



Advanced Materials Science & Engineering Center
Western Washington University

Bylaws

Last revised: 5/4/2021

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Article 1. Program Description

The Advanced Materials Science and Engineering Center (AMSEC) is an interdisciplinary center in the College of Science and Engineering whose mission is to educate students, promote collaborative research, and help regional materials technology companies innovate. Its educational activities include academic programs in materials science and engineering, research and internship opportunities for undergraduate and graduate students, and seminar and outreach programs. Collaborative research is encouraged through the activities of the Center's interdisciplinary teams, collective grant writing, and by providing access to shared instrumentation, technical staff, and other resources. The Center works with regional companies by providing access to specialized equipment, faculty expertise and consulting, student internships, and assistance with R&D.

The Center also operates a shared, open access Materials Characterization Laboratory housing certain instrumentation, and facilitates access to a wide range of specialized materials synthesis, processing, and characterization capabilities in its member's departments and own laboratories.

Article 2. Membership

Eligibility. Center faculty members must have a tenure-track or adjunct appointment at Western Washington University, have expertise and active interests in the area of materials science and engineering (broadly defined), and agree to participate in program activities, including execution of the responsibilities outlined below.

Election. New Center faculty members are appointed by the Dean or his/her designee upon recommendation of the Director and a simple majority vote of the Executive Committee. Self-nominations and nominations by the membership of the Center shall be sent in writing, along with the current curriculum vitae of the candidate, to the Director. Should a candidate be appointed, membership will be made known to the candidate's department chair so that the department recognizes the effort for the Center by the elected candidate.

Term. Members of the Center shall serve for four calendar years from the date of election. There shall be no limit to the consecutive or intermittent terms a member of the Center may serve, however a member shall be re-appointed for each four-year term by the Director upon a simple majority vote of the Executive Committee.

Membership Responsibilities

- Willingness to participate in the teaching of interdisciplinary Center course offerings in materials science and engineering.
- Regular participation in Center membership meetings and the Center seminar program. The latter includes attendance of Center seminars, individual/group meetings and meals with Center seminar visitors.
- Willingness to participate in Center outreach activities, which may include educational activities for community college students/faculty, educational activities for K-12 students/teachers, and research and development activities with industrial partners.
- An on-going commitment to seeking external funding on a regular basis from state

and federal agencies, private foundations or companies in support of research and development projects in materials science and engineering that involve undergraduate (and when appropriate M.S.) students.

- Mentoring of undergraduate (and when appropriate M.S. students) in research projects during the academic year and, when possible, during the summer. As part of the student mentoring process, encourage poster and oral presentations by Center research students at on-campus and off-campus venues.
- Acknowledgement of the Center in oral and poster presentations, and in publications.
- Regular participation in Center activities designed to facilitate interdisciplinary research discussions and collaboration.

Article 3. Organizational Structure

Director

Appointment. The Director shall be chosen from the AMSEC membership by the Dean or his/her designee in consultation with the membership.

Term. The Director's term shall be two years. A Director may serve multiple terms, but not more than two consecutive terms, except under exceptional circumstances. Recommendation of appointment to either a second consecutive term or an exceptional additional consecutive term shall require a vote of the membership following a special membership meeting convened by the Executive Committee Chair in Winter quarter of the second year of the Director's term and conducted in the absence of the Director. Reappointment will require an affirmative vote from the majority of membership votes received. The Director shall be subject to review annually by the Dean. The Directorship is a 12-month, 1/2-time appointment.

Responsibilities. It is the responsibility of the Director to develop and maintain quality programs, oversee work conducted by Center staff and the operation of Center facilities, and ensure the responsible accounting of funds allocated to the Center. The Director provides strategic leadership by initiating new directions and helping to secure internal and external support for Center activities. The Director shall call at least one general meeting of the membership every quarter. The Director is also responsible for preparing the Annual Report.

Executive Committee

Appointment. The Executive Committee shall consist of four Center members selected by the Director in consultation with the prior year's Executive Committee. Committee members should be representative of departments having faculty members in AMSEC.

Term. Committee members shall normally serve 2-year terms with the possibility of up to one consecutive renewal. An Executive Committee member may serve multiple terms, but not more than two consecutive terms.

Committee Chair. The Executive Committee shall elect a chair from among the Committee membership by majority vote. In the event no Committee member receives a majority vote, the Director shall appoint the chair. The chair shall serve a one-year term, renewable for up to as long as they continue to serve on the Executive Committee. The chair shall establish meeting agendas and run the meetings. The chair shall receive

annual compensation of \$1000 to be used for research expenditures, travel, and/or student stipends, at their discretion.

Responsibilities. It is the responsibility of the Executive Committee to advise the Director concerning the productivity, effectiveness, and appropriateness of Center activities. The Executive Committee shall work with the Director to establish strategic directions for the Center, develop plans for achieving Center goals, and monitor progress toward meeting goals. The Executive Committee shall meet biweekly during the fall-to-spring academic quarters, with at least one meeting per quarter held without the Director present. Meetings of the Executive Committee may be called either by the chair or the Director.

Curriculum Committee

Appointment. The Curriculum Committee shall consist of four Center members selected by the Director.

Term. Committee members shall normally serve 2-year terms with the possibility of renewal. At the discretion of the Director one or more Committee members may be appointed to 1-year terms so as to have a staggered appointment pattern. No member shall be required to serve simultaneously on both the Executive and Curriculum committees.

Responsibilities. It is the responsibility of the Curriculum Committee to oversee the academic programs offered by the Center, including oversight of the curriculum and student advising. Each year the Committee shall recommend to the Director a list of instructors for Center courses planned to be offered the following academic year.

Other Appointments

The Director shall appointment Members to other committees at the College or University level, such as to the CSE Policy, Planning and Budget Committee, Personnel Committee, Technical Operations Committee, Library Liaison, and to other committees eligible for AMSEC representation.

Article 4. Annual Report

The Director shall prepare an Annual Report, which will include a summary of activities for the Center and financial details of its operation, and will present it to the Executive Committee for approval. Following its approval, the Annual Report will be submitted to the Dean and to the membership.

Article 5. Bylaws Amendment

These Bylaws may be amended by an affirmative vote of two-thirds majority of members present at any regular or special meeting of the Center membership, provided that the amendment is distributed in writing to the Center members at least 30 days prior to the meeting for which the vote is scheduled.