

# The American Ceramic Society



## **CONSTITUTION BY-LAWS RULES & PROCEDURES MANUAL**

No. 2011B

Approved by the Board of Directors May 15, 2011

**CONSTITUTION, RULES, BYLAWS, and PROCEDURES MANUAL of The American Ceramic Society**

TABLE OF CONTENTS

<u>Topic</u>	<u>Constitution</u>	<u>By-Laws</u>	<u>Rules</u>	<u>Procedures Manual</u>
	Page	Page	Page	Page
I. Name	3	-	-	
II. Purpose	3	-	-	32
III. Membership	3	3	4	
IV. Officers	5	5	5	
V. Government	6	7	7	
VI. Nominations and Elections	8	8	9	
VII. Meetings	10	10	10	
VIII. Dues and Fees	10	10	11	
IX. Classes	11	11	12	
X. Divisions	12	13	13	
XI. Sections	14	14	15	
XII. Student Branches	15	15	-	
XIII. Committees				
1. Committees in General	16	16	-	
2. Committees Reporting to the Board of Directors	-	17	-	
3. Executive Committee	-	17	-	
A. Sub-Committee: Past Presidents' Council	-	-	17	
B. Sub-Committee: President's Council of Industrial Advisors	-	-	18	
4. Nominating Committee	-	18	-	
5. Committee on Publications	-	18	-	36
A. Sub-Committee on Phase Equilibria	-	-	18	
B. Sub-Committee on Book Publishing	-	-	19	
6. Committee on Meetings	-	19	19	38
A. Sub-Committee on Technology and Manufacturing	-	-	19	
B. Sub-Committee on Technical Programming	-	-	20	
7. Committee on Member Services	-	20	-	38
A. Sub-Committee on Distinguished Life Members	-	21	21	
B. Sub-Committee: Panel of Fellows	-	21	21	
C. Sub-Committee: Bulletin Editorial Advisory Board	-	22	22	
8. Committee on SOCIETY Awards	-	23	-	
A. Sub-Committee on the Orton Memorial Lecture	-	-	-	43
B. Sub-Committee on the Ross Coffin Purdy Award	-	-	-	43
C. Sub-Committee on the John Jeppson Award	-	-	-	44
D. Sub-Committee on the Karl Schwartzwalder-Professional Achievement in Ceramic Engineering (PACE) Award	-	-	-	45
E. Sub-Committee on the Robert L. Coble Award for Young Scholars	-	-	-	46
F. Sub-Committee on the Frontiers of Science and Society Rustum Roy Lecture	-	-	-	47
G. Sub-Committee on the W. David Kingery Award	-	-	-	47
H. Sub-Committee on the Richard M. Fulrath Awards	-	-	-	48
I. Sub-Committee on the Spriggs Phase Equilibria Award	-	-	-	49
J. Sub-Committee on Corporate Environmental Achievement Award	-	-	-	50
K. Sub-Committee on Corporate Technical Achievement Award	-	-	-	50
9. Committee on Education Integration	-	23	-	38
A. Sub-Committee on Student Activities	-	-	24	39
B. Sub-Committee on Education	-	-	24	39
C. Sub-Committee on Professional Development	-	-	24	39
10. Committee on Finance	-	25	25	
11. Committee on Strategic Planning for Emerging Opportunities	-	25	25	
XIV. By-Laws and Rules	26	-	-	
XV. Amendments	26	-	-	
XVI. Foundations	26	26	-	
XVII. Subsidiaries	28	28	-	
Articles of Incorporation	29	-	-	

**Bold type indicates Constitution Articles; *Italic type indicates By-Law Articles*; Medium type indicates Rules**

## Constitution of The American Ceramic Society

(Incorporated under the laws of Ohio, 1905 and amended in 1998)

(With By-Laws and Rules grouped together by Subject)

### CONSTITUTION ARTICLE I. NAME

1. The name of this corporation shall be THE AMERICAN CERAMIC SOCIETY, with principal office located in the State of Ohio.

### CONSTITUTION ARTICLE II. PURPOSE

1. The purpose for which said corporation, hereinafter referred to as the SOCIETY, is formed is to promote the arts and sciences connected with ceramics by means of meetings for the reading and discussion of professional papers, for the publication of professional literature and by such other activities as are authorized by the Charter of this corporation.

### CONSTITUTION ARTICLE III. MEMBERSHIP

1. The membership of the SOCIETY shall consist of:
  - a. Persons who subscribe to the purpose of the SOCIETY, who are interested in the ceramic arts and sciences, who are elected to membership as provided in the By-Laws of the SOCIETY and who pay the required dues of membership.
  - b. Persons, firms or corporations who promote the objectives of the SOCIETY, who are elected to membership as provided in the By-Laws of the SOCIETY and who pay the required annual dues and fees of membership.
2. The voting membership of the SOCIETY shall consist of the following grades:
  - a. Distinguished Life Members
  - b. Fellows
  - c. Members
  - d. Emeritus Fellows and Members
  - e. Senior Fellows and Members
  - f. Associate Members
  - g. Corporate Members
3. Requirements for the various grades of membership together with the modes of election and privileges shall be provided in the By-Laws of the SOCIETY.
4. The privilege of holding office in the SOCIETY, in its Divisions, its Classes or its Sections shall apply to all categories of voting membership.
5. The Board of Directors may institute non-voting grades of membership as defined in the By-Laws.

### BY-LAWS ARTICLE BIII. MEMBERSHIP

1. *The qualifications for and the method of election of applicants to the several grades of membership shall be as follows:*
  - a. **Distinguished Life Members** shall be current members of the SOCIETY of professional eminence who, because of their achievements in the ceramic arts or sciences or their service to the Society, are elected to such membership by the Board of Directors. They shall have all privileges granted their respective former grades of membership, but shall be exempt from the payment of SOCIETY annual dues and meeting registration fees. They shall receive the periodical publications of the SOCIETY without charge.
  - b. **Fellows** shall be persons of good reputation who have reached their 35th birthday and who shall have been Members of the SOCIETY at least five years continuously at the established nomination deadline date when nominated. They shall prove qualified for elevation to the grade of Fellow by reason of outstanding contributions to the ceramic arts or sciences; through broad and productive scholarship in ceramic science and technology, by conspicuous achievement in ceramic industry, or by outstanding service to the SOCIETY.
    - i) Election shall be from among those recommended by the Panel of Fellows by a two-thirds vote of the Board of Directors.
    - ii) Nominations for elevation to the grade of Fellow shall be made in accordance with the Rules.
  - c. Persons who are 26 years of age or older and who are interested in the ceramic arts and sciences, may apply for the grade of **Member**.

- d. *Fellows and Members who are 65 years of age and have held continuous membership in the SOCIETY for at least thirty-five years, shall automatically become **Emeritus** Fellows and Emeritus Members, respectively. They shall be transferred on the first day of January in the year following that in which both qualifications are met. They shall have all the privileges granted their respective former grades of membership, but shall be exempt from the payment of SOCIETY annual dues and shall pay reduced registration fees at SOCIETY meetings. Emeritus Members shall be eligible to elevation to the grade of Emeritus Fellow, if they meet the requirements, by the procedure set forth in the Constitution, By-Laws and Rules of the SOCIETY for the election and elevation of Fellow.*
- e. *Fellows and Members who are 60 years of age, are retired from active employment, and who have been members of the SOCIETY continuously for the previous five years may apply to the Executive Director for transfer to the status of **Senior** Fellow or Senior Member. Senior Members shall be eligible to elevation to the grade of Senior Fellow, if they meet the requirements, by the procedure set forth in the Constitution, By-Laws and Rules of the SOCIETY for the election and elevation of Fellow. They shall have all the privileges granted their former grades of membership, but shall pay a reduced rate of SOCIETY annual dues and meeting registration fees.*
- f. *Persons who do not qualify for the grade of Student Member, have never been an Associate Member or Regular Member, and are interested in the ceramic arts and sciences, may apply for the grade of **Associate Member**. Such Associate Membership shall be available to any individual for no more the two years.*
- g. *Firms or corporations who promote the objectives of the SOCIETY may make application for election to the grade of **Corporate** Member. The Executive Director may approve the application without reference to the Board of Directors. The application shall specify an individual representative to exercise all franchise privileges granted to this grade of membership under the Constitution, By-Laws and Rules of the SOCIETY, its Classes and its Divisions. The said representative shall be known as voter of a Corporate Member and shall enjoy all the privileges of a Member of the SOCIETY.*
2. *Membership certificates signed by the President and the Secretary shall be issued to Distinguished Life Members, Honorary Members and Fellows at the annual meeting next succeeding their election. Dated annual certificates of membership shall be issued to Corporate Members.*
3. *The Board of Directors may introduce non-voting grades of membership by consideration of a proposal distributed to all Board members at least 30 days before the proposed adoption of such non-voting grade of membership and may be adopted by a two-thirds affirmative vote of the Board. The currently approved grades of non-voting membership are as follows:*
  - a. ***Honorary Members** shall be persons who have been non-members of the SOCIETY for at least the previous 5 years prior to consideration for Honorary Membership and who because of their achievements in the ceramic arts and sciences are elected to such membership by the Board of Directors. Honorary Members cannot hold office or vote on matters affecting the SOCIETY and are excused from the payment of SOCIETY annual dues and meeting registration fees.*
  - b. *Bona fide university and college students, interested in the ceramic arts and sciences, and enrolled for at least 10 hours per week, may apply for the grade of **Student Member**.*
  - c. *The grade of **Electronic Membership** shall be granted by specific authorization of the Board of Directors to groups whose membership affiliation with the SOCIETY are deemed to be in the interest of the SOCIETY and who would not otherwise be able to or choose to pay the regular member dues. The dues rate and member benefits for each group shall be set by action of the Board of Directors.*

### RULES ARTICLE RIII. MEMBERSHIP

1. The Executive Director shall promptly advise all applicants for membership in the SOCIETY of the disposition of their applications. Where election by the Board of Directors is not required by the Constitution, By-Laws, or Rules of the SOCIETY, and the Executive Director believes the applicant not worthy of admission to membership, the Executive Director shall refer the application to the Board of Directors for final decision. The method of electing applicants to the several grades of membership shall be as follows:
  - a. Election of Distinguished Life Members shall be as provided in the By-Laws.
  - b. Election of Honorary Members shall be as provided below. Conferring of the grade of Honorary Member shall be made in person at the earliest Annual Meeting the candidate can attend unless the candidate has a compelling reason, acceptable to the President, for not being present.
    - i) A maximum of two Honorary Members may be elected annually unless the number of living Honorary Members be twenty or less. In that event, three Honorary Members may be elected annually.
    - ii) The Board shall consider candidates from petitions received from SOCIETY members or Board Members
    - iii) Election shall be by secret ballot from among those recommended to the Board by a two-thirds affirmative vote of votes cast at a Board of Directors Meeting.
    - iv) Travel expenses of the Honorary Member may be paid to attend the meeting at which the honor is bestowed. Reimbursement will be consistent with SOCIETY guidelines for such travel expense.

- c. Nomination for elevation to the grade of Fellow shall be made on forms approved by the Board of Directors and made available through the office of the Executive Director. When properly executed and signed by at least seven Fellows or Members, the forms shall be forwarded to the Executive Director. The nomination shall be accompanied by a letter from the first sponsor appearing on the form setting forth the nominee's qualifications.
  - d. The Executive Director shall annually automatically transfer all Fellows and Members to Emeritus status who have reached their 65th birthday and have been members of the SOCIETY continuously for at least 35 years. The Executive Director shall so notify them, and an appropriate new membership certificate will be presented to them.
  - e. The Executive Director shall annually automatically transfer all Student Members who no longer qualify as such to grade of Associate Member.
  - f. The Executive Director shall annually automatically transfer all Associate Members who have been in that grade for two years to the grade of Member.
  - g. Any member may petition the Board of Directors through the Executive Director to admit a group to the grade of Electronic Membership.
2. Student Members shall be managed by the 'Material Advantage Chapters' as defined in the written joint agreement executed among the American Ceramic Society, ASM International, TMS and, possibly, other materials societies.

### CONSTITUTION ARTICLE IV. OFFICERS

1. **The officers of the SOCIETY shall be a President, a President-Elect an immediate Past President, a Treasurer and a Secretary.**
2. **The term of office of the President shall be one year. The term of office of the Treasurer shall be two years.**
3. **The Board of Directors shall appoint an Executive Director to serve for a period of two years. The Executive Director shall be Secretary of the SOCIETY.**
4. **The duties of the officers shall be defined in the By-Laws.**

### BY-LAWS ARTICLE BIV. OFFICERS

1. *The one year term of office of the President shall begin and end at the close of Annual Meetings. The two year term of office of the Treasurer shall begin and end at the close of Annual Meetings. The term for the Executive Director/ Secretary shall be defined in their employment contract approved by the Board of Directors.*
2. *The President shall have general supervision of the affairs of the SOCIETY, subject to the control and direction of the Board of Directors. The President shall act as chair of the Board of Directors and of the Executive Committee of the Board of Directors.*
3. *Through the President, the Executive Committee shall be responsible for setting the annual performance goals and objectives for the Executive Director. The goals and objectives shall be consistent with and in support of the Strategic Plan. Annually, the Executive Committee shall review the Executive Director's performance in relation to the performance goals and objectives, and establish performance goals and objectives for the next year. The Executive Committee is responsible for establishing the Executive Director's salary based on the performance review.*
4. *The President shall report the results of the annual performance review of the Executive Director to the Board of Directors at the Board's next regularly scheduled meeting after the performance review. At that meeting, the Board of Directors shall approve the Executive Director's salary as recommended by the Executive Committee.*

### RULES ARTICLE RIV. OFFICERS

1. The Secretary has overall executive responsibility for all business aspects of the publications of the SOCIETY. The Publisher's responsibilities cover the areas of circulation and sales, Editorial work, advertising sales and promotion, production, development and finance, including responsibility for the Phase Equilibria Fund and other specific publication funds as may be established. The Publisher's duties also include budgeting and financial planning, and the preparation of reports on the business operations of the SOCIETY'S publications to the Board of Directors. Guided by the policies of the SOCIETY, and the advice of the Board of Directors and the Committee on Publications, the Publisher establishes and maintains the standards of quality of all publications. The Publisher will be assisted significantly and substantially in these matters by the principal staff to whom the Publisher provides overall supervision.
2. Expenses of the following officers to attend specific meetings are reimbursable by the SOCIETY:
  - a. The President's expenses are reimbursable for attendance at the Board of Directors meetings, Executive Committee meetings, the Annual Meeting, Divisional meetings, Sectional meetings, and any meeting where the President's attendance is invited. The expenses of the President's companion at the Annual

- Meeting and other meetings as specified in the budget are also reimbursable. The combined expenses of the President and companion during the term of office are limited to an amount to be established annually in the budget.
- b. The President-elect's expenses are reimbursable by the SOCIETY for attendance at the Board of Directors meetings, Executive Committee meetings, the Annual Meeting, and at special assignments given by the President. Expenses of the President-elect's companion at the Annual Meeting at which the President-Elect takes office as President are also reimbursable. The combined expenses of the President-Elect and companion during the term of office are limited to an amount to be established annually in the budget.
  - c. The Immediate Past President's and Treasurer's expenses are reimbursable by the SOCIETY for attendance at the Board of Directors meetings, the Executive Committee meetings, the Annual Meeting, and at special assignments given by the President. The limit on the expenses of the Immediate Past President and Treasurer shall be established annually in the budget.
  - d. Members of the Board of Directors – other than the President, President-Elect, and Immediate Past President and Treasurer, whose expenses are covered as above – and other key individuals, may be granted travel funds by the SOCIETY to participate in Board activities at locations other than technical meetings of the SOCIETY. A budget of \$10,000 will be made available each year for this purpose which will be allocated on a first-come, first-serve basis. A maximum of \$500/individual/year will be allowed. Requests for such funds must be made in advance on forms available from SOCIETY headquarters and submitted for approval to the SOCIETY President. Copies of the approval forms will be sent to the Executive Director. In addition, a yearly travel budget of \$15,000 will be made available for the use of committee members, task groups, and other key volunteers to meet at locations other than technical meetings of the SOCIETY. This fund will be allocated on a first-come, first-serve basis. A maximum of \$500/individual/year will be allowed. Requests for such funds must be made in advance on forms available from SOCIETY headquarters. Completed forms should be submitted for approval to the SOCIETY President. Copies of the approval forms will be sent to the Executive Director. The use of both types of funds will be monitored by the SOCIETY for appropriateness and consistency.
  - e. A listing, with receipts where appropriate, of all expenses are to be forwarded to, and kept by, the SOCIETY for accounting purposes. All expenses shall be reasonable but appropriate for the office.

## **CONSTITUTION ARTICLE V. GOVERNMENT**

1. **The government of the SOCIETY shall be carried out in accordance with its Charter and Constitution. By-Laws and Rules consistent with the Charter and Constitution may be established by the Board of Directors for carrying on the work of the SOCIETY.**
2. **The government of the SOCIETY shall be vested in a Board of Directors, consisting of the President of the SOCIETY, who shall be chair, the President-Elect, the Treasurer, the immediate past President, Directors elected by the SOCIETY membership, and the Executive Director, who shall be a non-voting member. The Board of Directors shall meet at least two times per year.**
3. **The term of office of the Directors shall be three years.**
4. **The Board of Directors shall have sole and exclusive power:**
  - a. **To incur debt in the name of the SOCIETY.**
  - b. **To resolve questions of jurisdiction arising among the various Classes, Divisions, Sections, Student Branches, committees and other subdivisions of the SOCIETY.**
  - c. **To determine and fix the dues and fees of members of the SOCIETY, except that Distinguished Life Members and Honorary Members shall at all times be exempt from dues and fees.**
  - d. **To authorize and provide for all publications of the SOCIETY.**
  - e. **To determine and set subscription and sales prices of publications of the SOCIETY.**
  - f. **To expel members from the SOCIETY.**
  - g. **To appoint standing committees of the SOCIETY.**
  - h. **To establish awards.**
  - i. **To appoint an Editor of the publications of the SOCIETY, upon recommendation of the Publisher following consultation with the Committee on Publications. The Editor shall be responsible to the Publisher and shall serve for a term of two years subject to reappointment.**
5. **The Board of Directors shall be responsible:**
  - a. **For the financial affairs of the SOCIETY and shall arrange for annual audits or reviews of the accounts of the SOCIETY.**
  - b. **For audits to be made by certified public accountants and reported to the Annual Meeting of the SOCIETY.**
6. **a. The Executive Committee shall be comprised of the President, the President-Elect, the Immediate Past President, the Treasurer, and the Executive Director (who shall be a non-voting member) of the SOCIETY.**
  - b. **The Executive Committee shall have such powers as are delegated to it by the Board of Directors, which powers shall be exercised during periods between meetings of the Board of Directors.**

- c. **The President of the SOCIETY shall be chair of the Executive Committee, which shall meet at least four times a year.**

#### BY-LAWS ARTICLE BV. GOVERNMENT

1. *The term of office of a Director shall begin and end at the close of Annual Meetings.*
2. *The Board of Directors may meet at the call of the President, of the Executive Committee or of a majority of the members of the said Board of Directors. The Secretary shall give notice to the Directors of all meetings of the Board of Directors at least 20 days prior thereto.*
3. *A majority of the Board of Directors shall constitute a quorum.*
4. *Every question which shall come before a meeting of the SOCIETY, or of the Board of Directors, or of a committee, shall be decided by a majority of the votes cast, unless otherwise provided in the Constitution, the By-Laws, the Rules, or by the laws of the State of Ohio.*
5. *When the President or the Executive Committee wishes or is required by the Constitution to submit a non-fiduciary question to the Board of Directors and the calling of a special meeting of the said Board of Directors is impractical, the Secretary, acting under the instruction of the President or the Executive Committee, shall submit said question by ballot (letter, facsimile or electronic transmission) accompanied by a full statement of the question. The question shall be decided by the affirmative or negative vote of a majority of the entire Board, unless otherwise specified.*
6. *Fifty voting members shall constitute a quorum at the Annual Meeting or any special meeting of the SOCIETY.*
7.
  - a. *In the event of the filing of written charges against any American Ceramic Society member of action or actions in violation of the Constitution, By-Laws, Rules or principles of the SOCIETY or damaging to the interests of the SOCIETY or its reputation, and such charges being signed by five members, the President shall furnish such accused member and the Board of Directors with a detailed statement of the charges. The accused member, and the accusers, shall be invited to appear at the next succeeding meeting of the Board of Directors, at which time the charges shall be examined and appropriate action taken.*
  - b. *In the event that the Board of Directors shall, upon examination of the charges, declare the member to be expelled from the SOCIETY, any money paid the SOCIETY by way of endowment fees or dues shall become forfeit to the SOCIETY.*
8. *The Board of Directors through the Executive Director shall maintain a SOCIETY Procedures Manual which contains the policy and procedures for items such as: the purpose of the SOCIETY; officer installation procedures; SOCIETY Fund policies; committee procedures; and the responsibilities of the various individual award committees. Modifications to the Procedures Manual shall be the same as that for Rules Articles; a simple majority vote of the Board of Directors without prior notice.*

#### RULES ARTICLE RV. GOVERNMENT

1.
  - a. In order to facilitate the consideration of, and action upon grave charges which might lead to the expulsion of a member, the President shall appoint a committee of five members of the Board of Directors. The committee shall meet prior to the appropriate meeting of the Board of Directors to review the charges with the accused, and one or more of the accusers.
  - b. The accused person may be accompanied by one other person who may consult with the person and speak for the person.
  - c. The committee shall, in reaching its decision, give weight to the presence or absence of the accused. Failure of the accused to appear, without acceptable reason, should lead to a finding for expulsion if the charges are found to be correct.
  - d. The committee shall report to the Board of Directors, presenting its proposal for action in the form of a motion.
2. The Executive Committee of the Board of Directors of The American Ceramic Society shall have the following responsibilities:
  - a. Review and propose modifications to the Strategic Plan.
  - b. Monitor the operations of the SOCIETY for consistency with the Mission and Goals of the Strategic Plan of the SOCIETY by: tracking the strategies developed to carry out the Strategic Plan; reviewing annual operations planning for consistency with the Strategic Plan within budgetary constraints; reporting to the Board of Directors annually on the progress of the SOCIETY operations relative to the Mission and Goals of the Strategic Plan; and recommending to the Board of Directors actions needed to ensure that the Strategic Plan is current and that the operations of the SOCIETY are consistent with the Strategic Plan.
  - c. Review Board of Directors meeting agendas and assure that concise information and sufficient data are available for needed Board of Directors decisions.
  - d. Review new opportunities for SOCIETY relevance and enhancement and form plans of action for decision by the Board of Directors.

