIME) and create a list of names to consider for nomination. By e-mail ballot, committee members will finalize the list of names to recommend to the TMS Board to put forward as nominees.

TMS Staff Responsibilities

TMS Awards Administration will assist the Executive Committee by providing a list of past TMS award recipients to help create the nominee list and coordinate, if necessary, an e-mail ballot to finalize the nominee.

Structure:

Revised and BOD approved October 23, 2016
Revised and BOD approved March, 6, 2013
Revised and BOD approved December 7, 2011
Reviewed by EC May 19, 2010
Revised by BOD May, 18, 2009
Approved by BOD July 25, 2008
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Six (6) committee members, five (5) voting and one (1) nonvoting, all of whom serve *ex officio*, as follows:

- President, who chairs the Executive Committee (voting)
- Past President (voting)
- Vice President (voting)
- Financial Planning Officer (voting)
- Technical Division Chair (TDC), elected annually by Technical Division Council (voting)
- Secretary of the Board of Directors (non-voting)

Terms of Office:

All members serve *ex officio* during the period for which they hold the qualifying position.

Meetings:

The Committee meets in conjunction with Board of Directors meetings, currently five (5) times each year, and at other times as deemed necessary by the Chair or by the request of two voting members. Meeting dates, times, and places are announced to the Board of Directors at least two days before each meeting and Directors are invited to attend.

Quorum:

Three voting members in attendance shall be considered a quorum.

Meeting Minutes:

Minutes of each meeting of the Executive Committee are made available to the Board of Directors as an Information Item on the next Board of Directors agenda.