

Scholarship Committee Charter

As approved by the SPIE Board of Directors 13 Nov 2020

Purpose

The Scholarship Committee maintains oversight and monitors quality of the SPIE scholarship programs conducted in the name of the Society.

Goals and Deliverables

Responsibilities include, but are not necessarily limited to the following:

1. Evaluate SPIE Student Scholarship applications annually according to the established SPIE Scholarship Program Guidelines.
2. Recommend annual award winners, including the amounts of their individual awards.
3. Provide leadership, vision, and direction for the continued evolution and advancement of the SPIE Scholarship Program.
4. Provide annual program statistics, demographic reports, and the full list of scholarship winners to the Board of Directors as requested.
5. Publicize the scholarship program to attract highly qualified applicants.

Membership

- The committee consists of a Chair, appointed by the SPIE President-Elect, and approved by the Board (at second Board meeting of year preceding term). Strong preference is given to a Chair candidate who is a current member of the committee and has served at least one year.
- The Chair is asked to serve a three-year term (usually not extended).
- Committee members are appointed by the newly approved Chair and approved by the Board (third Board meeting of year preceding term).
- The Chair selects a group of committee members of diverse technical, national, gender, and ethnicity such that its composition aspires to be in line with the Society's membership composition and goals.
- The members are asked to serve a three-year term with the possibility of renewal.
- Committee members must be current SPIE voting members, able to devote the necessary time to the committee's work and attend committee meetings.

Logistics

The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics + Photonics in Q3. Additional meetings may be arranged as needed.

The majority of committee work is conducted online during the months of March, April and May, reviewing scholarship applications.

The Chair of the Scholarship Committee is asked to serve on the Education and Outreach Committee to facilitate communications.

Authority

The Scholarship Committee is a Standing Committee of the Board and reports to the Board through the Education and Outreach Committee. However, recommendations for Scholarships shall be made directly

to the SPIE President and CEO for approval by the Executive Committee on behalf of the Board. Policy and procedural changes will be reviewed by the Education Outreach Committee and presented to the Board by the Chair of the Education Outreach Committee.

Quorum

Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established, a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

Guiding Documents

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Follow *“The Standard Code of Parliamentary Procedure by the American Institute of Parliamentarians (2012 edition)”*
- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.