- e. For the purpose of fulfilling the responsibility of meeting 4 times per year, the Executive Committee may include those meetings held by teleconference.
3. The Publisher Editor shall appoint technical editors for the Journal of The American Ceramic Society after consultation with the Committee on Publications subject to approval by the Board of Directors.
4. For the purpose of defining whether a vote has met the required majority level, abstentions (blank votes) shall not be considered votes cast and shall not be used in the calculation. Absentee voting by members of the Board of Directors, by proxy, is prohibited.
5. Each year the President shall nominate and the Board of Directors appoint a non-voting Parliamentarian to the Board of Directors whose duties shall be:
  - a. Attend all meetings of the Board of Directors and by invitation of the President, the Executive Committee to advise on questions involving the Constitution, By-Laws, Rules and parliamentary procedure.
  - b. Perform such duties as required by the Board of Directors relating to interpretation or amendment of the Constitution, By-Laws, or Rules of the SOCIETY.
  - c. Keep on file an authentic copy of: 1) The Charter of the SOCIETY, 2) The Constitution of the SOCIETY, 3) The By-Laws of the SOCIETY and 4) The Rules of the SOCIETY.
  - d. Report to the Board of Directors, through the President, any cases of conflict between the rules of the Classes, Divisions, Sections, or Student Branches and the Constitution, By-Laws, or Rules of the SOCIETY.
  - e. Prepare amendments to the Constitution, By-Laws, and Rules of the SOCIETY when requested to do so by the Board of Directors, and perform such other duties as the Board of Directors may properly assign.

## CONSTITUTION ARTICLE VI. NOMINATIONS AND ELECTIONS

1. **The Board of Directors shall annually appoint a Nominating Committee for the purpose of proposing candidates for the Board of Directors, the offices of President (when necessary), President-Elect, and Treasurer, when necessary. The President-Elect shall not be eligible to serve on this Committee.**
2. **The Secretary shall forward the report of the Nominating Committee to the Board of Directors. Approval by majority vote shall be required for the acceptance of the slate of nominees.**
3. **The election of President (when necessary), President-Elect and Directors of the SOCIETY as are to be elected shall be held annually in the manner provided in the By-Laws. The Treasurer shall be elected by the Board of Directors for a two-year term.**

## BY-LAWS ARTICLE BVI. NOMINATIONS AND ELECTIONS

1. *The Nominating Committee shall be composed of the Immediate Past President of the SOCIETY, as a voting chair, and nine members elected for three-year terms (staggered terms with three elected each year). The nine members shall include at least three with Board of Directors experience and at least three with no Board of Directors experience. In the event that a Nominating Committee member refuses or is unable to serve, the Board shall elect a successor to fill the unexpired term. Nominating Committee members shall not have successive full terms. Nominating Committee members are not eligible to be nominated for positions of Director or Officer. Should a Nominating Committee member wish to be considered for such office, that member must resign from the Nominating Committee and the Board shall elect a successor to fill the unexpired term.*
2. *The Nominating Committee shall select the following candidates for approval by the Board of Directors:*
  - a. *Candidates for President (when needed)*
  - b. *Candidates for President-Elect*
  - c. *Candidates for Treasurer (when needed)*
  - d. *A slate of 3 candidates for Director to be presented to the Board of Directors for approval. From the approved slate of candidates, 3 are elected 'at large' by the SOCIETY membership. When developing the slate of candidates for Board of Directors positions, the Nominating Committee shall attempt to structure Board of Directors' composition to be representative of SOCIETY diverse interests.*
  - e. *Candidates for future members of the Nominating Committee*
  - f. *Candidates for principal activity committee members and principal activity committee chairs.*
3. *The Board of Directors shall annually present a slate of candidates to the membership for election. The election shall be held at least four months prior to a forthcoming SOCIETY Annual Meeting. This slate shall include a nominee for the office of President (if necessary), a nominee for the office of President-Elect, and 3 nominees for the Directors to be elected.*
4. *The names of the nominees, together with this By-Law and the date of the next election, shall be published in the Internet publications of The American Ceramic Society at least eight months prior to the forthcoming Annual Meeting. One hundred voting members, who collectively represent at least half of the Divisions, may, by signed petition, nominate additional candidates for one or more of the membership-elected positions, provided: the signed petition(s), together with written assurance of assent of the candidate or candidates, a photograph and biographical information, reaches the Executive Director on or before six months prior to the forthcoming Annual*



*Meeting. The petition(s) may be in multiple copies, and the Executive Director shall certify that the qualifications are met, if such be the case. The names, photographs and biographical information of each candidate shall then be published in an issue of The American Ceramic Society Bulletin and on the SOCIETY Internet publication at least five months prior to the forthcoming Annual Meeting.*

5. *The method of electing the President (when necessary), President-Elect, Directors and Division officers shall be as follows:
  - a. *The Secretary shall prepare ballots as prescribed in the Rules and distribute one to each member entitled to vote at least four months prior to a forthcoming SOCIETY Annual Meeting. Only those marked ballots received within 30 days of distribution shall be counted.*
  - b. *The candidate receiving the largest number of votes for each office shall be declared elected.**
6. *In the event that the President resigns in mid term, the President Elect shall assume the duties of the President to fill the remainder of the term.*
7. *In the event that the President Elect resigns in mid term, a successor shall be appointed by the Board of Directors to fill the remainder of the term. At the next election of officers, both a President and a President Elect shall be nominated and elected.*
8. *In the event that the Treasurer resigns in mid term, a successor shall be appointed by the Board of Directors to fill the remainder of the term.*
9. *Failure to act, refusal to act or inability to act on the part of an Officer shall be defined as nonparticipation in 3 successive meetings of the Board of Directors or the failure, refusal or inability to carry out specific tasks, responsibilities or duties assigned to the Officer by the Constitution. In such cases, any Board member may draft a petition, signed by at least 5 Board members seeking to have the Officer in question removed from office. The Officer named in the petition shall be interviewed by the Past President after which the case shall be brought before the Board of Directors for decision on removal. A 2/3 majority vote by the Board members voting shall be needed for removal of an Officer. If an Officer is so removed from office, a successor shall be named in accordance with the procedure defined above for resignation of that Officer.*
10. *In the event that an Officer acts dishonestly, displays unethical conduct, or displays unprofessional behavior, any Board member may draft a petition, signed by at least 5 Board members seeking to have the Officer in question removed from office. The Officer named in the petition shall be interviewed by the Past President after which the case shall be brought before the Board of Directors for decision on removal. A 2/3 majority vote by the Board members voting shall be needed for removal of an Officer. If an Officer is so removed from office, a successor shall be named in accordance with the procedure defined above for resignation of that Officer.*
11. *In the event of the election of a Director, as an officer of the SOCIETY, a successor shall be appointed by the Board of Directors to fill the remainder of the term.*
12. *In the event that a Director resigns from the Board of Directors in mid term, a successor shall be appointed, by the Board of Directors to fill the remainder of the term.*
13. *Failure to act, refusal to act or inability to act on the part of a Director shall be defined as nonparticipation in 3 successive meetings of the Board of Directors or the failure, refusal or inability to carry out specific tasks, responsibilities or duties assigned to the Director by the Board and its Officers. In such cases, any Board member may draft a petition, signed by at least 5 Board members seeking to have the Director in question removed from office. The Director named in the petition shall be interviewed by the Past President after which the case shall be brought before the Board of Directors for decision on removal. A 2/3 majority vote by the Board members voting shall be needed for removal of a Director. If a Director is so removed from office, a successor shall be appointed, by the Board of Directors to fill the remainder of the term.*
14. *In the event that a Director acts dishonestly, displays unethical conduct, or displays unprofessional behavior, any Board member may draft a petition, signed by at least 5 Board members seeking to have the Director in question removed from office. The Director named in the petition shall be interviewed by the Past President after which the case shall be brought before the Board of Directors for decision on removal. A 2/3 majority vote by the Board members voting shall be needed for removal of a Director. If a Director is so removed from office, a successor shall be appointed, by the Board of Directors to fill the remainder of the term.*

## **RULES ARTICLE RVI. NOMINATIONS AND ELECTIONS**

1. The President shall transmit to the Nominating Committee the names of all suggested candidates the President may receive from the membership.
2.
  - a. The Executive Director shall prepare and distribute to each Member entitled to vote, ballots for the election of President (when required), President-Elect, Directors of the SOCIETY, and the officers of the Classes and Divisions. The ballots shall contain any additional nominees received from the membership. The ballots shall be clearly prepared and contain full instructions to voters. For each office, the beginning and ending dates of the term of office shall be listed. The Executive Director shall be responsible for assuring that the ballot differentiates between nominees from the Board of Directors and nominees from the membership. Special designation of nominees for Division officers shall also be made when required by their respective rules. The instructions shall contain the closing date of the polls. For Division and Class

officers, members shall vote only for the officers of the primary Divisions and Classes with which they are affiliated. Only those ballots properly completed shall be valid.

- b. All ballots shall be returned to the Executive Director.
- c. The Executive Director or designate shall count those ballots properly completed, and promptly report to the President the total vote for each candidate. The President shall promptly notify the successfully elected candidate for membership-elected officers and Directors. The President shall also notify the President of each Class and Chair of each Division the candidates elected as officers of the respective Classes and Divisions.

## **CONSTITUTION ARTICLE VII. MEETINGS**

1. **Notice of the Annual Business Meeting shall be communicated to the membership of the SOCIETY at least thirty days prior thereto.**
2. **Special meetings of the SOCIETY shall be called by the President with the approval of the Board of Directors. Due notice shall be given to the members of time and place.**
3. **The number of members constituting a quorum at any meeting of the SOCIETY shall be as provided in the By-Laws.**
4. **Rules contained in "Robert's Rules of Order, Revised," shall govern the proceedings of the SOCIETY in all cases to which they are applicable and consistent with the Constitution, By-Laws or Rules of the SOCIETY.**
5. **The order of business at any meeting of the SOCIETY shall be as prescribed in the By-Laws.**

## **BY-LAWS ARTICLE BVII. MEETINGS**

1. *The order of business at the Annual Business Meeting of the SOCIETY shall be:*
  - a. *Approval of minutes of previous meeting.*
  - b. *Unfinished business.*
  - c. *Reports of the officers.*
  - d. *New business*
  - e. *Adjournment.*

## **RULES ARTICLE RVII. MEETINGS**

1. Business management of meetings of the Divisions or Classes of the SOCIETY shall in all cases be conducted by the SOCIETY staff.
2. The Divisions may hold meetings concurrently with Sections of the SOCIETY or with groups of Sections in regional meetings, or with groups not part of The American Ceramic Society. They may not engage in such meetings wherein the management of meetings of the Divisions is conducted by others than the SOCIETY staff, except with the explicit approval of the Board of Directors.
3. Sections acting in concert may call upon the SOCIETY staff to conduct the business management of regional meetings. The SOCIETY shall be reimbursed for the expenses involved.
4. Sections acting in concert in regional meetings shall organize their own programs. They be expected to consult with the Committee on Meetings and the Executive Director in order to avoid scheduling of subject matter not falling within the scope of the SOCIETY.
5. With the written permission of the Executive Director, Divisions may cosponsor meetings of other organizations when such meetings advance the purpose of the SOCIETY and involve no financial obligation or legal liability to the SOCIETY. The Division shall make a written disclaimer of financial obligation or legal liability as part of its agreement to serve as a cosponsor.

## **CONSTITUTION ARTICLE VIII. DUES AND FEES**

1. **Dues and fees shall be established by the Board of Directors and contained in the By-Laws and/or Rules of the SOCIETY.**

## **BY-LAWS ARTICLE BVIII. DUES AND FEES**

1. *The Board of Directors shall review the recommendation of the Executive Committee and establish annually dues and fees for the several grades of membership.*

2. *The annual dues shall be payable the first day of the anniversary date (month joined). The privileges of membership in the respective grades shall begin upon the initial payment of the said yearly dues .*
3. *A member whose annual dues are in arrears more than three months shall be dropped from the membership list.*
4. *Attendance at any Annual Meeting, Division, Class or regional meeting of the SOCIETY shall be limited to duly registered persons.*

#### RULES ARTICLE RVIII. DUES AND FEES

1. Members shall receive issues of The American Ceramic SOCIETY Bulletin and Ceramic Source published after the date of admission to membership, provided they pay the full yearly fee as specified by the Board of Directors.
2. The Executive Director will annually transfer from the Life Membership Fund as revenue of the SOCIETY a sum equal to the equivalent dues of the paid life members on the rolls of the SOCIETY.
3. In computing length of continuous Society membership for the purpose of determining award eligibility and special memberships, gaps of <12 months will be ignored.

#### CONSTITUTION ARTICLE IX. CLASSES

1. **The Board of Directors may authorize the organization and establishment of Classes of the SOCIETY in the manner provided in the By-Laws.**
2. **Classes serve to permit members of the SOCIETY to group together according to their professional training and experience to advance the purpose of the SOCIETY.**
3. **Each Class shall have power to make such rules, elect such officers and conduct such business as it may deem proper, consistent with the Charter, the Constitution, By-Laws and Rules of the SOCIETY.**
4. **The affairs of a Class shall be managed by a President, a Secretary and such other officers as the Class shall deem necessary. Each Class officer shall be elected for a term of one year, or until a successor is elected and duly qualified. The officers shall be elected by the voting members of the SOCIETY enrolled in the Class and the procedure of nomination shall be in accordance with the Class rules.**
5. **No Class may obligate the SOCIETY except on authority of the Board of Directors.**
6. **In the event of the dissolution of a Class of the SOCIETY, any assets of the Class remaining after the settlement of its affairs shall be conveyed to the SOCIETY.**

#### BY-LAWS ARTICLE BIX. CLASSES

1.
  - a. *The Classes of the SOCIETY shall be as follows:*
    - 1) *The National Institute of Ceramic Engineers.*
    - 2) *The Ceramic Educational Council.*
  - b. *Additional Classes of the SOCIETY may be constituted by the Board of Directors by amending Subsection 1.a. above on petition as provided in the Rules of the SOCIETY.*
  - c. *When a Class is deemed by the Board of Directors to be no longer active, that Class may be dissolved by vote of the Board of Directors and subsection 1.a. above may be amended to reflect the removal of a Class.*
2. *Each Class shall have power to establish such grades of membership and qualifications therefore as it may deem proper. Membership with voting rights in a Class shall be drawn exclusively from the members of the SOCIETY. A member's privileges in the SOCIETY are determined by the Charter, the Constitution, By-Laws, and Rules of the SOCIETY and shall not be affected in any way by election to any grade of membership in a Class.*
3. *The provisions of the Charter, the Constitution, By-Laws, and Rules of the SOCIETY shall govern the procedure of all Classes, but no action or obligation of a Class shall be considered an action or obligation of the SOCIETY. No officer of a Class shall have power to obligate the SOCIETY in any way without specific approval of the Board of Directors.*
4. *A Class may, with the approval of the Board of Directors of the SOCIETY, assess its membership for funds or establish special funds through special symposia, solicitation, gifts or by other means. Such funds shall be paid to the SOCIETY and, together with any moneys appropriated by the Board of Directors for the use of the Class shall be set in special funds and administered by the SOCIETY. Funds shall be withdrawn only by the Executive Director of the SOCIETY upon authorization of the President of the respective Class.*
5. *The President of each Class shall be responsible for the Editorial content of any publication of the Class.*
6. *The President shall each year, prior to three months before the next Annual Meeting, make an annual report to the Board of Directors, through the President of the SOCIETY, covering the activities of the Class during the*

*previous year. The report shall include a financial statement for that year, number of meetings held, number of Members and Affiliate Members enrolled, and such other information as is necessary to portray the work and status of the Class.*

7. *A class may, with the approval of the Board of Directors of the Society, establish a Chapter; which is organized to promote the purpose of the Class in particular and defined geographic areas. Each Chapter shall have the power to make such rules, elect such officers and conduct such business as it may deem proper, consistent with the Charter, the Constitution, By-Laws and Rules of the Society and the Class. The provision of the Constitution, By-Laws and Rules shall govern the procedure of all chapters, but no action or obligation of a Chapter shall be considered an action or obligation of the Society or the Class. The previous sentence shall be imprinted on any publication issued by a Chapter. In the event of dissolution of the Chapter and the discharge of its debts, any assets remaining shall be conveyed to the Class for the Class's general purposes.*
8. *The Officers of a Class shall normally be installed at the Annual Meeting of the SOCIETY and serve for a term of one year; from the close of one Annual Meeting to the close of the next Annual Meeting. Should the affairs of a Class make it necessary to have its Officers serve for a term of one year beginning at a time other than the close of an Annual Meeting, the Class President may state the need for deviation from normal practice and petition the Board of Directors for permission to do so. The Board of Directors may grant permission for a Class to install officers at a time other than the Annual Meeting on a continuing basis (without subsequent annual approval) by a majority affirmative vote of the Board.*

### RULES ARTICLE RIX. CLASSES

1. Petitions requesting the organization of additional Classes of the SOCIETY shall be addressed to the Board of Directors, and shall be signed by at least 20 Fellows, Members, or Associate Members in good standing.
2. The Classes shall make nominations for their elective offices as currently required in their respective rules. The President of each Class shall forward at least one nomination for each office, together with the assurance of acceptance of each nominee, to the Executive Director so that they may be published in a SOCIETY Internet publication or The American Ceramic Society Bulletin on or before seven months prior to the forthcoming Annual Meeting.
3. The Board of Directors shall make the final decision on questions of conflict between the rules of a Class and the Constitution, By-Laws, or Rules of the SOCIETY, after the Parliamentarian has reviewed the matter and made a recommendation thereon.
4. The establishment of awards by Classes, the manner and procedure of selecting the recipient and the appointment of members of award committees shall be subject to approval of the Board of Directors.
5. The incoming officers of each Class shall appoint all new committee members and representatives as far in advance of the Annual Meeting as feasible.
6. A Class may authorize the establishment of chapters of the Class in the manner provided in By-Laws BIX.6.
  - a. The governing documents of the Class shall provide the method and manner of establishment of any Chapters which shall not be inconsistent with the Society Constitution, By-Laws and Rules.
  - b. Each Chapter shall have power to make such rules, elect such officers and conduct such business as it may deem proper, consistent with the Chapter, the Constitution, By-Laws and Rules of the Society and the Rules of the Class.
  - c. The Board of Directors shall make the final decision on questions of conflict between the Chapter and/or Class and the Constitution, By-Laws or Rules of the Society, after the Parliamentarian has reviewed the matter and made a recommendation.
  - d. The provision of the Constitution, By-Laws and Rules shall govern the procedure of all chapters, but no action or obligation of a Chapter shall be considered an action or obligation of the Society or the Class. The previous sentence shall be imprinted on any publication issued by a Chapter.

### CONSTITUTION ARTICLE X. DIVISIONS

1. **The Board of Directors may authorize the establishment of Divisions of the SOCIETY in the manner provided in the By-Laws.**
2. **Divisions of the SOCIETY shall be groups of members organized to stimulate the growth and activities of the SOCIETY in particular branches of the arts and sciences of ceramics.**
3. **Each Division shall have power to make such rules, elect such officers and conduct such business as it may deem proper, consistent with the Charter, the Constitution, By-Laws, and Rules of the SOCIETY.**
4. **In order to qualify to vote or to hold office in a Division, each voting member of the SOCIETY shall enroll in that Division.**
5. **The affairs of a Division shall be managed by a Chair, Secretary, and such other officers as the Division may deem necessary. Each Division officer shall be elected for a term of one year, or until a successor is elected and duly qualified. The officers shall be elected by the voting members of the**

**SOCIETY enrolled in the Division, and the procedure of nomination shall be in accordance with the Division rules.**

6. **No Division may obligate the SOCIETY except on authority of the Board of Directors.**
7. **In the event of the dissolution of a Division of the SOCIETY, any assets of the Division remaining after the settlement of its affairs shall be conveyed to the SOCIETY.**

#### BY-LAWS ARTICLE BX. DIVISIONS

1. a. *The Divisions of the SOCIETY shall be as follows:*
  - Art Division*
  - Basic Science Division*
  - Cements Division*
  - Engineering Ceramics Division*
  - Electronics Division*
  - Glass & Optical Materials Division*
  - Nuclear & Environmental Technology Division*
  - Refractory Ceramics Division*
  - Structural Clay Products Division*
  - Whitewares and Materials Division*
- b. *Additional Divisions may be added or the name of a Division changed by amending subsection a. above on petition, as provided in the Rules.*
2. a. *Each member shall instruct the Executive Director in which Divisions the member wishes to be enrolled. Division affiliation may be changed by the member by notifying the Executive Director.*
- b. *The Board of Directors may assess a compensatory fee upon members who wish to receive mailings relating to Divisions other than those with which they are affiliated.*
3. *A Division shall not expend funds of the SOCIETY other than those described in the By-Laws and Rules below, nor incur indebtedness without the formal approval of the Board of Directors.*
4. *The provisions of the Charter, the Constitution, By-Laws, and Rules of the SOCIETY shall govern the procedure of all Divisions, but no action or obligation of a Division shall be considered an action or obligation of the SOCIETY. The previous sentence shall be imprinted on any publication issued by a Division.*
5. *A Division may, with the approval of the Board of Directors of the SOCIETY assess its membership for funds or establish special funds through special symposia, solicitation, gifts, or by other means. Such funds shall be paid to the SOCIETY and, together with any moneys appropriated by the Board of Directors for the use of the Division shall be set in special funds and administered by the SOCIETY. Funds shall be withdrawn only by the Executive Director of the SOCIETY upon authorization of the Chair of the respective Division.*
6. *The chair of each Division shall be responsible for the Editorial content of any publication of the Division.*
7. *The Chair shall each year, prior to three months before the next Annual Meeting, make an annual report to the Board of Directors, through the President of the SOCIETY, covering the activities of the Division during the previous year. The report shall include a financial statement for that year, number of meetings held, number of Members and Affiliate Members enrolled, and such other information as is necessary to portray the work and status of the Division.*
8. *The Officers of a Division shall normally be installed at the Annual Meeting of the SOCIETY and serve for a term of one year; from the close of one Annual Meeting to the close of the next Annual Meeting. Should the affairs of a Division make it necessary to have its Officers serve for a term of one year beginning at a time other than the close of an Annual Meeting, the Division Chair may state the need for deviation from normal practice and petition the Board of Directors for permission to do so. The Board of Directors may grant permission for a Division to install officers at a time other than the Annual Meeting on a continuing basis (without subsequent annual approval) by a majority affirmative vote of the Board.*

#### RULES ARTICLE RX. DIVISIONS

1. a. *Petitions requesting the organization of additional Divisions of the SOCIETY shall be addressed to the Board of Directors, and shall be signed by at least 20 Fellows, Members, Associate Members, or voters of Corporate Members in good standing.*
- b. *An established Division, wishing to change its name and/or to amend its statement of purpose, as set forth in the Division rules, shall submit to the Board of Directors a petition for such change or amendment. The petition shall be signed by the officers of the Division and shall be accompanied by a statement from the Executive Director certifying that the change or amendment has been submitted to the membership of the Division, the number of members of the Division in good standing, the number of ballots returned, and the number of ballots cast in the affirmative.*
2. *The Divisions shall make nominations for their elective offices as currently required in their respective Rules. The chair of each Division shall forward at least one nomination for each office, together with the assurance of*

acceptance of each nominee, to the Executive Director so that they may be published in a SOCIETY Internet publication or The American Ceramic Society Bulletin on or before seven months prior to the forthcoming Annual Meeting.

3. The Board of Directors shall make the final decision on questions of conflict between the rules of a Division and the Constitution, By-Laws, or Rules of the SOCIETY, after the Society Parliamentarian has reviewed the matter and made its recommendations thereon.
4. The establishment of awards by Divisions, the manner and procedure of selecting the recipient and the appointment of members of award committees shall be subject to approval of the Board of Directors.
5. The incoming officers of each Division shall appoint all new committee members and representatives as far in advance of the Annual Meetings as feasible.
6. Each Division of the SOCIETY will have a Division Fund allocated on an annual basis. Each Division will be allocated an amount specified by the Board of Directors for each regular and associate Division member. The membership data as of August 31 will be used for the allocations to be made January 1 of the following year. A minimum of \$1,000 will be allocated for those Divisions whose membership will not total enough to reach \$1,000. The maximum Division Fund balance from SOCIETY allocated Division Funds on January 1 of any year for any Division shall be no more than twice the allocation calculated on August 31 of the previous year for that Division. These SOCIETY allocated Division Funds shall be accounted for separately from any funds raised externally by a Division and such externally raised funds shall be exempt from any imposed maxima on the SOCIETY allocated Division Funds. The Division Funds are designed to strengthen the Division's plans for programming, membership and needs of their membership. The following outlines the rules for the use of these Division Funds recognizing all allowed uses and all prohibited uses are not listed.
  - a. The Funds should be used in ways to support the purpose and strategic plan of ACerS.
  - b. Typical uses of the Division Funds by the Divisions are:
    - 1) Planning including strategic planning
    - 2) Programming development including invited speakers' honoraria and expenses
    - 3) Promotion activities such as newsletters, mailings, postage, & membership drives
    - 4) Student member assistance
    - 5) Publications
    - 6) "Out of pocket" expenses of Division Officers attending non-technical meetings such as those for Division planning.
  - c. Funds may not be used for:
    - 1) Any purpose which violates local, state or federal laws
    - 2) Any purpose which is prohibited by the ACerS constitution or BOD established policies
    - 3) Open ended obligations (Requests should be for specific amounts for specific activities)
    - 4) Division officers "out of pocket" expenses attending technical meetings

Each Division must have on file at Society Headquarters a procedure to request and approve expenditures from the Fund.

## CONSTITUTION ARTICLE XI. SECTIONS

1. **The Board of Directors may authorize the establishment of Sections of the SOCIETY in the manner provided in the By-Laws.**
2. **Sections of the SOCIETY shall be groups organized to promote the purpose of the SOCIETY in particular and defined geographic areas.**
3. **Each Section shall have power to make such rules, elect such officers and conduct such business as it may deem proper, consistent with the Charter, the Constitution, By-Laws, and Rules of the SOCIETY.**
4. **In the event of the dissolution of a Section of the SOCIETY and the discharge of its debts and settlement of its affairs, any assets remaining shall be conveyed to the SOCIETY for the SOCIETY'S general purposes.**

## BY-LAWS ARTICLE BXI. SECTIONS

1. *Sections, each carrying some distinguishing title prefixed to the words ". . . Section of The American Ceramic Society," may be authorized by the Board of Directors under the following conditions:*
  - a. *Application for permission to form a Section shall be made as provided in the Rules.*
  - b. *The charter of a Section may be temporarily suspended by the Board of Directors for cause, or withdrawn by the Board of Directors for cause after 60 day's notice to the chair of the said Section.*
  - c. *Members of the Section shall be active members of the SOCIETY, with the exception of Student Members and Affiliate Members. The Sections may establish a grade of membership to be known as "Distinguished Member of the . . . . Section of The American Ceramic Society" as a means of acknowledging outstanding service. Those chosen for this honor must be members of the SOCIETY. Non-members of the*

*SOCIETY may become Affiliate Members of a Section, without the right to hold office or to vote on matters affecting the SOCIETY or its relations with the Sections.*

- d. *The officers of a Section shall include a Chair, Secretary, Treasurer, and Counselor. The Counselor shall be appointed by the Board of Directors and shall advise the Section in all matters pertaining to its relations with the SOCIETY. The Counselor shall each year, prior to three months before the next Annual Meeting, make an annual report to the Board of Directors, through the President of the SOCIETY, covering the activities of the Section during the previous year. The report shall include a financial statement for that year, number of meetings held, number of Members and Affiliate Members enrolled, and such other information as is necessary to portray the work and status of the Member Services. The Counselor shall also forward a copy of the report to the chair of the Committee on Member Services. The other officers shall be elected annually by the Section and shall have the duties usually pertaining to such offices.*
2. *A Section shall not expend funds of the SOCIETY not specifically advanced to it, or incur indebtedness in the name of the SOCIETY. A Section may, however, assess reasonable dues on its Members and Affiliate Members subject to review by the Board of Directors. Funds so raised shall be in the custody of the Treasurer of the Section and subject to withdrawal on authority of the proper officers, as provided in the rules of the Section.*
3. *The provisions of the Constitution, By-Laws, and Rules of the SOCIETY shall govern the procedure of all Sections, but no action or obligation of a Section shall be considered an action or obligation of the SOCIETY. The previous sentence shall be imprinted on any publication issued by a Section.*
4. *The Chair and the executive committee of each Section shall be responsible for the Editorial content of any publication of the Section.*

#### **RULES ARTICLE RXI. SECTIONS**

1.
  - a. *Petitions requesting the organization of a Section shall be addressed to the Board of Directors, and shall be signed by at least ten Fellows, Members, Associate Members, or voters of Corporate Members in good standing then living in the territory to be served thereby. The petition shall set forth the geographic boundaries of the territory the contemplated Section expects to serve.*
  - b. *The Counselors shall be appointed by the Board of Directors not later than December 31 and the terms of office shall start on the January first following and shall continue for a period of one year. A Counselor is eligible for reappointment by the Board of Directors.*
2. *Each year, the Executive Director shall advance to each Section a sum of money for each Section member brought in as a new SOCIETY member endorsed by a member of that Section during the previous calendar year. The amount to be paid shall be five dollars (\$5.00) for each Member and twenty-five dollars (\$25.00) for each Corporate Member. Payment may be made only once for each new SOCIETY Member and may not be repeated in the event of resignation from the SOCIETY or a Section and subsequently rejoining. In case of dispute between Sections with regard to the Section affiliation of a new SOCIETY Member, the President shall be the final judge.*
3. *The Board of Directors shall make the final decision on questions of conflict between the rules of a Section and the Constitution, By-Laws, or Rules of the SOCIETY, after the Committee on Member Services, in cooperation with the Counselor of the Section and the Parliamentarian, has reviewed the matter and made a recommendation thereon to the Board of Directors.*

#### **CONSTITUTION ARTICLE XII. STUDENT BRANCHES**

1. **The Board of Directors may authorize the establishment of Student Branches of the SOCIETY in the manner provided in the By-Laws to permit college students to organize for the purpose of becoming acquainted with and advancing the purpose of the SOCIETY.**
2. **Student Branches may make such rules, elect such officers, and conduct such business as they may deem proper, subject to the Charter, the Constitution, By-Laws and Rules of the SOCIETY.**
3. **In the event of the dissolution of a Student Branch of the SOCIETY and the discharge of its debts and settlement of its affairs, any assets remaining shall be conveyed to the SOCIETY for the SOCIETY'S general purposes.**

#### **BY-LAWS ARTICLE BXII. STUDENT BRANCHES**

1. *Student Branches of the American Ceramic Society are incorporated within the Material Advantage Chapters, as defined in the written joint agreement executed among the American Ceramic Society, ASM International, TMS and, possibly, other materials societies and the rules adopted by the Materials Advantage program shall apply to such Chapters.*
2. *A Student Branch shall not expend funds of the SOCIETY or incur indebtedness in the name of the SOCIETY.*

3. *No action or obligation of a Student Branch shall be considered an action or obligation of the SOCIETY.*
4. *The Counselor of each Student Branch shall be responsible for the Editorial content of any publication of the Student Branch.*

## CONSTITUTION ARTICLE XIII. COMMITTEES IN GENERAL

1. **The Board of Directors may appoint such committees and committee chairs as it may deem advisable for the advancement of the purpose of the SOCIETY.**

### BY-LAWS ARTICLE BXIII.1. COMMITTEES IN GENERAL

1.
  - a. **Principal Activity Committees** are used to implement policies, coordinate and define new and needed activities, and maintain communication between committees and officers. Principal activity committees are established with responsibility for the following:
    - 1) Meetings
    - 2) Publications
    - 3) Member Services
  - b. Each principal activity committee shall consist of:
    - 1) Principal members, one of whom shall also serve as committee chair.
    - 2) The chair of each committee designated to report to the principal activity committee, and
    - 3) Staff and other ex-officio members as noted in the individual committee Bylaw and Rule descriptions.
  - c. The appointed principal members shall be nominated by the Nominating Committee or from open nominations from the Board of Directors, and appointed by the Board of Directors. Members shall be eligible for immediate reappointment. Additional mid-year appointments may be made by the President in consultation with the relevant committee chair and formally approved by the Board of Directors at their next meeting. The term for mid-year appointments shall end at the conclusion of the next Annual Meeting.
  - d. The chair of a principal activity Committee shall be nominated by the Nominating Committee or from open nominations from the Board of Directors, and appointed by the Board of Directors for a one-year term. Principal activity committee chairs shall have served as an appointed member of the Committee for at least one year prior to appointment as chair.
  - e. In the event that a Principal Activity Committee member or chair resigns in mid term, a successor shall be nominated by the President and approved by the Board of Directors to fill the remainder of the term.
  - f. Failure to act, refusal to act or inability to act on the part of a Principal Activity Committee member or chair shall be defined as nonparticipation in 3 successive committee meetings or the failure, refusal or inability to carry out specific tasks, responsibilities or duties assigned to the committee member. In such cases, any Board member may draft a petition, signed by at least 5 Board members seeking to have the Principal Activity Committee member or chair in question removed from office. The Principal Activity Committee member or chair named in the petition shall be interviewed by the Past President after which the case shall be brought before the Board of Directors for decision on removal. A 2/3 majority vote by the Board members voting shall be needed for removal of a Principal Activity Committee member or chair. If a Principal Activity Committee member or chair is so removed from office, a successor shall be nominated by the President and approved by the Board of Directors to fill the remainder of the term.
2.
  - a. Standing Committees are established by the Constitution, Bylaws or Rules to provide committee structure and to define activities which need to be addressed for the SOCIETY'S effective operation.
  - b. For each defined standing committee of the SOCIETY, the President, with recommendations from the appropriate individual responsible for the committee shall recommend for appointment by the Board of Directors the committee members to fill all vacancies of each committee. Committee members are eligible for immediate reappointment. The term of each committee appointment shall begin at the close of the Annual Meeting and continue for the term specified.
  - c. For each open standing committee of the SOCIETY (as defined in the Bylaws and Rules), each Division Chair or Class President may elect to nominate a committee member to each committee when vacancies for the division or class are available. Committee members are eligible for immediate reappointment. The term of each committee appointment shall begin at the close of the Annual Meeting and continue for a three year term.
  - d. For each standing committee of the SOCIETY, the President shall recommend for appointment by the Board of Directors a Chair of the committee unless the member who shall serve as chair is specifically designated in articles pertaining to that Committee. Unless otherwise specified, the term of office for each chair shall be for one year or for the remaining portion of the President's term. Committee chairs are eligible for immediate reappointment.
  - e. In the event that a standing committee member or chair resigns in mid term, or is otherwise unable to serve their term, a successor shall be nominated by the President and approved by the Board of Directors to fill the remainder of the term.
3. Task Forces or Ad hoc committees may be proposed at any Board meeting, by the President, or any member of the Board of Directors, with tenure only for the remainder of the President's term of office. Each ad hoc committee proposal shall include a charter and membership, including the chair. A simple majority shall be required for approval.



4. *Presidential committees may be appointed by the President without Board approval with tenure for the President's term of office to advise the President, and may summarize their advice in the President's reports to the Board of Directors.*
5. *When a By-Laws or Rules change modifies the number or term of office of a Committee, all previous appointments to that Committee terminate and the Committee shall be re-established as if appointing a new Committee.*
6. *For committees with staggered terms of membership, unless otherwise specified, all appointments to a new committee or to replace resigning members of existing committees shall be of such a duration as to establish and/or maintain the desired staggered terms of office of subsequent appointments.*
7. *Unless otherwise excepted, all members of a committee shall be entitled to vote on any issue coming before that committee. Members are defined as elected or appointed members of the committee, including the chair and ex officio members as specified for each committee.*
8. *All committee members and Chairs must be current members of the SOCIETY.*

#### BY-LAWS ARTICLE BXIII.2. COMMITTEES REPORTING TO THE BOARD OF DIRECTORS

1. *The following Committees shall report to and be responsible to the Board of Directors:*
  - A. *Executive Committee*
    - 1) *Sub-Committee: Past Presidents' Council*
    - 2) *President's Council of Industrial Advisors*
  - B. *Nominating Committee*
  - C. *Committee on Publications*
    - 1) *Sub-Committee on Phase Equilibria*
    - 2) *Sub-Committee on Book Publishing*
  - D. *Committee on Meetings*
    - 1) *Sub-Committee on Technical Programming*
    - 2) *Sub-Committee on Technology & Manufacturing*
  - E. *Committee on Member Services*
    - 1) *Sub-Committee on Distinguished Life Members*
    - 2) *Sub-Committee: Panel of Fellows*
    - 3) *Sub-Committee: Bulletin Editorial Advisory Board*
  - F. *Committee on SOCIETY Awards*
    - 1) *Sub-Committee on the Orton Memorial Lecture*
    - 2) *Sub-Committee on the Ross Coffin Purdy Award*
    - 3) *Sub-Committee on the John Jeppson Award*
    - 4) *Sub-Committee on the Karl Schwartzwalder-Professional Achievement in Ceramic Engineering (PACE) Award*
    - 5) *Sub-Committee on the Robert L. Coble Award for Young Scholars*
    - 6) *Sub-Committee on the Frontiers of Science and Society Rustom Roy Lecture*
    - 7) *Sub-Committee on the Richard M. Fulrath Awards*
    - 8) *Sub-Committee on the W. David Kingery Award*
    - 9) *Sub-Committee on the Spriggs Phase Equilibria Award*
    - 10) *Sub-Committee on Corporate Environmental Achievement Award*
    - 11) *Sub-Committee on Corporate Technical Achievement Award*
  - G. *Committee on Education Integration*
    - 1) *Sub-Committee on Professional Development*
    - 2) *Sub-Committee on Education*
    - 3) *Sub-Committee on Student Activities*
  - H. *Committee on Finance*
  - I. *Committee on Strategic Planning for Emerging Opportunities*

#### BY-LAWS ARTICLE BXIII.2.A. EXECUTIVE COMMITTEE

- 2.A. a. *The Executive Committee is defined in the Constitution Article V, By-Laws Article V and Rules Article V, Government. The Executive Committee shall be responsible for the ongoing operations of the SOCIETY, implementation of Board directives, and oversight of the progress and status of the strategic plan and its activities. The Executive Committee shall work with the SOCIETY staff on plans and activities to meet SOCIETY goals. The Executive Committee shall make recommendations to the Board of Directors as to the allocation of volunteer, staff, and financial resources needed to meet goals.*

#### RULES ARTICLE RXIII.2.A.1. PAST PRESIDENTS COUNCIL

- 2.A.1. *The Past Presidents Council of the SOCIETY shall be a Sub-Committee of the Executive Committee and consist of all living past Presidents of the SOCIETY. The Council shall act in an advisory capacity and perform such*

duties as are requested by the Board of Directors of the SOCIETY and, when appropriate, make suggestions and recommendations for consideration by the Board of Directors on matters pertinent to the SOCIETY and its operations. The Council shall have power to make such rules for the conduct of its own affairs and elect such officers as it may deem proper consistent with the Charter, Constitution, By-Laws and Rules of the SOCIETY.

#### **RULES ARTICLE RXIII.2.A.2. PRESIDENT'S COUNCIL OF INDUSTRIAL ADVISORS**

- 2.A.2. a. The President's Council of Industrial Advisors (PCIA) of the SOCIETY shall be a defined standing committee reporting as a Sub Committee to the Executive Committee. The committee shall be composed of:
- 1) Twelve members, four appointed each year by the President and approved by the Board of Directors for a term of 3 years. The President shall select appointees from senior corporate executives of small and large ceramic producer and user companies.
  - 2) A Chair elected annually by the Council membership from the Council membership.
  - 3) The SOCIETY President (ex officio).
- b. The function of the PCIA is to provide counsel and guidance to The American Ceramic Society (ACerS) regarding ways in which the Society can more effectively and efficiently meet the needs of corporate members of ACerS.

#### **BY-LAWS ARTICLE BXIII.2.B. NOMINATING COMMITTEE**

- 2.B.a. *The Nominating Committee is defined in Constitution Article VI and By-Laws Article VI, Nominations and Elections. The Nominating Committee shall nominate candidates for offices and positions as defined above. The Nominating Committee shall develop and maintain a list of potential candidates for these positions and, with the Executive Director, develop a description of the skills and experience desired along with a brief description for each of these positions.*

#### **BY-LAWS ARTICLE BXIII.2.C. COMMITTEE ON PUBLICATIONS**

- 2.C.a. *The Committee on Publications shall be a principal activity committee consisting of the following members. The committee shall be composed of:*
- 1) *No less than four principal members appointed for a four year term, one of whom shall be appointed chair for a one year term as chair (The method of appointing and approving the principal members and chair are defined under the By-Law on Committees in General).*
  - 2) *The SOCIETY Treasurer (ex officio)*
  - 3) *The chair of the Phase Equilibria Sub-Committee (ex officio)*
  - 4) *The chair of the Book Publishing Sub-Committee (ex officio)*
  - 5) *The SOCIETY Executive Director, or designee, (ex officio)*
- b. *The Committee shall perform such additional duties as are prescribed in the Rules and shall act in general advisory capacity to the Board of Directors in all matters pertaining to the publications of the SOCIETY.*
- c. *The Executive Director shall maintain a current written set of Operating Procedures concerning publications of the SOCIETY that shall be available for Board review and available to any SOCIETY member upon request. These procedures shall be consistent with the Constitution, By-Laws, and Rules. Within these limits, the Executive Director shall be the final authority, subject to Board review. These procedures shall be developed by the Publisher and Chair of the Committee on Publications upon advice of the Committee on Publications.*

#### **RULES ARTICLE RXIII.2.C.1. SUB-COMMITTEE ON PHASE EQUILIBRIA PROGRAM**

- 2.C.1.a. *The Sub-Committee on Phase Equilibria Program shall be a defined standing committee reporting to the Committee on Publications. The committee shall be comprised of:*
- 1) *No less than six members, two members shall be appointed by the President and approved by the Board of Directors each year for a term of three years.*
  - 2) *National Institute of Standards and Technology Representative*
  - 3) *The SOCIETY Executive Director, or designee, (ex officio)*
  - 4) *The NIST Editor-in-Chief (ex officio) and*
  - 5) *The ACerS Program Manager (ex officio)*
  - 6) *A Chair, appointed from the regular members, by the President for a term of one year*
- b. *The duties of the committee shall be to:*
- 1) *Define, direct, and coordinate the SOCIETY'S technical efforts in the compilation, critical evaluation, and dissemination of phase equilibria data.*
  - 2) *Coordinate the efforts of the SOCIETY'S phase equilibria program with similar or joint programs with the National Institute of Standards and Technology and other organizations.*
  - 3) *Recommend to the Board of Directors how the output of the program should be produced, marketed and distributed, utilizing both current and future technologies.*

- 4) *Review and recommend funding necessary for the program and organize and carry out any fund-raising campaigns needed to ensure success of the program.*

#### **RULES ARTICLE RXIII.2.C.2. SUB-COMMITTEE ON BOOK PUBLISHING**

- 2.C.1.a. *The Sub-Committee on Book Publishing shall be a defined standing committee reporting to the Committee on Publications. The committee shall be composed of:*
  - 1) *No less than three members, one member shall be appointed by the Chair of the Publications Committee and approved by the Board of Directors each year for a term of three years.*
  - 2) *A Chair, appointed by the Chair of the Publications Committee and approved by the Board of Directors each year for a term of one year. It is suggested that this Chair be appointed from those who have had prior experience on the Sub-Committee on Book Publishing.*
  - 3) *The Chair of the Publications Committee (ex officio).*
  - 4) *The SOCIETY Executive Director, or designee, (ex officio).*
  - 5) *A representative from the SOCIETY book publishing partner (ex officio).*
- b. *The purpose of the Book Publishing Subcommittee is to work with the SOCIETY commercial book publishing partner to build a jointly owned series of books covering ceramics and glass science and technology.*
- c. *The responsibilities of the Book Publishing Sub-Committee shall be:*
  - 1) *Ensure quality and define, establish and maintain editorial direction.*
  - 2) *Identify topics for specific series.*
  - 3) *Identify members with rich expertise in ceramics or glass with corresponding viable book and database projects.*
  - 4) *Evaluate and identify market opportunities and needs.*
  - 5) *Participate in an annual meeting, hosted by Wiley, for strategic planning and analysis of sales activities.*
  - 6) *Evaluate previous years' sales and identify trends.*

#### **BY-LAWS ARTICLE BXIII.2.D. COMMITTEE ON MEETINGS**

- 2.D. a. *The Committee on Meetings shall be a principal activity committee consisting of the following members .*
  - 1) *Seven principal members, nominated by the Nominating Committee and appointed by the Board of Directors, two appointed each year for a three-year term and a seventh member serving a one year term as chair and typically appointed from those who have chaired one of the Sub-Committees to the Committee on Meetings.*
  - 2) *The SOCIETY Executive Director, or designee, (ex officio)*
- b. *The Committee on Meetings is responsible for planning, developing and organizing meetings that will serve the member needs and attract participation by both ACerS members and non-members.*
- c. *The Committee shall have two main functions:*
  - 1) *Being responsible for initiating and planning future meetings topics; recruiting champions; seeking participation of industry groups, other technical societies, and/or governmental agencies.*
  - 2) *Organizing Annual meetings, developing structure for sessions & symposium; developing meeting formats, coordinating activities of both Division Program Chairs & Symposium Organizers, coordinating calls for papers, gathering supporting information for use in marketing the technical program, & ensuring that deadlines are met.*
- d. *To assist in carrying out its duties, the Meetings Committee shall form a Sub-committee on Technical Programming and a Sub-Committee on Technology and Manufacturing.*

#### **RULES ARTICLE RXIII.2.D.1. COMMITTEE ON MEETINGS**

- 2.D.1.a. *The primary functions of the Committee on Meetings are carried out by the Sub-Committees made up of the members of the Committee.*
- b. *The full Committee shall meet at least twice each year to facilitate vital communication between the two Sub-Committees.*
- c. *The primary role of the Committee Chair and the staff director responsible for meetings is to establish and maintain communications between the Sub-Committees.*

#### **RULES ARTICLE RXIII.2.D.2. SUB-COMMITTEE ON TECHNOLOGY AND MANUFACTURING**

- 2.D.2.a. *The Sub-Committee on Technology and Manufacturing shall be a defined standing committee reporting to the Committee on Meetings. The committee shall be composed of:*
  - 1) *Three members of the Committee on Meetings with 3 year terms on the Sub-Committee on Technology and Manufacturing, one appointed each year by the Nominating Committee.*

- 2) The Chair appointed for a term of one year from the Sub-Committee membership by the Meetings Committee chair in consultation with the SOCIETY staff director responsible for this function and the Society President.
- 3) Additional at large members may be appointed as deemed appropriate and necessary by the President in consultation with the Meetings Committee chair.
- b. The Sub-Committee on Technology and Manufacturing is responsible for the identification, development, and conduct of meetings and programming to serve the needs of the SOCIETY industrial sector. The objective of the Sub-Committee on Technology and Manufacturing is first to identify needs of this industrial community and then to develop meetings and workshops designed to meet these needs. The Sub-Committee on Technology & Manufacturing also has responsibilities in the area of short courses and is expected to interface with the SOCIETY Education Committee during the performance of its duties.

### RULES ARTICLE RXIII.2.D.3. SUB-COMMITTEE ON TECHNICAL PROGRAMMING

- 2.D.3.a. The Sub-Committee on Technical Programming shall be a defined standing committee reporting to the Committee on Meetings. The committee shall be composed of:
  - 1) Three members of the Committee on Meetings with 3-year terms on the Sub-Committee on Technical Programming, one appointed each year by the Nominating Committee. The member serving the third year of their term shall be responsible for the forthcoming Annual Meeting program; the member serving the second year of their term shall be responsible for the Annual Meeting program of the subsequent year; and the member serving the first year of their term shall be responsible for the Annual Meeting program of the following year.
  - 2) The Chair who shall be the member serving the third year of their term.
- b. The Sub-Committee on Technical Programming shall be responsible for coordination and organization of the technical programs for the SOCIETY Meetings to continue the tradition of a strong technical program supporting the meetings of the SOCIETY. At the end of each Annual Meeting, the Chair of this Sub-Committee is responsible for developing a 'lessons-learned' communiqué to the Meetings Committee chair providing feedback, on Annual Meeting programming efforts with an emphasis on identifying improvement opportunities.

### BY-LAWS ARTICLE BXIII.2.E. COMMITTEE ON MEMBER SERVICES

- 2.E. a. *The Committee on Member Services shall be a principal activity committee consisting of the following members. The committee shall be:*
  - 1) *No less than four principal members appointed for a one-year term and will automatically be reappointed for up to three years unless notification is provided by the appointee of their desire to discontinue service, prior to the annual appointment process, one of whom shall be appointed chair for a one year term as chair (The method of appointing and approving the principal members and chair are defined under the By-Law on Committees in General). Committee members shall be eligible for reappointment after their term of service expires.*
  - 2) *The chair of the Distinguished Life Member Sub-Committee*
  - 3) *The chair of the Panel of Fellows*
  - 4) *The chair of the Bulletin Editorial Advisory Board*
  - 5) *The SOCIETY Executive Director, or designee, (ex officio)*
- b. *The duties of the committee shall be:*
  - 1) *Advise and recommend to the Board of Directors on all matters pertaining to membership services offered to all types of SOCIETY members and potential members.*
  - 2) *Ensure that all member constituencies are served by the SOCIETY through the use of information gathering techniques (e.g., surveys, focus group meetings).*
  - 3) *Coordinate membership promotion activities for all forms of membership*
  - 4) *Serve in an advisory capacity to the Executive Director on matters pertaining to resignations, nonpayment of dues and classification of members with regard to membership grades.*
  - 5) *Working with the Division and Class membership Committees to promote active membership in the SOCIETY and its Division and Class activities.*
  - 6) *Act in an advisory capacity to the Board of Directors on matters pertaining to the Student Branches.*
  - 7) *With the cooperation of the President of each active Student Branch, make recommendations to the Board of Directors on activities for Student Members.*
  - 8) *Provide guidance and operating assistance to the Student Branches and report on these activities at least annually to the Board of Directors.*
  - 9) *Act in an advisory capacity to the Board of Directors on matters pertaining to the Sections.*
  - 10) *Hold at least one meeting each year at the time of the Annual Meeting of the SOCIETY and additional meetings at such other times as it may elect.*

**BY-LAWS ARTICLE BXIII.2.E.1. SUB-COMMITTEE ON DISTINGUISHED LIFE MEMBERS**

- 2.E.1.a. *The Sub-Committee on Distinguished Life Members shall be a defined standing committee consisting of five Distinguished Life Members of the SOCIETY nominated by the President, appointed by the Board of Directors and reporting to the Committee on Member Services. One member shall be appointed each year for a term of five years. The member of the Committee who is senior in terms of the appointment shall be the chair of the Committee.*
- b. *The duties of the Committee shall be to recommend to the Board of Directors the election of Distinguished Life Members.*
- c. *The Committee shall forward to the Executive Director 30 days prior to the Board meeting, a one-page biography of each nominee, noting the nominee's experience and reasons why the nominee should be considered for election*

**RULES ARTICLE RXIII.2.E.1. SUB-COMMITTEE ON DISTINGUISHED LIFE MEMBERS**

- 2.E.1.a. Nominations for Distinguished Life Members shall be made on forms provided by the SOCIETY. Nominations shall remain active within the Sub-Committee for six years.
- b. The Sub-Committee shall provide the names of up to three (3) candidates to the Board. The Sub-Committee shall select a champion for each nominee, from among its membership or from the Board of Directors, to orally present the nomination to the Board for approval.
- c. The Election Process shall be: Each Board Member may cast up to 3 votes, one per candidate.
- d. A maximum of three Distinguished Life Members shall be elected annually.
- i) Election shall be by secret ballot from among those recommended by the Sub-Committee on Distinguished Life Members by a 2/3 affirmative vote of votes cast at a Board of Directors Meeting.
- ii) Travel expenses of the Distinguished Life Member may be paid to attend the meeting at which the honor is bestowed. Reimbursement will be consistent with SOCIETY guidelines for such travel expenses.

**BY-LAWS ARTICLE BXIII.2.E.2. PANEL OF FELLOWS**

- 2.E.2.a. *The Panel of Fellows shall be an Open Standing Committee reporting as a Sub-Committee of the Committee on Member Services and shall consist of selected Fellows, one from each Division and Class each serving a term of three years and selected annually as to provide overlap of membership terms. In the event of failure of a Division or Class to select a representative to the Panel, the President of the SOCIETY may make such appointments to be chosen among the membership of that Division or Class, and announced at least 45 days prior to the Annual Meeting. A Chair of the Panel shall be appointed annually by the President of the SOCIETY, chosen from the Panel membership.*
- b. *The Panel shall recommend to the Board of Directors the nominees for elevation to the Grade of Fellow.*
- c. *The names of all nominees and the actions of the Panel shall be held in confidence. The Members to be elevated to the grade of Fellow shall be announced after the election by the Board of Directors.*

**RULES ARTICLE RXIII.2.E.2. PANEL OF FELLOWS**

- 2.E.2.a. The following policies shall be followed in processing the nomination forms of candidates for the grade of Fellow:
- 1) Prior to the Annual Meeting, the Executive Director shall prepare copies of the nomination papers and all supporting statements and forward them to each member of the Panel of Fellows. During the Annual Meeting of the SOCIETY the retiring chair of the Panel of Fellows shall call a meeting of the members of the Panel of Fellows, including retiring members, holdover members, and newly appointed members, to discuss the nominees for whom nomination papers have been filed not later than 45 days prior to the said Annual Meeting. Any nominations made subsequently shall be held over for discussion by the Panel of Fellows at the time of the next succeeding Annual Meeting and dated as of that year.

At the close of the said meeting of the Panel of Fellows, the retiring chair shall turn over all papers to the newly appointed chair, who shall be responsible for transmitting them to the Executive Director.

- 2) In the event a nominee is not elected, the nomination will be considered by three additional consecutive Panels of Fellows, after which the papers will be destroyed. A renomination will be considered as though it were a nomination presented for the first time.

Each member of the Panel of Fellows shall return to the chair, by four months following the Annual Meeting of the SOCIETY, the names of the nominees the member considers fully qualified for Fellowship, arranged in the order of the Panel member's respective preference for them. Each Panel Member shall destroy all nomination papers and supporting statements in their possession. The chair shall select from a preferred list not over 20 nominees receiving the highest rating by the members of the Panel of Fellows. The chair may, when so instructed by a majority of the Panel of Fellows, select additional nominees for a

supplemental list when an analysis of the ratings by the members of the Panel of Fellows indicates that more should be included.

The chair of the Panel of Fellows shall send the list, or lists, of the selected nominees to the President, together with all supporting papers in connection with all nominations, not later than five months following the Annual Meeting.

The President shall submit the list, or lists, of the selected nominees to the Board of Directors at its next succeeding meeting for election. The lists must be voted upon not later than four months before the Annual Meeting succeeding the Annual Meeting at which the nominees were discussed by the Panel of Fellows, and the action shall be transmitted promptly to the chair of the Panel of Fellows. If no meeting of the Board of Directors is scheduled prior to that date, the President shall submit the lists to the Board of Directors by letter or electronic ballot not later than five months before the next Annual Meeting. The nominees elected by at least a two-thirds affirmative vote of the entire Board shall be notified by the Secretary and their acceptance secured. They shall be elevated to the grade of Fellow at the next Annual Meeting.

All but the original nomination papers of those elected by the Board of Directors will be destroyed. The original papers will be filed with the Executive Director.

The nomination papers, supporting statements, and copies thereof, of those nominees not selected or elected shall be forwarded to the Executive Director, who shall surrender the originals thereof to the retiring chair of the Panel of Fellows prior to the meeting of the Panel of Fellows during the next Annual Meeting, retaining the copies for later circulation to the Panel of Fellows through the new chair of the Panel, as provided above.

- b. The following policies shall be followed in selecting candidates for the grade of Fellow:
- 1) Each division and class should establish a Fellows Committee, charged with the responsibility of suggesting nominees; of checking and ensuring that nomination forms, recommendation letters, and other supporting materials are properly prepared; of following through with the principal nominator of an annual update for members not selected (where additional information may be available); and of keeping the division officers and members informed of the SOCIETY rules and customs concerning Fellows selection.
  - 2) At least annually, four to five months prior to the Annual Meeting, the SOCIETY shall publicize in the CERAMIC BULLETIN the criteria for selection to the grade of Fellow. The article shall stress the need for complete and effective preparation of the nomination form and supplementary material.
  - 3) The Standard Operating Procedure of the Panel of Fellows shall be supplied to each new Panel member upon appointment.

#### BY-LAW ARTICLE BXIII.2.E.3. BULLETIN EDITORIAL ADVISORY BOARD

- 2.E.3. a. The Bulletin Editorial Advisory Board shall be a defined standing committee reporting as a Sub-Committee to the Committee on Member Services. The Committee shall be composed of the following members with no appointed member serving more than two consecutive full terms:
- 1) No less than six members who are members of the SOCIETY, each of whom will serve a one-year term, *and will automatically be reappointed for up to two years unless notification is provided by the appointee of their desire to discontinue service, prior to the annual appointment process.* Members shall be appointed by the President, in consultation with the Executive Director, and approved by the Board of Directors.
  - 2) The Chair appointed for a term of one year from the Sub-Committee membership by the President and approved by the Board of Directors.
  - 3) *The SOCIETY Executive Director, or designee, (ex officio)*
- b. The duties and responsibilities of the Bulletin Editorial Advisory Board shall be as set forth in the Rules Article for this Committee.

#### RULES ARTICLE RXIII.2.E.3. BULLETIN EDITORIAL ADVISORY BOARD

- 2.E.3. a. The Bulletin Editorial Advisory Board shall provide guidance and counsel to the Executive Director and Bulletin Editor for the purpose of ensuring that the Bulletin reports the most relevant, accurate and vital information on ceramics and glass. Examples of the type of counsel and assistance that can guide and assure effective print and on-line versions of the Bulletin, include:
- 1) Advice on current scientific, engineering and business issues and advances.
  - 2) Advice on public policy affecting the field.
  - 3) Recommendations of editorial themes and content for the annual editorial calendar.
  - 4) Suggestions for topics, story ideas, contributors and other material.
  - 5) Review comments on specific articles.
  - 6) Critique of published issues and content.

- 7) Recommendations for future appointees to this Bulletin Editorial Advisory Board.
- b. The Bulletin Editorial Advisory Board shall report administratively to the Executive Director (or designee), who shall convene meetings of the Bulletin Editorial Advisory Board no less frequently than once a year in person and quarterly by telephone conference. Meetings should be scheduled at times and places that will be convenient to the majority of members, such as at scheduled SOCIETY technical meetings. Bulletin Editorial Advisory Board members shall interface directly with the Bulletin Editor regarding advice and assistance with issue content, including deadlines for meeting publication schedules. The Bulletin Editor shall attend Bulletin Editorial Advisory Board meetings and serve as meeting recorder.

#### **BY-LAWS ARTICLE BXIII.2.F. COMMITTEE ON SOCIETY AWARDS**

- 2.F. a. *The Committee on SOCIETY Awards shall be a defined standing committee. The committee shall be composed of:*
  - 1) *No less than two members, with at least one appointed each year by the President for two-year terms, one appointed by the President to serve as the Chair, for a term of one year. No member shall serve on one of the award committees during their appointment.*
  - 2) *The chair of the Orton Memorial Lecture*
  - 3) *The chair of the Purdy Award*
  - 4) *The chair of the Jeppson Award*
  - 5) *The chair of the Schwartzwalder-PACE Award*
  - 6) *The chair of the Coble Award*
  - 7) *The chair of the Frontiers of Science and Society Rustum Roy Lecture*
  - 8) *The chair of the W. David Kingery Award*
  - 9) *The chair of the Richard M. Fulrath Awards*
  - 10) *The chair of the Spriggs Phase Equilibria Award*
  - 11) *The chair of the Corporate Technical Achievement Awards*
  - 12) *The chair of the Corporate Environmental Achievement Awards*
  - 13) *The SOCIETY Executive Director, or designee, (ex officio)*
- b. *The membership and charges of the Sub-Committees reporting to the Society Awards Committee are defined in the SOCIETY Procedures Manual.*
- c. *The duties off the committee are:*
  - 1) *Review and recommend changes to the bylaws and rules as they pertain to the selection and treatment of recipients of Division, Section and National Awards.*
  - 2) *Assure that the certificates, medals, and awards presented by the SOCIETY are appropriate in form and cost relative to the other awards of the SOCIETY.*
  - 3) *Recommend and nominate if necessary, candidates from the SOCIETY as possible recipients of National Awards presented by the government or other national organizations.*
  - 4) *Analyze needs and recommend new and appropriate awards for consideration of the Board of Directors.*
  - 5) *Ensure that all SOCIETY awards are well advertised and that deadlines for submission of awards by appropriate committees are met.*
- d. *The procedures concerning the individual awards committee structures, committee responsibilities and award requirements shall be maintained in the SOCIETY Procedures Manual.*

#### **BY-LAW ARTICLE BXIII.2.G. COMMITTEE ON EDUCATION INTEGRATION**

- 2.G. a. *The Committee on Education Integration shall be a defined standing committee reporting to the Board of Directors. The committee shall be composed of:*
  - 1) *A Chair, appointed by the President for a term of 1 year and approved by the Board Of Directors. The Chair shall have a demonstrated record of leadership in education-related activities and shall be eligible for reappointment. The chair shall be responsible for communicating with the SOCIETY President, representing the Education Integration Committee to the SOCIETY Board of Directors, and championing education and/or student-related interests to other groups within SOCIETY or externally.*
  - 2) *The Chair of the Sub-Committee on Student Activities.*
  - 3) *The Chair of the Sub-Committee on Education.*
  - 4) *The Chair of the Sub-Committee on Professional Development.*
  - 5) *A member appointed by Keramos if they so wish.*
  - 6) *The SOCIETY Executive Director, or designee, (ex officio).*
- b. *To meet its charges, the committee will be organized into three subcommittees with membership as described below.*
- c. *The purpose of the Education Integration Committee is to recommend policy and directions for activities to promote education, professional development, and outreach. The EIC further coordinates education-related activities and advises the Board of Directors of the SOCIETY on education-related issues. The EIC works with Keramos, the National Institute of Ceramic Engineers, and the Ceramic Educational Council plus the sections, divisions, and committees of SOCIETY to organize and promote education-related activities. The Education Integration Committee coordinates student activities at the SOCIETY annual meeting and other meetings.*

d. *The committee will have one standing meeting per year, which will be scheduled at the SOCIETY annual meeting. At this meeting, the committee will establish a series of action items for the upcoming year that will culminate in the student program at the next annual meeting. The EIC chair will report to the committee on activities from the past year including distribution of funds, participation in student events, and other committee business as warranted. In addition to the meeting at the SOCIETY annual meeting, the Education Integration Committee will have periodic teleconferences or will meet at other technical meetings to plan student activities for upcoming meetings, distribute funding, etc. It is suggested that the Education Integration Committee convene meetings (face-to-face or teleconference) at least quarterly.*

#### **RULES ARTICLE RXIII.2.G.1. SUB-COMMITTEE ON STUDENT ACTIVITIES**

- 2.G.1.a. The Sub-Committee on Student Activities shall be a defined standing committee reporting to the Committee on Education Integration. The committee shall be comprised of:
- 1) Four members, one member shall be appointed by the Chair of the Committee on Education Integration and approved by the Board of Directors each year for a term of four years. In selecting appointees, the Chair of the Committee on Education Integration is encouraged to give consideration to maintaining a balanced membership on the sub-committee to include a current or former member of the SOCIETY Board of Directors, current or former officers of NICE, Keramos, and CEC, the ceramic industry, academia, and research laboratories. It is suggested that the EIC chair select members who are familiar with the Material Advantage student program and who represent the various constituencies served by Material Advantage.
  - 2) *The SOCIETY Executive Director, or designee, (ex officio).*
  - 3) At least one non-voting student representative selected by the Education Integration Committee Chair from nominations forwarded by Material Advantage chapters.
  - 4) Annually, the sub-committee shall elect a Chair from its voting volunteer membership to preside at meetings and to represent it on the Education Integration Committee.
- b. The major responsibilities for the Sub-Committee on Student Activities are: 1) serving on the Material Advantage Committee; 2) reviewing and approving requests for SOCIETY travel funds to the MS&T and other meetings; 3) coordinating the student program at MS&T; and 4) working with SOCIETY divisions and sections to integrate their activities into the existing student program. The Sub-Committee shall seek ways to increase graduate student participation in Material Advantage. Because the SOCIETY is the lead organization for coordinating the student program in Materials Advantage, it is important that the members of the Sub-Committee be active and be knowledgeable of student activities at the Annual Meeting. The sub-committee will work closely with CEC, NICE, Keramos, and other groups to coordinate the student program.

#### **RULES ARTICLE RXIII.2.G.2. SUB-COMMITTEE ON EDUCATION**

- 2.G.2.a. The Sub-Committee on Education shall be a defined standing committee, reporting to the Committee on Education Integration. The committee shall be composed of:
- 1) The officers of the Ceramic Educational Council.
  - 2) The CEC President will serve as Chair of the Sub-Committee and as the Sub-Committee representative on the Education Integration Committee.
- b. The Ceramic Education Council (CEC) is dedicated to stimulating, promoting, and improving ceramic education. In that role, the CEC is supposed to assist universities and support NICE in matters of accreditation. The CEC recognizes excellence in education with the "Outstanding Educator" award. In addition, CEC organizes an undergraduate student speaking contest and a poster competition at MS&T. It is also recommended that CEC coordinate a series of articles for the Ceramic Bulletin that discuss fundamental aspects of ceramics. The Sub-Committee on Education should develop and maintain a strategic plan that outlines future actions for the Sub-Committee, which may include evaluation of materials curricula in the global market, post-graduate educational opportunities, and SOCIETY role in information transfer and databasing.

#### **RULES ARTICLE RXIII.2.G.3. SUB-COMMITTEE ON PROFESSIONAL DEVELOPMENT**

- 2.G.3.a. The Sub-Committee on Professional Development shall be a defined standing committee, reporting to the Committee on Education Integration. The committee shall be composed of:
- 1) Members appointed by the President of NICE and may consist of NICE officers, if desired.
  - 2) The Sub-Committee Chair shall be appointed by the President of NICE from among the members of the Sub-Committee.
- b. The Sub-Committee on Professional Development will facilitate communication between the Education Integration Committee and NICE. The Education Integration Committee will refer matters related to professional development and accreditation to NICE through this Sub-Committee. Details of the role of the Education Integration Committee (if any) in overseeing NICE activities and budget will be determined by NICE and the SOCIETY Board of Directors.



**BY-LAWS ARTICLE BXIII.2.H. COMMITTEE ON FINANCE**

- 2.H.a. *The Committee on Finance shall be a defined standing committee reporting to the Board of Directors. The committee shall be composed of:*
- 1) *The Treasurer who shall act as the Chair of the Committee on Finance.*
  - 2) *The President.*
  - 3) *The President-Elect.*
  - 4) *Two Board members to be appointed by the President and approved by the Board of Directors serving for one year and subject to annual reappointment.*
  - 5) *One member at large to be appointed by the President and approved by the Board of Directors serving for one year and subject to annual reappointment.*
- b. *The Finance Committee shall act in an advisory capacity to the Board of Directors in all financial matters as set forth in the Rules.*

**RULES ARTICLE RXIII.2.H. COMMITTEE ON FINANCE**

- 2.H.a. The Finance Committee shall perform such duties as requested by the Board of Directors relating to audits and reviews of the SOCIETY accounts.
- b. The Finance Committee shall review annually, prior to the Annual Meeting, the prior year's Balance Sheet of the SOCIETY and make recommendations to the Board of Directors on moneys to be transferred from Operations to the Reserve Fund. This recommendation shall be consistent with the Long Range Plan of the SOCIETY.
- c. The Finance Committee shall maintain Board approved Financial Guidelines to be documented in the Procedures Manual appended to this Constitution.

**BY-LAW ARTICLE BXIII.2.I. COMMITTEE ON STRATEGIC PLANNING FOR EMERGING OPPORTUNITIES**

- 2.I.a. *The Committee on Strategic Planning for Emerging Opportunities shall be a defined standing committee reporting to the Board of Directors. The committee shall be composed of:*
- 1) *The SOCIETY President Elect who shall serve as Chair (ex officio).*
  - 2) *The Chair of the Committee on Publication (ex officio)s.*
  - 3) *The Chair of the Committee on Meetings (ex officio).*
  - 4) *The Chair of the Committee on Member Services (ex officio).*
  - 5) *The SOCIETY President Elect nominee (ex officio).*
  - 6) *Three members nominated by the President and appointed by the Board of Directors. One member shall be appointed each year for a term of three years.*
  - 7) *The SOCIETY Executive Director, or designee, (ex officio).*
- b. *The duties of the Committee on Strategic Planning for Emerging Opportunities shall be as set forth in the Rules Article for this Committee.*

**RULES ARTICLE RXIII.2.I. COMMITTEE ON STRATEGIC PLANNING FOR EMERGING OPPORTUNITIES**

- 2.I.a. The responsibilities of Committee on Strategic Planning for Emerging Opportunities shall be to develop strategic and long-range plan for the SOCIETY, to review and recommend proposed meeting models and strategic alliances and affiliations, and to review emerging opportunities and recommend these and other topics to the Sub-Committees of the Committee on Meetings for incorporation into planned meetings, to the Publications Committee for topical publications, and to the Member Services Committee for new membership opportunities. The Committee on Strategic Planning for Emerging Opportunities shall also establish procedures and infrastructure requirements necessary for any member to propose and, if approved, lead programs on emerging opportunities, and establish the SOCIETY as a leading resource in these areas.
- b. The Chair of the Committee on Strategic Planning for Emerging Opportunities shall report on the activities and progress of the Committee on Strategic Planning for Emerging Opportunities at the request of the President and the Board of Directors.

**CONSTITUTION ARTICLE XIV. BY-LAWS AND RULES**

1. At any regular meeting of the Board of Directors, the Directors may, by a two-thirds vote of the Directors present, adopt such By-Laws as are consistent with the Charter and Constitution. Prior to such adoption, each such By-Law either shall be noticed at a previous meeting of the Board of Directors or shall be communicated by the Secretary to each Director at least thirty days before the meeting at which action is to be taken. A By-Law shall take effect immediately upon its adoption by the Board of Directors and shall be communicated to the membership within ninety days after such adoption.
2. The Board of Directors may adopt such rules consistent with the Charter, Constitution, and By-Laws as it may require to guide its actions. Rules shall become effective immediately upon adoption. No advance notice shall be required for the adoption or the amendment of Rules.

**CONSTITUTION ARTICLE XV. AMENDMENTS**

1. Any voting member may propose amendments to this Constitution by filing a written petition with the Secretary who shall communicate it to each member of the Board of Directors within 30 days. If either a majority of the Board of Directors votes to submit the said proposed amendment to the voting membership of the SOCIETY or if the original petition is signed by at least 75 voting members, the Secretary shall communicate the proposal to the SOCIETY voting membership for discussion and comment.
2. After a minimum 90 day opportunity for discussion of and comment on the proposed amendment, the Board of Directors shall decide whether to amend the proposed amendment based on the discussion and comments.
3. After final approval by the Board of Directors, the proposed amendment shall be communicated to the voting membership of the SOCIETY and within 30 days thereafter the Secretary shall deliver, either by mail or electronic means, to all voters, ballots incorporating or summarizing said amendment.
4. The ballots shall be tabulated 30 days after the date of mailing, and in the event that two-thirds of the votes cast shall favor said amendment, it shall at once become effective.

**CONSTITUTION ARTICLE XVI. FOUNDATIONS**

1. The Board of Directors may authorize the establishment of Foundations of the Society in the manner provided by By-Laws.
2. Foundations of the Society shall be formed for specific philanthropic purposes that support the arts and sciences of ceramics.
3. Each Foundation shall have power to make such rules, and conduct such business as it may deem proper, consistent with the Charter, Constitution, By-Laws and Rules of the Society.
4. Each Foundation shall be governed by a board of Directors elected from among members of the Society by the Board of Directors.
5. The Chair of the Foundation Board of Directors shall serve as President of the Foundation.
6. No Foundation may obligate the Society except on authority of the Board of Directors.
7. In the event of dissolution of a Foundation, any assets of that Foundation after settlement of its obligations shall be conveyed to the Society.

**BY-LAWS ARTICLE BXVI. FOUNDATIONS**

1. *The Board of Directors may authorize the establishment of Foundations of the SOCIETY in the manner provided by By-Laws.*
2. A. 1. *A foundation of the SOCIETY shall be the Ceramic Foundation. The purpose of a Foundation shall be to promote the arts and sciences connected with ceramics for the use and benefit of the public. The activities and programs of the Ceramic Foundation shall be in accordance with the Constitution, By-Laws*

*and Rules of the American Ceramic Society, and the Ceramic Foundation shall not prejudice the tax-exempt status of the Society or the Ceramic Foundation under Section §501(c)3 of the Internal Revenue Code of 1986 or the corresponding provisions of any subsequent United States revenue law.*

2. *The specific objectives of a Foundation, to be defined by its Board of Directors, shall include, but not be limited to, the enhancement of ceramic engineering, science and technology education.*
  3. *The Founding Grant from the American Ceramic Society to The Ceramic Foundation shall be held as an endowment fund in perpetual trust and may be used only in case of need to preserve the survival of the American Ceramic Society and upon the approval of the Board of Directors of the American Ceramic Society.*
- B. *The sole member of a Foundation shall be the American Ceramic Society.*
- C.
  1. *The officers of a Foundation shall be a President and a Secretary/Treasurer.*
  2. *The Chair of the Board of Directors of the Ceramic Foundation shall serve as the President of the Ceramic Foundation The Secretary/Treasurer shall be the Executive Director of the American Ceramic Society.*
  3. *The President and Secretary/Treasurer shall hold these positions so long as they remain Chair of the Board of Directors of the Foundation and Executive Director of the Society, respectively.*
- D.
  1. *The government of the Ceramic Foundation shall be carried out in accordance with the By-Laws and Rules of the Ceramic Foundation and Charter, Constitution, By-Laws and Rules of the Society.*
  2. *The government of the Ceramic Foundation shall be vested in a Board of Directors consisting of five Directors elected (in staggered five-year terms) from among the membership of the Society by the Board of Directors of the Society. Directors shall take office at the close of one Annual Meeting of the Society and shall serve until the close of the fifth succeeding Annual Meeting, or until their respective successors have been elected and duly qualified. The Nominating Committee and the Board of Directors of the Society shall consider the importance of representation from the ceramic engineering education community and the ceramic industry in the election of members to the Board of Directors.*
  3. *The Board of Directors shall have the power:*
    - a. *To approve the investment and divestiture of funds of the Ceramic Foundation.*
    - b. *To appoint standing committees of the Ceramic Foundation.*
    - c. *To provide for audits or reviews to be made of Ceramic Foundation accounts by a certified public accountant as part of the Society audit or review.*
  4. *The Chair of the Board of Directors shall be elected annually by the Board of Directors and shall serve as President of the Ceramic Foundation The Chair/President shall be responsible for the general supervision of the affairs of the Ceramic Foundation, subject to the control and direction of the Board of Directors. The duties of the President shall be to chair the Board of Directors, to recommend to the Board of Directors committee appointments, and to preside over all meetings of the Board of Directors.*
  5. *The Executive Director of the Society shall serve as the Secretary/Treasurer of the Ceramic Foundation. The duties of the Secretary/Treasurer shall be to record minutes of all meetings of the Board of Directors, maintain accurate books of the accounts of the Ceramic Foundation, and administer the staff and affairs of the Ceramic Foundation.*
  6. *The assets of The Ceramic Foundation shall be the Founding Grant from the Society, all subsequent grants and funding to the Foundation, and all income earned on the assets of the Ceramic Foundation. The Founding Grant from the Society shall be held in perpetuity solely for the preservation of the Society. Assets acquired by the Ceramic Foundation subsequent to the Founding Grant and all income on the assets of the Ceramic Foundation may be expended only under the conditions, if any, explicitly dictated by the granting individual or agency and upon the approval of the Board of Directors of the Ceramic Foundation.*
  7. *In the event of the dissolution of the Ceramic Foundation, the assets of the Ceramic Foundation shall become the property of the Society.*
- E.
  1. *The Nominating Committee of the Society shall recommend candidates for vacancies to fill the expired or unexpired terms of the Directors of the Ceramic Foundation. From the candidate(s) recommended by the Nominating Committee and others nominated from the floor, the Board of Directors of the Society shall*

- elect the Directors to fill these vacancies. The term of each Director-nominee shall be identified prior to election by the Board of Directors. Directors of the Ceramic Foundation shall not be eligible for immediate reelection to the Board of Directors after serving a full five-year term, however, former Directors who have been out of this office for at least two years may subsequently be\_reelected, and those who have completed less than five-year terms may be immediately reelected.*
2. *The Chair of the Board of Directors shall be elected by the Board of Directors at the first meeting annually of the Board of Directors. The Chair shall be eligible for immediate reelection.*
- F. 1. *The Board of Directors shall meet at least once annually at the Annual Meeting of the Society. Additional meetings may be held with 30 days written notice, requested by the Chair or any three Directors.*
2. *Meetings by teleconference shall be considered meetings of the Board of Directors and shall require 15 days notice, which may be waived by the quorum present.*
  3. *A quorum shall be four of the five Directors.*
  4. *"Robert's Rules of Order, Revised" shall govern the proceedings of the Ceramic Foundation in all cases when they are applicable and consistent with the Constitution, By-Laws and Rules of the Society and the Constitution of the Ceramic Foundation.*
- G. 1. *There shall be no dues required for membership in the Ceramic Foundation.*
2. *There shall be no fees or travel expenses paid to Directors of the Ceramic Foundation.*
- H. *The Board of Directors may appoint such committees and committee chairs as it may deem advisable for the advancement of the purpose of the Ceramic Foundation.*
- I. *These By-Laws of the Ceramic Foundation may be amended upon the recommendation of a majority of three members of the Board of Directors of the Ceramic Foundation and upon the approval of a simple majority of the Board of Directors of the Society at their next regular meeting.*

## CONSTITUTION ARTICLE XVII. SUBSIDIARIES

1. **The Board of Directors may authorize the establishment of Subsidiaries of the Society in the manner provided in the By-Laws.**
2. **Subsidiaries of the Society shall be formed for specific purposes to support the interests of the Society.**

## BY-LAWS ARTICLE BXVII. SUBSIDIARIES

1. *The Potters Council shall be a Subsidiary of the SOCIETY. The purpose of the Potters Council is to meet the needs of studio potters and ceramic artists by providing forums for knowledge exchange and professional enhancement. Additional Subsidiaries of the SOCIETY may be constituted by the Board of Directors by amending this By-Law paragraph.*
2. *The provisions of the Charter, the Constitution, By-Laws, and Rules of the SOCIETY shall govern the procedure of all Subsidiaries, but no action or obligation of a Subsidiary shall be considered an action or obligation of the SOCIETY. No officer of a Subsidiary shall have power to obligate the SOCIETY in any way without specific approval of the Board of Directors.*
3. *The Rules of a Subsidiary and any modifications thereto shall be reviewed by the SOCIETY Parliamentarian to assure that they do not conflict with the Constitution, By-Laws, or Rules of the SOCIETY. The Board of Directors shall make the final decision on questions of conflict between the rules of a Subsidiary and the Constitution, By-Laws, or Rules of the SOCIETY, after the Parliamentarian has reviewed the matter and made a recommendation thereon.*

**CERTIFICATE OF AMENDED AND RESTATED  
ARTICLES OF INCORPORATION OF  
THE AMERICAN CERAMIC SOCIETY**

James W. McCauley, President, and W. Paul Holbrook, Secretary, of The American Ceramic Society, an Ohio corporation with its principal office located in Westerville, Franklin County, Ohio, do hereby certify that a meeting of the voting members of said Corporation was duly called and held on May 5, 1998, at which meeting a quorum of such members was present, and that by the affirmative vote of a majority of the members in attendance at such meeting, the following resolution was adopted:

RESOLVED, that the following Amended and Restated Articles of Incorporation and hereby adopted to supersede and take the place of the existing Articles of Incorporation and all amendments thereto:

FIRST: The name of the corporation shall be The American Ceramic Society (hereinafter referred to as the "Society").

SECOND: The principal office of the Society is located in Westerville, Franklin County, Ohio.

THIRD: The Society shall be operated as an organization described in section 501 (c) (3) of the Internal Revenue Code of 1996 (the "Code") (or the corresponding provision of any future United States Internal Revenue law) exclusively for charitable, educational and scientific purposes, and shall include among its purposes the promotion of the arts and sciences connected with ceramics by means of meetings for the reading and discussion of professional papers and for the publication of professional literature. In carrying out its purposes, the Society shall have all powers which may be conferred on a non-profit corporation under the laws of the State of Ohio.

FOURTH: No part of the net earnings of the Society shall inure to the benefit of or be distributed to its members, Directors, officers or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article THIRD hereof. No loan shall be made by the Society to its Directors or officers. No substantial part of the activities of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, except that the Society may make the election provided for in section 501(h) of the Code (or the corresponding provision of any future United States Internal Revenue law) with respect to influencing legislation and only if it so elects, may make lobbying or grassroots expenditures that do not normally exceed the ceiling amounts prescribed by Code section 501 (h) (2) (B) and (D) (or the corresponding provision of any future United States Internal Revenue law); and the Society shall not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of or against any candidate for public office. Notwithstanding any other provision of these Articles, the Society shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under section 501 (c) (3) of the Code (or the corresponding provision of any future United States Internal Revenue law).

FIFTH: Except as otherwise provided herein, every person who is or has been a Director or officer of the Society is hereby indemnified by the Society against expenses and liabilities actually and necessarily incurred by the person in connection with the defense of either i) any action suit, or proceeding to which the person may be a party defendant, or ii) any claim of liability asserted against the person by reason of the person's being or having been a Director or officer of the Society, provided that the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interest of the Society. Without limitation, the term "expenses" includes any amount paid or agreed to be paid in satisfaction of a judgment or in settlement of a judgment or claim of liability. The Society does not, however, indemnify any Director or officer in respect to any matter to which the Director or officer shall be finally adjudged liable for misconduct in the performance of the Director's or officer's duties as such Director or officer, nor, in the case of a settlement, unless such settlement shall be found to be in the interests of the Society by i) the court having jurisdiction of the action, suit or proceedings against such Director or officer or of a suit involving the Director's or officer's right to indemnification, or ii) a majority of the Directors of the Society then in office other than those involved in such matter (whether or not such majority constitutes a quorum). The foregoing right of indemnification shall be in addition to all rights to which any Director or officer may be entitled as a matter of law, and shall be interpreted so as to be consistent with the provisions of Ohio Revised Code section 1702.12, as the same may be amended or replaced.

SIXTH: Upon the dissolution of the Society, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Society, convey all the assets of the Society to any successor tax-exempt entity under section 501 (c) (3) of the Code (or the corresponding provision of any future United States Internal Revenue law) having educational, scientific and charitable purposes similar to those of the Society, and if there be no such successor, then to a tax-exempt entity under section 501 (c) (3) of the Code ( or corresponding provision of any future United States Internal Revenue law) designated by the members of the Society at the time of dissolution and, in default of such designation, to a tax-exempt entity under section 501 (c) (3) of the Code ( or the corresponding provision of any United States Internal Revenue law) designated by a majority of the members of the Board of Directors. Any assets of the Society not so disposed of shall be disposed of by the Court of Common Pleas of Franklin County, Ohio solely to such organization or organizations that are organized and operated exclusively for purposes described in section 501 (c) (3) of the Code (or the corresponding provision of any future United States Revenue law), as said court shall determine.

# The American Ceramic Society



## PROCEDURES MANUAL

Procedures Manual – Index		Page
<b>I. GENERAL</b>		<b>32</b>
<b>A. PURPOSE</b>		<b>32</b>
<b>B. ENDORSEMENT OF MEETINGS</b>		<b>32</b>
<b>C. APPRECIATION AWARDS AND LETTERS</b>		<b>32</b>
<b>D. CONSULTING</b>		<b>32</b>
<b>E. INDUCTION OF SOCIETY OFFICERS AND DIRECTORS</b>		<b>33</b>
<b>F. SECTION DISSOLUTION PROCEDURES</b>		<b>33</b>
<b>G. WHISTLEBLOWER POLICY AND PROCEDURES</b>		<b>33</b>
<b>H. RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY AND PROCEDURES</b>		<b>35</b>
<b>II. PUBLICATIONS COMMITTEE</b>		<b>36</b>
<b>III. MEETINGS COMMITTEE</b>		<b>38</b>
<b>IV. MEMBER SERVICES COMMITTEE</b>		<b>38</b>
<b>V. EDUCATION INTEGRATION COMMITTEE</b>		<b>38</b>
<b>A. EXAMPLES OF RESPONSIBILITIES FOR THE EDUCATION INTEGRATION COMMITTEE</b>		<b>38</b>
<b>B. EXAMPLES OF RESPONSIBILITIES FOR THE COLLEGE STUDENT ACTIVITIES SUB-COMMITTEE</b>		<b>39</b>
<b>C. EXAMPLES OF RESPONSIBILITIES FOR THE EDUCATION SUB-COMMITTEE</b>		<b>39</b>
<b>D. EXAMPLES OF RESPONSIBILITIES FOR THE PROFESSIONAL DEVELOPMENT SUB-COMMITTEE</b>		<b>39</b>
<b>VI. SOCIETY FUNDS</b>		<b>39</b>
<b>A. RESTRICTED FUNDS</b>		<b>39</b>
<b>1. LABINO FUND</b>		<b>39</b>

2. KINGERY, W. DAVID AWARD ENDOWMENT FUND	39
3. SPRIGGS PHASE EQUILIBRIA AWARD ENDOWMENT FUND	39
4. PHASE EQUILIBRIA PROGRAM FUND	40
<b>B. DESIGNATED OTHER FUNDS</b>	<b>40</b>
1. RESERVE FUND	40
2. ICG FUND	40
<b>C. DESIGNATED AWARDS FUNDS</b>	<b>40</b>
1. GEIJSBEEK, SAMUEL – Pacific Coast Section	40
2. HOFFMAN, LEWIS C. – Electronics Division	41
3. KREIDL, NORBERT J. – Glass & Optical Materials Division	41
4. MARQUIS, JOHN E. Whitewares and Materials Division	42
5. ROY, RUSTUM FRONTIERS OF SCIENCE & SOCIETY LECTURE	42
6. ALFRED R. COOPER SESSION AND AWARDS FUND	42
<b>VII. SOCIETY AWARDS</b>	<b>43</b>
A. ORTON MEMORIAL LECTURE	43
B. PURDY, ROSS COFFIN AWARD	43
C. JEPPSON, JOHN AWARD	44
D. P.A.C.E. - KARL SCHWARTZWALDER PROFESSIONAL ACHIEVEMENT CERAMIC ENGINEERING AWARD	45
E. COBLE, ROBERT L. AWARD FOR YOUNG SCHOLARS	46
F. ROY, RUSTUM FRONTIERS OF SCIENCE & SOCIETY LECTURE	47
G. KINGERY, W. DAVID AWARD	47
H. FULRATH, RICHARD M. AWARDS	48
I. SPRIGGS PHASE EQUILIBRIA AWARD	49
J. CORPORATE ENVIRONMENTAL ACHIEVEMENT AWARD	50
K. CORPORATE TECHNICAL ACHIEVEMENT AWARD	50
<b>VIII. DIVISION AWARDS</b>	<b>51</b>
A. ALLEN, ALFRED W. – Refractory Ceramics	51
B. BEST STUDENT PAPER PRESENTATION(S)- Electronics	51
C. BRUNAUER BEST PAPER – Cements	51
D. COPELAND, L.E. – Cements	52
E. HENRY, EDWARD C. – Electronics	52
F. HOFFMAN, LEWIS C. – Electronics (See Item IV.C.2.)	53
G. KREIDL, NORBERT J. – Glass & Optical Materials (See Item IV.C.3.)	53
H. MARQUIS, JOHN E. – Whitewares and Materials (See Item IV.C.4.)	53
I. MOREY, GEORGE W. – Glass & Optical Materials	53
J. MUELLER, JAMES – Engineering Ceramics	53
K. RANKIN, D. T. – Nuclear & Environmental Technology	54
L. SNOW, ROLAND B. – Basic Science	54
M. SOSMAN – Basic Science	54
N. GRADUATE EXCELLENCE IN MATERIALS SCIENCE (GEMS) AWARD – Basic Science	55
O. COOPER, ALFRED R. SESSION AND AWARDS – Glass & Optical Materials	55
P. DELLA ROY LECTURE AND RECEPTION AWARD – Cements	55
Q. BRIDGE BUILDING AWARD – Engineering Ceramics	55
R. COCOA BEACH BEST PAPERS AND BEST POSTERS AWARDS – Engineering Ceramics	56
S. THE STOOKEY LECTURE OF DISCOVERY AWARD – Glass & Optical Materials	56
T. GOMD STUDENT POSTER AWARDS – Glass & Optical Materials	56
<b>IX. CLASS AWARDS</b>	<b>57</b>
A. FRIEDBERG, ARTHUR L. LECTURE – N.I.C.E.	57
B. GREAVES-WALKER, ALFRED FREDERICK – N.I.C.E.	57
C. NICE SCHOLARSHIPS – N.I.C.E.	58

<b>D. OUTSTANDING EDUCATOR IN CERAMIC ENGINEERING – CEC</b>	<b>58</b>
<b>E. GRADUATE STUDENT POSTER CONTEST – CEC</b>	<b>59</b>
<b>F. STUDENT SPEAKING CONTEST – CEC</b>	<b>59</b>
<b>X. SECTION AWARDS</b>	<b>59</b>
<b>A. ACHIEVEMENT IN CERAMICS – Hudson-Mohawk Valley</b>	<b>59</b>
<b>B. BLEININGER, ALBERT VICTOR – Pittsburgh</b>	<b>59</b>
<b>C. CRAMER, W. E. – Central Ohio</b>	<b>59</b>
<b>D. DISTINGUISHED LIFE MEMBER – Southern California</b>	<b>59</b>
<b>E. DISTINGUISHED SPEAKERS – Northern Ohio</b>	<b>59</b>
<b>F. EBRIGHT, HARRY E. – Southwest Section</b>	<b>59</b>
<b>G. FOUNDERS – Philadelphia</b>	<b>59</b>
<b>H. GEIJSBEEK, SAMUEL – Pacific Coast Sections (See Item IV.C.8.)</b>	<b>59</b>
<b>I. NORTON, F.H. DISTINGUISHED CERAMIST – New England</b>	<b>60</b>
<b>J. PASK-COFFEEN RIGTERINK – New York Metro</b>	<b>60</b>
<b>K. PENCE SCHOLARSHIP GRANTS - (Southwestern Section)</b>	<b>60</b>
<b>L. PLANJE – ST. LOUIS REFRACTORIES – St. Louis</b>	<b>60</b>
<b>M. TOLEDO GLASS &amp; CERAMIC – Northwestern Ohio</b>	<b>60</b>
<b>M. WILSON, HEWITT MEMORIAL – Southeastern</b>	<b>60</b>

## **I. GENERAL**

### **A. PURPOSE – (Rules Article RII. Purpose)**

The SOCIETY is formed to promote the arts and sciences connected with ceramics. Other organizations and individuals also perform actions which promote the arts and sciences connected with ceramics, and it may in certain cases be appropriate for the SOCIETY to endorse those actions or to honor an organization or individual.

### **B. ENDORSEMENT OF MEETINGS – (Rules Article RII. Purpose)**

The SOCIETY will endorse meetings of other societies and other organizations if:

1. the endorsed meeting supports the purpose of the SOCIETY, and
2. serves the informational and educational needs of the membership of the SOCIETY.

The chair of the Meetings Committee and Executive Director will be responsible for the approval process as specified in the Procedures Manual of the Meetings Committee.

### **C. APPRECIATION OF AWARDS AND LETTERS – (Rules Article RII. Purpose)**

1. The retiring President shall be presented a certificate by the newly-installed President. The SOCIETY shall also present to the retiring Treasurer (when appropriate) a certificate of service. These shall be presented by the retiring President as part of the banquet program or of the annual business meeting agenda.
2. The President of the SOCIETY or a representative shall present the certificate to the retiring division chair at the banquet of the division meeting. If there is no division meeting banquet, the certificate shall be presented at the annual business meeting of the division, or at an appropriate time and place.
3. The award for retiring section chairs shall be made by the SOCIETY President or a representative at a meeting of the Section, at the Section Officers Luncheon at the time of the Annual Meeting, or by the Section Counselor at a section meeting, if other times prove not feasible.
4. Upon specific recommendation of the committee chair, or at the discretion of the SOCIETY President, the President shall send a letter of appreciation, to worthy retiring members of SOCIETY committees. Where the letter is recommended by the committee chair, the chair shall cite specifics which will enable the President to write a meaningful, non-form letter. Where, in some instances, an individual retires from more than one committee in the same year, all shall be covered in one letter.
5. Where an individual is singled out for long and honorable service, or other merit not covered by existing awards, a typed or printed resolution, signed by the President and the Executive Director, shall be presented. The sponsoring agency within the SOCIETY shall be responsible for providing the necessary information for wording such a resolution. In exceptional cases, this resolution may be entered into the Minutes of the Board of Directors.

### **D. CONSULTING – (Rules Article RII. Purpose)**

The SOCIETY shall not become involved on behalf of members or non members with rendering of professional or consulting services that involve the process of analysis of information, diagnosis of problems, and



recommendation of solutions. Nothing in this Rule shall prohibit the SOCIETY from disseminating information which is beneficial to its members or non members.

#### **E. INDUCTION OF SOCIETY OFFICERS AND DIRECTORS (Rules Article RV. Government)**

The newly-elected President, President-Elect, Treasurer (every second year), and Directors shall be inducted into office during the Annual Meeting next succeeding their election with the following ritual, and shall be required to take the following oath:

Installing Officer: "Ladies and Gentlemen, you are about to be inducted as officers of The American Ceramic Society. You have been selected in a legal manner to set the policies and guide the operations of this SOCIETY. It is a matter of international importance that the affairs of this scientific and educational organization of the ceramic field be conducted well.

"Do you now in assuming direction of this serious group of scientists, engineers, technologists, designers and industrialists accept your respective offices as a challenge to your creative leadership?" Officers Elect: "I do."

Installing Officer: "By virtue of the authority invested in me, I declare you the duly qualified elected officers of The American Ceramic Society."

#### **F. SECTION DISSOLUTION PROCEDURES**

1. Procedures to Determine if a Section Should Dissolve
  - a. The SOCIETY may consider the need to dissolve a Section if such request is made by the Section Chair or other Section Officer; if no members of a Section are willing to serve as officers; if the Section membership is less than 10 active members; or if a reasonable request is made by a Section member.
  - b. If cause for consideration of the dissolution of a Section is found, the SOCIETY staff shall survey active Section members as well as recently inactivated Section members (within the last 12 months) to determine if there are enough willing volunteers to fill the officer slots and if there is a commitment to hold a minimum of two technical meetings and/or social events per year. The staff shall also contact current or most recent Section officers to determine the date and description of the last Section function, the date and description of any future scheduled Section functions, and the Section bank information (name and address of bank, account balance, named signatories), including a copy of latest bank statement.
  - c. If such surveys show evidence of recent Section activity or an interest in maintaining the Section, the staff shall cooperate with Section officers in attempts to rejuvenate the Section. If it is found that there is no record of recent Section activity, the officer positions cannot be filled, and there is no interest in maintaining the Section, that Section shall be deemed inactive and steps shall be taken to dissolve the Section.
2. Procedures for Sections that wish to remain active
  - a. Officers should be installed in open positions.
  - b. Meetings or social functions need to be planned, communicated and promoted to all Section members.
  - c. Annual reports must be submitted to ACerS with financial, officer, and membership details.
  - d. SOCIETY staff will help facilitate the merger with another section when this is requested.
3. Procedures for Sections to be dissolved
  - a. Sections that want to dissolve or are deemed inactive shall be brought to the attention of the Member Services Committee along with the survey results and the information from the Officer interviews. The Member Services Committee may then petition the Board of Directors to approve a motion to dissolve the Section.
  - b. The Board of Directors shall consider the petition and has the power to dissolve the Section through approval of a motion to do so.
  - c. Upon Board of Directors approval for dissolution of a Section, final bank account statements for the most recent 12 months (even if zero) will be submitted to SOCIETY staff Operations Director, along with a check for any remaining funds. The SOCIETY shall hold the funds for 12 months in case the Section wants to reactivate in that time. After 12 months, the funds revert to general ACerS funds (per the Constitution). The SOCIETY shall remove the Section from renewal forms, the web, membership directory, and any other places where it appears. The SOCIETY shall communicate to all Section members that their Section has been disbanded.

#### **G. WHISTLEBLOWER POLICY AND PROCEDURES**

1. Policy  
SOCIETY Officers, members of the Board of Directors, other volunteer leaders, and all staff members should observe high standards of business and personal ethics in the conduct of their SOCIETY duties and responsibilities. Staff members and representatives of the organization must practice honesty and integrity in fulfilling their SOCIETY responsibilities and comply with all applicable laws and regulations.

2. Reporting Responsibility  
Each SOCIETY Officer, member of the Board of Directors, volunteer leader, or staff member of the SOCIETY has an obligation to report in accordance with this Whistleblower Policy the following (hereinafter collectively referred to as Concerns):
  - a. questionable or improper accounting or auditing matters, and
  - b. violations and suspected violations of the law
3. Role of Executive Committee  
All reported Concerns will be forwarded to the Executive Committee in accordance with the procedures set forth herein. The Executive Committee shall be responsible for investigating, and making appropriate recommendations to the Board of Directors, with respect to all reported Concerns.
4. Policy of No Retaliation  
This Whistleblower Policy is intended to encourage and enable SOCIETY Officers, members of the Board of Directors, other volunteer leaders, and all staff members to raise Concerns within the SOCIETY for investigation and appropriate action. With this goal in mind, no SOCIETY Officer, member of the Board of Directors, other volunteer leader, or staff member who, in good faith, reports a Concern shall be subject to retaliation or, in the case of a staff member, adverse employment consequences. Moreover, a volunteer or staff member who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.
5. Procedures for Reporting Concerns
  - a. Staff members should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Human Resources Manager. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Concern, the individual should report his or her concern directly to the Human Resources Manager or Executive Director. If the Concern was reported verbally to the Human Resources Manager, the reporting individual, with assistance from the Human Resources Manager, shall reduce the Concern to writing. The Human Resources Manager is required to promptly report the Concern to the President of the SOCIETY in the capacity as Chair of the Executive Committee, which has specific and exclusive responsibility to investigate all Concerns. If the Human Resources Manager, for any reason, does not promptly forward the Concern to the Executive Committee, the reporting individual should directly report the Concern to the President of the SOCIETY in the capacity as Chair of the Executive Committee. Concerns may also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the President of the SOCIETY in the capacity as Chair of the Executive Committee. If a member of the Executive Committee is a subject of any Concern, then that member of the Executive Committee shall be excluded from consideration of that Concern.
  - b. SOCIETY Officers, members of the Board of Directors, and other volunteer leaders should submit Concerns in writing directly to the President of the SOCIETY in the capacity as Chair of the Executive Committee.
  - c. If the Concern involves the person to whom the action would normally be reported, the person with the Concern has the right to report the Concern to another person with authority.
6. Handling of Reported Violations  
The Executive Committee shall address all reported Concerns. The Chair of the Executive Committee shall immediately notify the Executive Committee, the Executive Director, and Director of Operations of any such report. The Chair of the Executive Committee will notify the sender and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns. All reports will be promptly investigated by the Executive Committee, and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern. The Executive Committee has the authority to allocate budgeted funds to retain outside legal counsel, accountants, private investigators, or other resource deemed necessary to conduct a full and complete investigation of the allegations.
7. Acting in Good Faith  
Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the law. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.
8. Confidentiality  
Reports of Concerns, and investigation pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from a volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## H. RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY AND PROCEDURES

### 1. Purpose

Record retention and document destruction are distinct, but complementary issues. Record retention balances the need for an organization to maintain accurate and appropriate files with the challenge of limited physical and electronic space for archives. All businesses need to keep documents that preserve institutional history for strategic planning, regulatory compliance and legal purposes.

The Sarbanes-Oxley Act of 2002 forbids purging of documents when any organization – nonprofit or for-profit – is under federal investigation. Document destruction policies provide guidelines for the proper disposal of records and prevent destruction of relevant documentation if the organization is involved in litigation.

It is a federal crime to alter, cover up, falsify or destroy any document to prevent its use in an official proceeding. Retention and destruction policies are helpful under any circumstances. When already in place, these policies not only help nonprofits retain appropriate historical and legal documentation, but they also clarify the steps to take if a federal investigation ever takes place.

### 2. Document Retention

The SOCIETY shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. This policy contains guidelines for how long certain documents, regardless of physical form, should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate The SOCIETY'S operations by promoting efficiency and freeing up valuable storage space. Records and documents outlined in this policy include paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop, laptop or handheld computers and other wireless devices with text messaging capabilities.

The SOCIETY takes seriously its obligations to preserve information relating to litigation, audits and investigations. The Sarbanes-Oxley Act of 2002 makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding. This policy provides for the systematic review, retention and destruction of documents received or created by The SOCIETY in connection with the transaction of organization business.

### 3. Record Retention Requirements

Each of the following Document Types shall be retained for the indicated period of time.

Annual Audits and Financial Statements	Permanently
Articles of Incorporation	Permanently
Bank deposit records	3 years
Bank statements and reconciliations	3 years
Board Meeting and Board Committee Minutes	Permanently
Board Policies/Resolutions	Permanently
Business Expense Records	7 years
Cash receipts	3 years
Check registers	7 years
Contracts, mortgages, leases, notes (after expiration)	7 years
Contracts, mortgages, leases, notes (still in effect)	Permanently
Copyright registrations & assignments	Permanently
Constitution, Bylaws, Rules and Procedures Manual	Permanently
Correspondence (employment related)	2 years
Correspondence (formal for customers and vendors)	2 years
Correspondence (legal, tax, and regulatory matters)	Permanently
Deeds, real estate and construction documents	Permanently
Depreciation schedules	Permanently
Donor funds	7 years
Employee earnings records	7 years
Employment Applications	3 years
Fixed Asset records	Permanently
General Ledgers	10 years
Insurance Policies, records, claims (expired)	3 years
Insurance Policies, records, claims (still in effect)	Permanently
Inventory records	7 years
Investment records statements	7 years
Invoices	7 years
IRS 1099s (issued)	7 years
IRS 990 and 990-T Tax Returns	Permanently
IRS Application for Tax-Exempt Status (Form 1023)	Permanently
IRS Determination Letter	Permanently

- |  |                    |
|--|--------------------|
| Journal Entries                        | 7 years            |
| Other non-payroll tax returns          | Permanently        |
| Payroll registers                      | 7 years            |
| Payroll tax returns                    | 7 years            |
| Personnel files (active employees)     | Term of Employment |
| Personnel files (terminated employees) | 7 years            |
| Retirement and Pension Plan Documents  | Permanently        |
| Salary Schedules                       | 5 years            |
| Sales and order records                | 3 years            |
| State sales tax exemption letters      | Permanently        |
| Time Sheets/Cards                      | 7 years            |
| Trademark and Name Registrations       | Permanently        |
| W-2 Statements                         | 7 years            |
| Wire, ACH Documents                    | 3 years            |
4. Electronic Documents and Records  
Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file. Backup and recovery methods will be tested on a regular basis.
  5. Emergency Planning  
The SOCIETY'S records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping ACerS operating in an emergency will be duplicated or backed up at least every week and maintained off site.
  6. Document Destruction  
The SOCIETY Executive Director is responsible for the ongoing process of identifying its records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.  
  
When necessary, the Executive Director may issue a "legal hold" suspending the destruction of any records due to pending, threatened or otherwise reasonably foreseeable litigation, audit, investigation or similar proceeding. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the person placing the hold.
  7. Compliance  
Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against The SOCIETY and its employees and possible disciplinary action against responsible individuals. The Executive Director and Finance Committee chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure the policy is in compliance with new or revised regulations.

## II. PUBLICATIONS COMMITTEE

### A. GENERAL RESPONSIBILITIES OF THE COMMITTEE (Rules Article RXIII.4.A.- Committee on Publications)

1. The Committee on Publications shall:
  - a. Recommend to the Board of Directors the formats, contents, and policies for the publications of the SOCIETY.
  - b. Recommend to the Board of Directors, in cooperation with the Executive Committee, subscription rates, prices, and an annual budget for the SOCIETY's publications.
  - c. Be responsible, through the Publisher for the technical acceptance of the printed contents of the publications of the SOCIETY. For the Journal of The American Ceramic Society this responsibility shall be exercised through the Journal Editors.
  - d. Submit to the Board of Directors a semi-annual report covering the activities and recommendations of the Committee.
  - e. Maintain written procedures regarding organization, scope, pricing, review, and other matters relating to SOCIETY publications. These will be furnished to members and authors on request and to the Board of Directors annually.
  - f. Determine and implement, in coordination with SOCIETY staff, the types of electronic communications deemed necessary to further the technical information generation and exchange function of the SOCIETY.
  - g. Coordinate with and advise SOCIETY staff regarding the development of electronic publishing within the SOCIETY.
  - h. Act in an advisory capacity to the Board of Directors on matters pertaining to the advertising direction.
  - i. Serve as an editorial advisory group to the staff Publications Department, recommending special editorial topics or special issues with a manufacturing focus; as delineated in the SOCIETY's Strategic Plan.
  - j. Function as good will ambassadors with selected advertising accounts with the objective to encourage participation in Society advertising.

- k. Advise the Publications Staff on the appropriateness of advertising copy for Society publications. The publisher, at the publisher's option, may submit proposed advertising copy to the committee prior to publication of said copy. The Chair may recommend action on the advertising copy to the Publisher.
      - l. Conduct any other duties as directed by the Board of Directors.
2. The regular publications of the SOCIETY shall be:
  - a. American Ceramic SOCIETY Bulletin
  - b. Journal of the American Ceramic SOCIETY,
  - c. Ceramic Engineering and Science Proceedings
  - d. ceramicSOURCE
  - e. Ceramics Monthly
  - f. Pottery Making Illustrated
  - g. The American Ceramic Society Book Program
  - h. Ceramic Book Transaction Book Series
    - i. Phase Equilibria Diagrams
    - ii. General Books – Art
    - iii. General Books – Science and EngineeringOne volume of each shall be published annually. The Board of Directors may authorize other publications from time to time.
  - i. Internet publications of the Society
  - j. International Journal of Applied Ceramic Technology
3. For the purpose of notifying By-Law changes to the SOCIETY membership, as directed in Constitution Article XIV. By-Laws and Rules, only the Bulletin or the Internet publications of the SOCIETY shall be regular publications of choice.
4. All papers and Editorials shall be published with their respective authors' names, and all statements therein contained are statements of individual opinion and the SOCIETY accepts no responsibility for them.
5. Journal of the American Ceramic Society shall contain papers dealing with original research, applied research and development, and reviews. Both engineering and scientific papers are suitable for publication in the Journal, provided they are of enduring value and are relevant to the field of ceramic science and engineering. Journal of The American Ceramic Society shall contain brief communications (no more than the equivalent of 3000 words) of scientific and technical interest, notes, and technical comments on publications relevant to ceramic science and engineering and to new ideas and theories.
6. American Ceramic Society Bulletin provides authoritative, in-depth coverage of applied research and development, manufacturing and marketing on traditional and advanced ceramics, including the latest available information on current issues, new technology and environmental/governmental regulations, as well as news about the companies and people who are involved in the international ceramics community. The Bulletin editorial incorporates a focus on news about the SOCIETY, its activities and its members.
7. Ceramic Engineering and Science Proceedings shall contain the proceedings of meetings, symposia, colloquia, conferences, or a collection of papers relating to a scientific or engineering topic.
8. ceramicSOURCE is a database available as an Internet publication and in print as an Annual Buyers Guide (a companion publication to the Bulletin).
9. The acceptance of an author's paper, though modified by the SOCIETY's agencies as described above, shall not imply the acceptance or responsibility of opinions and conclusions. The author alone is responsible for those opinions and conclusions.

Any paper, discussion, or writing not considered suitable for publication by the SOCIETY will be returned to the author for free use elsewhere.
10. The Executive Director shall have custody of all publications of the SOCIETY, shall keep them safely stored and insured, and shall sell them to the public.
11. The Publisher is responsible for the technical content of the publications of the American Ceramic Society. In carrying out this responsibility the Publisher, who works with the Editorial staff, the Editorial review committees and the authors to assure the timely production of quality publications. Editorial policy is recommended by the Committee on Publications, is determined by the Board of Directors, and is implemented by the Society Publisher.
12. All technical publications of the SOCIETY shall be reviewed, before publication, for technical accuracy under the general supervision of the Publisher who may delegate specific responsibilities, provided that these assignments are consistent with the Rules and Publication Procedures. All Journal and Communications Papers shall be peer reviewed through the Journal Editors under the overall supervision of the Publisher. Feature Articles and other items in the Bulletin shall be published after review by the Bulletin Editor under the general supervision of the Publisher. Papers in other periodicals and books published by the SOCIETY shall be reviewed under the direction of the volume editor or other person assigned by the Publisher.
13. Statements of opinion on issues relevant to the purposes of the SOCIETY and related interests of its members may be published on the Bulletin as Letters to the Editor. The Publisher reserves the right to reject statements if they are deemed inconsistent with the purposes and editorial standards of the SOCIETY. Conditions regarding the Letters to the Editor shall be stated in the Publications Procedures.
14. The Executive Director, after considering the advice of the Director of Publications and the Chair of the Publications Committee, shall appoint one of the Journal Editors to also serve as Senior Journal Editor. This appointment shall coincide with term of his or her remaining term as Journal Editor. The Senior Journal Editor shall serve as Chair of the Journal Editors when they are acting as an informal

committee on business affecting the Journal of the American Ceramic Society and in giving advice on publications in general when the latter is requested by the Society. The Senior Journal Editor shall independently advise broadly on matters relating to the quality and health of the Society's publications when such advice is appropriate especially for the Director of Publications, the Chair of the Publications Committee and the Executive Director of The American Ceramic Society. The Senior Journal Editor's decision regarding disposition of papers shall be final save when an author formally requests the Publication Committee to review a decision. In the latter case, the Publication Committee shall consider the views of both the author and the Senior Journal Editor and make a final decision.

### **III. MEETINGS COMMITTEE**

#### **A. GENERAL RESPONSIBILITIES OF THE COMMITTEE (Rules Article RXIII.5.A Committee on Meetings)**

1. The Committee shall be principally responsible for the coordination and scheduling of the technical programs at the Annual Meeting of the SOCIETY and at the meetings of the Classes and Divisions. The Committee shall supervise, for the Annual Meeting, the assignment of meeting rooms, planning of symposia, and joint sessions of the Classes and Divisions in order that papers of general interest and similar topics may be scheduled to meet the convenience of the majority of interested attendees. It shall provide such advice and assistance in the planning of the regional group meetings as may be desired by the Sections and such guidance as is necessary in the planning and arrangements for concurrent, joint or cosponsored meetings with Divisions and/or Classes or with organizations outside the SOCIETY.
2. The Committee shall advise and assist the program chairs of the Classes, Divisions and regional groups with the planning, preparation and scheduling of their technical programs to provide coordination of programming and scheduling.
3. The program chairs of the Classes, Divisions and regional groups have the responsibility of preparing the technical program for their Class or Division, as long as the topics are in conformance with the Charter and Constitution of the SOCIETY. The Committee shall review the technical programs to assure absence of conflict between proposed topics and the Charter and/or Constitution of the SOCIETY.
4. The Committee, in cooperation with the program chairs of the Classes and Divisions, may plan and schedule joint sessions and symposia on subjects of multidivisional or general interest. It may secure assistance of persons who are particularly knowledgeable in the specific subject areas concerned.
5. The Committee may, in order to facilitate the orderly planning and organization of the meetings, require the submission prior to the meeting of summaries or texts of papers at dates suitable for the purpose.
6. The Committee will maintain close liaison with the BOD, both through regular reports and by meeting with the BOD during a special session at one of the BOD meetings.
7. The Committee will work with Society staff to coordinate SOCIETY activities with regard to future Workshops, Exhibitions, and Annual, Focused & End-user meetings. To this end, the Committee will meet at least twice a year to formulate and discuss activities, once at the Annual Meeting and a second time in association with another BOD meeting.
8. The committee will meet with Program Chairs, Symposium and Meeting Organizers twice a year, separate from the Committee's own meetings; once at the Annual Meeting and a second time to be determined jointly by the Committee and the Meetings Staff. Furthermore, in coordination with staff, the Committee shall provide for training of volunteer meeting organizers.

### **IV. MEMBER SERVICES COMMITTEE**

There are four principal members, one each appointed each year to a four year term. Each year of the member's term shall have defined responsibilities leading to chairmanship of the Member Services Committee in their fourth year. The responsibilities are as follows:

1. It is suggested to the Nominating Committee that when practical, the fourth year committee member shall serve as chair of the Member Services Committee.
2. The third year committee member shall be responsible for new issue development and strategic planning. This member will also be responsible for developing the budget for the following calendar year.
3. The second year committee member shall be responsible for surveying the needs of the members through surveys, focus groups and any other appropriate means. The survey results shall be reported to the committee annually.
4. The first year member shall serve as secretary of the committee. This member shall solicit reports from subcommittee chairs and shall be responsible for assuring that people are aware of a committee meeting, its location, timing and minutes of the meetings falling in this year.

### **V. EDUCATION INTEGRATION COMMITTEE**

#### **A. EXAMPLES OF RESPONSIBILITIES FOR THE EDUCATION INTEGRATION COMMITTEE**

1. Advise the Board of Directors with regard to policy and direction for activities related to or involving students, professional development, education, and outreach

2. Coordinate student related activities that may be organized by Keramos, NICE, the Ceramic Educational Council, divisions, or other groups within ACerS or groups associated with the Material Advantage student program

#### **B. EXAMPLES OF RESPONSIBILITIES FOR THE STUDENT ACTIVITIES SUB-COMMITTEE**

1. Serve as the ACerS representatives on the Material Advantage Committee
2. Advise the EIC on student activities planned for the annual meeting
3. Review and approve requests for use of society funds for student travel to MS&T and other meetings
4. Coordinate student programming at MS&T
5. Work with society divisions and sections to coordinate activities

#### **C. EXAMPLES OF RESPONSIBILITIES FOR THE EDUCATION SUB-COMMITTEE**

1. Develop and maintain a strategic plan that outlines future education related activities
2. Advise the society on transfer and databasing of technical information
3. Coordinate the "outstanding educator" award to be presented at the annual meeting
4. Coordinate the undergraduate student speaking contest at the annual meeting
5. Organize the student poster competition at the annual meeting

#### **D. EXAMPLES OF RESPONSIBILITIES FOR THE PROFESSIONAL DEVELOPMENT SUB-COMMITTEE**

1. Facilitate communication between EIC and NICE
2. Develop and maintain a strategic plan that outlines future professional development activities
3. Advise the society on matters related to accreditation of engineering programs

### **VI. SOCIETY FUNDS**

#### **A. RESTRICTED FUNDS**

##### **1. LABINO, DOMINICK FUND**

- a. The purpose of the Labino Fund is to support capital improvements, special projects and/or major acquisitions for the Museum of The American Ceramic Society.
- b. Donation is made by the Edward Orton Jr. Ceramic Foundation based on the sale of a glass softening point apparatus, which was originally developed and patented by Mr. D. Labino.
- c. The management of the utilization of the Fund is the responsibility of the Museum Sub-Committee of The American Ceramic Society. If the Society has no Museum Sub-Committee, or Museum, the Board of Directors, upon recommendation of the Executive Director, shall manage the Fund operation. The financial and investment responsibilities shall be the Executive Director, with approval of the Board of Directors.

##### **2. KINGERY, W. DAVID AWARD ENDOWMENT FUND**

Qualification: Distinguished lifelong achievements involving multidisciplinary and global contributions to ceramic technology, science, education and art.

Certificate, glass commemorative piece and \$5,000 cash prize.

- a. The W. D. Kingery Endowment Fund has an initial capital of \$100,000 or so consisting of 226 shares of Corning stock and 1226 shares of Colgate Palmolive, which may be invested as the ACerS decides appropriate. . The Fund is to be invested in a manner to protect the capital. The Fund will be invested by the American Ceramic Society.
- b. The annual award of the W. David Kingery Award shall be a glass commemorative piece, a certificate, and a cash prize of \$5,000.
- c. The American Ceramic Society will award the glass commemorative piece, and the cash prize of \$5,000 will be from the W. David Kingery Endowment Fund. If the Fund cannot support the \$5,000, the cash prize will be up to \$5,000 in order to protect the capital.
- d. The W. David Kingery Award will be presented at the Annual Banquet of the American Ceramic Society.
- e. The eligibility for the W. David Kingery Award is open to all persons world-wide.

##### **3. SPRIGGS PHASE EQUILIBRIA AWARD ENDOWMENT FUND**

Qualification: Most valuable contribution to phase stability relationships in ceramic-based systems literature during the calendar year prior to selection.

Certificate and honorarium.

- a. The Richard and Patricia Spriggs Phase Equilibria Award Endowment Fund has an initial capital of \$20,000 or so consisting of 405 shares of Ferro stock and cash, which may be invested as the ACerS decides appropriate. . The Fund is to be invested in a manner to protect the capital. The Fund will be invested by the American Ceramic Society.

- b. The annual award of the Spriggs Phase Equilibria Award shall be a certificate, and a cash prize of \$1,000 to be divided equally among multiple authors.
- c. The cash prize of \$1,000 will be from the Spriggs Phase Equilibria Award Endowment Fund. If the Fund cannot support the \$1,000, the cash prize will be up to \$1,000 in order to protect the capital.
- d. The Spriggs Phase Equilibria Award will be presented at the Annual Banquet of the American Ceramic Society.
- e. The eligibility for the Spriggs Phase Equilibria Award is open to all persons world-wide.

#### **4. PHASE EQUILIBRIA PROGRAM FUND**

The purpose of the Fund is to support the Phase Equilibrium program, conducted as a partnership between the National Institute of Standards and Technology (NIST) and The American Ceramic Society.

Source of Funds: Private and Corporate donations.

The management of the utilization of the Fund shall be the responsibility of Phase Committee of The American Ceramic Society, and the Executive Director of the Society. The Board of Directors shall be the final decision of any disputes between the Society and NIST

### **B. DESIGNATED OTHER FUNDS**

#### **1. RESERVE FUND (Rules Article RV. 3.e. – Government)**

- a. The Reserve Fund of the SOCIETY is a Board of Directors designated fund which may be used at the discretion of the Board of Directors, but is to be used primarily for:
  - i. Operating costs in a negative cash flow environment, but may/may not require reimbursement to the Fund from operations subsequently.
  - ii. Membership enhancement opportunities requiring capital outlay or non-budgeted expenses.
  - iii. Investment opportunities which will strengthen the SOCIETY or help ensure the viability of the SOCIETY.
  - iv. Building and equipment capital and expenses required for growth or membership needs.
- b. A simple majority vote of the Board of Directors is required for disbursement of the Reserve Fund.
- c. The Board of Directors has established a goal of having this Reserve Fund be large enough to support at least 4 months of operating cash by year 2005.

#### **2. ICG FUND (Rules Article RXIII.4.b. ICG Delegates and Fund)**

The ICG Fund is established within The American Ceramic Society using residual monies from ICG XII and ICG XVIII, to be held, administered, invested, used, and paid in accordance with the following provisions:

- a. A committee (whose members may be called "Fund Trustees") consisting of the Executive Director as an ex officio member and the Executive Committee of the Glass and Optical Materials Division shall administer the Fund.
- b. The Fund shall pay the annual dues of The American Ceramic Society to the International Commission on Glass.
- c. The Executive Director shall invest the monies in a special ICG account with the same financial investment firm and investment strategy/portfolio used by the Society.
- d. The Fund shall provide initial funding when the US again hosts the International Glass Congress.
- e. The Fund shall pay the registration fees and reasonable travel expenses (if requested) for representatives of the Glass and Optical Materials Division of the Society to officially attend meetings of the Council, Steering Committee or Coordinating Technical Committee of the International Commission on Glass.
- f. The Fund may be used for special projects within the Glass and Optical Materials Division, as approved by the Fund Trustees and signed by the Chair of GOMD and the executive director of the Society.
- g. The Executive Director of the Society, upon signed approval, shall disperse the Fund.

### **C. DESIGNATED AWARDS FUNDS**

#### **1. GEIJSBEEK, SAMUEL (Pacific Coast Sections)**

Qualification: in recognition of contribution to a development of singular significance to the ceramic industry.



The Geijsbeek fund is controlled by the Pacific Coast Regional Meeting (PCRM). The monies for the fund are solicited by the PCRM, and the Society allows the PCRM to deposit the funds in the Society's group accounts. The fund is used to provide an award(s) to Geijsbeek awardees each year at the PCRM.

## **2. HOFFMAN, LEWIS C. (Electronics Division)**

The Hoffman Scholarship is awarded by the Electronics Division in the memory of Dr. Lewis C. Hoffman, former Chair and Trustee of The Electronics Division; A duPont Research Fellow and one of the pioneers in the incorporation of ceramic/glass science and engineering in the area of thick film microelectronic circuits technology.

- a. The purpose of the Award is to encourage academic interest and excellence among undergraduate students in the area of ceramics/materials science and engineering.
- b. The award will take the form of one 2,000 dollar undergraduate tuition scholarship and a plaque given at the Society Annual Meeting to a Junior Year Student. Junior years shall be defined as the student has acquired a total of 70 or more semester credits or equivalent quarter credits at the time of the award. The award shall be a one-time award and re-application shall not be allowed.
- c. The Committee on The Hoffman Scholarship shall be a defined sub-committee under the "Committee on Awards & Scholarship," composed of five members of the Electronics Division, appointed by the Chair of the Division; two members from the electronic industry and two members from ceramic academic faculty. The fifth member shall be the Chair of "Committee on Awards & Scholarship." Members shall be eligible for immediate re-appointment.
- d. The selection factors of the awardee shall include: Total GPA, Science GPA, American Ceramic Society Student branch Faculty Advisor recommendation letter, Extracurricular activities, PST/SAT/ACT scores, if available and an essay of 500 words or less on a topic selected by the Scholarship Committee.
- e. The Committee Chair shall be responsible for distributing application from and collecting all documentations from the students at least nine months prior to the Annual Meeting of every year for the upcoming award. The Chair must distribute to the members of the committee, all the documents immediately after receiving. The final selection of the awardee shall be by majority vote through secret ballot on or before five months prior to a forthcoming Annual Meeting.
- f. The Committee Chair with the approval of the Chair of the Division shall be responsible to inform the name of the Awardee to the SOCIETY/awardee/school of the awardee, to give Award and plaque at the Annual Meeting and to arrange to include the name of the awardee in the "Recognition List of the SOCIETY Annual Banquet Program."

## **3. KREIDL, NORBERT J. (Glass & Optical Materials Division)**

The Committee on the Norbert J. Kreidl Award, a committee of the Glass & Optical Materials Division selects a "student selected each year on the basis of research excellence in glass science." The award is presented at the Annual Meeting Kreidl Lecture. The name of the winner is obtained from the chair of the Norbert J. Kreidl Award Committee. The awardee is presented with a framed certificate, a glass commemorative piece with a 4" aluminum base and a Monetary Scholarship of \$300.00.

A Norbert J. Kreidl Award for Young Scholars recognizing excellence in research will be presented by the Glass and Optical Materials Division at the Annual Meeting of The American Ceramic Society. The competition is open to all degree-seeking students (undergraduate or graduate) or those that have graduated within a twelve-month period of this Annual Meeting. A letter from a faculty advisor verifying this rule must accompany the application. The selection is based on extended abstracts (approximately 2,000 words plus figures) relevant to interests of the Division, and submitted to the Program Chair by the normal abstract deadline.

### **The Nominating Process**

All applicants are required to submit two abstracts: (a) One short abstract on The American Ceramic Society abstract form. This will be used in organizing the technical program of the annual meeting and in publication of the meeting's abstracts. (b) One extended abstract (2,000 words maximum plus figures and tables) for evaluation by the Kreidl Award Committee. All applicants must be prepared to make a 20 minute presentation of their work as described in the short abstract, whether or not they are selected to receive the Award. The winner will present his/her lecture at a special Awards Session.

The presentation may be co-authored by a faculty member but the technical work must be primarily carried out by the student. The winning presentation will be given by the student only.

#### **4. MARQUIS, JOHN E., MEMORIAL (Whitewares and Materials Division)**

Qualification: "author or authors of the paper on research, engineering or plant practices relating to Whitewares or Materials published in the prior calendar year in a publication of the SOCIETY, which is judged to be of greatest value to the members and to the industry.

Certificate, china plate and Honorarium

- a. The Committee on the John Marquis Award shall consist of three members, each member having a three-year term of office. The terms are staggered so that each year there is one outgoing member and one incoming member. The Committee member serving the third year of a three year term shall also serve as the Committee Chair. Appointments to the Committee are made by the Chair of the Whitewares and Materials Division.
- b. John Marquis Award shall be presented to the author or authors of the paper on research, engineering or plant practices relating to Whitewares or Materials published in the prior calendar year in a publication of the SOCIETY, which is judged to be of greatest value to the members and to the industry. A purpose of the award shall be to encourage and stimulate the writing and publication of such papers in publications of the SOCIETY. All members of the SOCIETY shall be eligible for consideration for the award.
- c. The substance of the award shall be a certificate and china plate along with a check in an amount to be determined by the Division Executive Committee, the amount based on the annual income derived from the John Marquis Memorial Fund. Funds for the award shall be administered by the Executive Director of the SOCIETY.

#### **5. ROY, RUSTUM FRONTIERS OF SCIENCE & SOCIETY LECTURE FUND**

The purpose of the fund is to provide an award of recognition to the presenter of the Frontiers of Science and Society Rustum Roy Lecturer. The award will take the form of an honorarium and an appropriate certificate commemorating the occasion. A complimentary registration to the Annual Meeting of the Society.

The sources of the fund are from contributions of corporations and individuals. The Frontiers of Science and Society Rustum Roy Committee will manage the utilization of the funds for the type of recognition and amount with the approval of the Executive Director. The financial and investment responsibilities shall be the Executive Director, with approval of the Board of Directors.

#### **6 ALFRED R. COOPER SESSION AND AWARDS FUND (Glass and Optical Materials Division)**

Cooper Session Distinguished Speaker: plaque

Cooper Student Awardee: plaque, honorarium

- a. The purpose of the Alfred R. Cooper Session and Awards are to stimulate scientific discussion in current topics of interest to glass science and technology and to encourage and recognize undergraduate students who have demonstrated excellence in research in glass science or technology.
- b. The Committee of the Alfred R. Cooper Session and Student Award shall consist of an international committee, nominated by the Chair of the GOMD in the year before the award is to be presented. This committee will select the awardee from submitted nominations.
- c. The "Alfred R. Cooper Session" shall be organized by the Chair of the GOMD Program Committee and the "Cooper Session Distinguished Speaker" shall be invited by the GOMD Program Committee in consultation with the GOMD Chair.
- d. The "Alfred R. Cooper Student Award" shall be awarded annually, organized during the GOMD programming at the SOCIETY Annual Meeting.
- e. The "Alfred R. Cooper Student Award" shall be presented to an undergraduate student recognized to have demonstrated excellence in research, engineering, and/or study in glass science and technology as determined by the Committee on the Alfred R. Cooper Session and Student Award after evaluation of nomination materials outlined in part f. below.
- f. Nomination Process: Nominations shall be submitted to the Chair of the Alfred R. Cooper Session and Student Award Committee. The nomination package can be submitted by the student candidate and/or by the faculty advisor and should consist of the three documents listed below. These materials will be used as a means to describe the research project in which the student participated and the nature and scope of that participation, and to gain additional insight into the student nominee and his/her interest in glass science and technology. The student can be from any country. Membership in the American Ceramic Society, the

Glass and Optical Materials Division or Material Advantage is not required. Only one nomination will be accepted per institution. The nomination package should include the following items.

- i) A letter from the faculty advisor describing the role, contributions, and strengths of the student.
  - ii) A one to two page essay by the student describing:
    - a. what was learned scientifically from the project.
    - b. what he/she enjoyed most about the project.
    - c. his/her future plans.
  - iii) A brief report by the student (not to exceed two pages including figures and tables) about the project.
- g. Awards and Honoraria:
- i) The "Alfred R. Cooper Session Distinguished Speaker" shall receive an award plaque.
  - ii) The "Alfred R. Cooper Student Award" recipient shall receive an award plaque and a check for \$500.
  - iii) The Student Awardee and Distinguished Speaker may have their registration fees paid by the Fund or the Division Fund.

## VII. SOCIETY AWARDS

### A. ORTON, JR. EDWARD MEMORIAL LECTURE (By-Laws Article BXIII.7.D.)

Qualification: "lecturer is to be noted for scholarly attainments in the ceramic or related field"  
Certificate and \$1000 Honorarium

1. The Committee on the Orton Memorial Lecture shall be a defined standing committee and consist of three appointed members who shall be Fellows of the SOCIETY, one appointed each year by the Board of Directors of the SOCIETY upon the recommendation of the President for a term of three years. The member serving the third year of the appointment shall be the chair of the Committee.
2. Its duty shall be to select the Orton Lecturer and make all arrangements each year in connection with the Orton Memorial Lecture. The nominee to be chosen should best represent the past tradition of the Orton Lecturer and provide the SOCIETY with a learned lecture at its Annual Meeting. The Lecturers should have national recognition in a field related to the interest of the membership of the SOCIETY. The Lecturer should be an accomplished speaker and communicate well to the mixed audience (members and visitors). The choice of Lecturer may be from within or outside of the SOCIETY. The Committee on the Orton Memorial Lecture will keep their deliberations privileged and not discuss the candidates outside of the Committee until one is chosen. All choices must be majority choices (two out of three of the Committee). A past Orton Lecturer shall not be eligible to present a second Orton Lecture. It is the responsibility of the Chair to communicate this choice to the President of the SOCIETY for approval by the Board of Directors at least five months prior to an Annual Meeting. To allow advance programming decisions, the nominee presented shall be for the award at the Annual Meeting one year subsequent to the Annual Meeting immediately following the Board decision. The award for presenting the Edward Orton, Jr. Memorial Lecture at the Annual Meeting will be determined by the Chair of the Committee as approved by the Executive Director. The award will take the form of an honorarium and an appropriate certificate commemorating the occasion. The amount of the honorarium should at least cover meeting expenses and be consistent with honoraria for other lectures of such importance. Complimentary registration will also be provided to the lecturer. Since the lecture is normally presented to audiences of 1,000 or more in a very large conference room, the SOCIETY will also offer to help in the preparation of the visual aids appropriate for the lecture.

### B. PURDY, ROSS COFFIN AWARD (Rules Article RXIII.7.E.)

Qualification: "Most valuable contribution to ceramic technical literature during the calendar year prior to selection."  
Certificate and medallion

1. The Committee on the Ross Coffin Purdy Award shall be a defined standing committee composed of five Fellows, one appointed each year by the Board of Directors of the SOCIETY upon the recommendation of the President for a term of five years. They shall not be eligible for immediate reappointment. The senior member of the Committee shall be the chair.
2. The Committee shall each year, if any candidate be worthy, select a recipient of the Ross Coffin Purdy Award, subject to the approval of the Board of Directors.
  - a. The award shall be given to the author or authors who, in the judgment of the Committee, made the most valuable contribution to ceramic technical literature during the calendar year prior to the selection. For the purposes of this Committee, a technical article is defined as a paper, article, or report published in a technical or trade journal, or in a bulletin from a school, laboratory, technical bureau, or experimental station, or in a pamphlet or book form. It must be complete and readily available to the public.
  - b. The recipient shall be selected in the manner provided in Section e. below. Members of the Committee shall not be eligible as recipients during their term of appointment. Should a paper by a member be

- nominated for the Award, the nominee shall have the privilege of resigning. No recipient shall again be eligible for the Award.
- c. A suitable medallion bearing the likeness of Ross Coffin Purdy with the awardee's name and the date of the Award in addition to a certificate containing a specific citation, shall be presented to the recipient by the President of the SOCIETY during the next Annual Meeting.
  - d. If the technical article selected has been written by more than one author, each shall receive a duplicate Award and diploma.
  - e. Ten months before the next Annual Meeting, or shortly thereafter, the Award Committee chair shall ask each member of the Committee:
    - i. Whether any technical article has been published in the previous calendar year which is worthy of consideration for the Award.
    - ii. If the answer to a. is affirmative, to indicate the paper or papers which merit consideration.
    - iii. If the vote on a. is unanimous in the negative, the President and secretary of the SOCIETY shall be so advised and no further action shall be required that year.
    - iv. If the vote on a. is not unanimous in the negative, the chair shall submit the list of papers nominated, including the chair's own nominations (if any) under b) to the Committee and request each member to indicate the member's first, second, and third choice of the papers nominated. The chair (also) shall cast a similar ballot.
  - f. The procedure then shall be as follows:
    - i. If four of the five members of the Committee select as first choice the same article, such choice shall be final and the Award made on it.
    - ii. If there is no such agreement, the Chair shall score each first choice as three, each second choice as two, and each third choice as one and compute the total score for each nomination.
    - iii. The chair then shall select not more than five of the nominations securing the highest score and ask each other member of the Committee to indicate the member's first, second, and third choice of the selections on a ballot. The chair shall not vote during this balloting. This procedure shall be repeated and after each ballot, the nomination receiving the lowest point score will be eliminated until but two remain. The Committee then shall select the winning nomination from the two and the chair may vote in case of a tie. If during this balloting, any nomination is the first choice of three voters, it shall be declared the winner, and the author shall be the recipient of the Award.
    - iv. The chair thereupon shall forward the name of the author(s) and the title of the publication nominated, to the Executive Director of the SOCIETY not later than five months prior to a forthcoming Annual Meeting for action by the Board of Directors. More than one publication may be mentioned in the citation, but one particular technical article or publication shall be specified as the one for which the Award is made.
    - v. After approval by the Board of Directors, the Executive Director shall have the Award and diploma prepared.

### **C. JOHN JEPPELSON AWARD (Rules Article RXIII.7.F)**

Qualification: "recognize distinguished scientific, technical or engineering achievements in ceramics"

Certificate, medallion and a glass commemorative piece

1. The Committee on the John Jeppson Award shall be a defined standing committee composed of nine members of the SOCIETY, three being appointed annually by the Board of Directors of the SOCIETY upon the recommendation of the President for a period of three years. One of the senior members shall be appointed as chair, by the Board of Directors on the recommendation of the President.
2. The duties of the committee are to each year, if any candidate be worthy, select the recipient of the Award, subject to approval of the Board of Directors.
  - a. The Award is to recognize distinguished scientific, technical, or engineering achievements in ceramics.
  - b. The Award shall be a glass commemorative piece appropriately labeled with the words "John Jeppson Award." In addition, a suitable medallion bearing the likeness of John Jeppson with the awardee's name and the date of the award engraved on it will be included in the award accompanied by diploma containing a citation of the achievement on which the Award is based. The presentation will be made at such time and place as the Board of Directors may designate, preferably at the Annual Meeting of the SOCIETY. Funds sufficient for the award are to be drawn by the Executive Director from the SOCIETY upon authorization by the Chair of the Committee on the John Jeppson Award.
  - c. The conditions for eligibility for the John Jeppson Award are as follows:
    - i. There are no limitations regarding nationality, sex, or membership in the SOCIETY.
    - ii. A nominee must be living. But in the event of death subsequent to selection but prior to presentation, the Award shall be made posthumously.
    - iii. This shall be a singular award. Nominations for multiple awardees will not be accepted, but returned to the nominator.
  - d. The procedure of selecting a candidate shall be as follows:
    - i. Prior to eleven months before the next Annual Meeting, the chair of the Committee shall send to each member the names of those living candidates then on the active list as mentioned under 4., and shall

invite further nominations from the members of the Committee. Such nominations should be in the hands of the chair before the next Annual Meeting, and must conform to the following format:

01. A single page cover letter from the first sponsor, setting forth the qualifications of the nominee must accompany the nomination. (Single-page endorsement letters from additional members may accompany the nomination, but are not necessary.)
  02. No more than three additional single sided sheets may be used for supporting information in sufficient detail to enable the Committee to pass judgment on the candidate's worthiness to receive the medal.
- ii. On or before nine months prior to the next Annual Meeting, the chair of the Committee shall send to each member a list of all eligible candidates, together with the names of the proposers, and the detailed professional and industrial records of the candidates. Each member will be asked for a letter or e-mail ballot to be in the hands of the chair no later than eight months prior to the next Annual Meeting indicating the member's preference of the names submitted. The Chair shall cast a similar ballot. If any candidate receives two-thirds of the votes of the entire Committee, the candidate shall be considered formally selected.
  - iii. If no candidate receives said two-thirds vote, the chair shall send to each member of the Committee a list of the candidates who received two or more votes in the first ballot. If two-thirds favorable votes are not received by any candidate on the second ballot, members will be advised of the results of that and subsequent ballots; a third ballot and, if necessary, a fourth ballot will be undertaken on candidates receiving three or more votes on the second ballot. The Chair shall cast similar ballots in this voting. Should no candidate receive the stipulated number of votes by the fourth ballot, no Award shall be made for the current year.
  - iv. The unsuccessful candidates shall constitute an Active List. After being considered by three committees of award, a candidate will be dropped from the list. This, however, does not make the candidate ineligible for renomination.
  - v. If a candidate is selected, the chair of the Committee shall prepare a citation of approximately 25 words. The chair shall submit the name of the candidate with the citation to the Board of Directors for consideration not later than five months prior to the next Annual Meeting, and action shall be taken at the next following meeting of the Board of Directors. A two-thirds favorable vote of the entire Board shall be necessary for election.
  - vi. After the Committee has made its selection, and not later than two weeks prior to the submission of its report to the Directors, the records of the candidates shall be deposited with the Executive Director of the SOCIETY who shall act as custodian of the same until the appointment and confirmation of the new chair. In the interim, such records shall be accessible to the members of the Committee, and of the Board of Directors of the SOCIETY. The records will be preserved for a period of three years after which they will be destroyed.
  - vii. All questions coming before the Committee, except the selection of a candidate, shall be decided by a majority vote. In case of a tie, the chair shall cast the deciding vote.
  - viii. The Award Committee shall have power to decide any questions not specifically covered by these rules.

**D. P.A.C.E. - KARL SCHWARTZWALDER PROFESSIONAL ACHIEVEMENT CERAMIC ENGINEERING AWARD (Rules Article RXIII.7.G.)**

1. The Committee on Karl Schwartzwaldler-Professional Achievement in Ceramic Engineering (PACE) Award shall be a defined standing committee composed of five members of the National Institute of Ceramic Engineers (the INSTITUTE) who have reached their 41st birthday prior to the current award year. This Committee will be appointed by the Board of Directors of the SOCIETY upon the recommendation by the INSTITUTE President; one member shall be appointed each year for a term of five years. They shall not be eligible for immediate reappointment. The senior member shall serve as chair of the Committee each year.
2. The duties of the Committee are to annually select the winner of the award.
3. The procedures for the award are:
  - a. This Award shall be a joint American Ceramic Society/National Institute of Ceramic Engineers Award.
  - b. The Award is to recognize outstanding young ceramic engineers for achievements significant to the profession and to the general welfare of the American people. The purpose of the Award is to focus public attention on the outstanding achievements of young persons in ceramic engineering and to illustrate the opportunities available in the ceramic engineering profession.
  - c. The Award shall be a glass commemorative piece with the words "Schwartzwaldler - PACE Award" accompanied by a certificate containing a citation of achievement on which the Award is based. The presentation shall be made during the annual meeting of the INSTITUTE and shall be made for such a period of time as the Board of Directors deems appropriate. Funds sufficient for the award are to be drawn by the Executive Director from the SOCIETY upon authorization by the President and Secretary-Treasurer of the National Institute of Ceramic Engineers.
  - d. The recipient shall be selected in a manner provided in 8 below.
  - e. The conditions for eligibility of the Award are as follows:
    - i. A nominee must be between 21 and 40 years of age; not becoming 41 during the Award year.
    - ii. A nominee must be a member of the SOCIETY and the INSTITUTE.
  - f. The PACE Award Committee shall:

- i. Administer the Award program and select the recipient as provided in section 8, hereof.
  - ii. Provide local and national publicity coverage about the recipient and the recipient's achievements.
  - iii. Have the power to decide any questions not specifically covered by the Constitution, By-Laws and Rules of the SOCIETY and the Rules of the INSTITUTE.
- g. The chair shall be the custodian of the Active List and maintain a complete file of the current Award Program.
- h. The procedure for selecting a recipient shall be as follows:
- i. Nominations will be solicited in an issue of the Bulletin published at least eight months prior to a forthcoming Annual Meeting.
  - ii. Any individual group may enter one or more nominees.
  - iii. All nominations must be returned not later than six months prior to a forthcoming Annual Meeting. Nominations shall be directed to the Karl Schwartzwalder PACE Award Committee. Nominees will be judged on answers to the two primary questions.  
What outstanding contribution has the nominee made to the nominee's work or profession?  
What outstanding contribution has the nominee made to the public welfare?  
The contributions referred to in the first question may be of an engineering, managerial, economic, or scientific nature. The contribution referred to in the second question may be of a general nature relating to community and/or public service. Where two or more candidates appear to have made equally impressive contributions, a more detailed evaluation of their general welfare contributions should aid the Committee in selecting the more well-rounded individual. A glossy black-and-white photograph of the nominee shall be enclosed with the nomination. As a condition for consideration, the nominee shall sign the nomination form attesting that the facts contained therein are true and can be used for publication. No supplemental material will be considered on the original application.
  - iv. On or before six months prior to a forthcoming Annual Meeting, the chair shall send all duly executed nomination forms to the Committee for their voting. Photographs will be retained by the chair.
  - v. Voting by Committee member shall be based equally on the answers given to the two primary questions. Judges shall score six points for their first choice, five for second, etc., for the top six nominees. A winner on the first ballot must have a minimum of twenty-one points. In the event of a tie or no nominee reaching the minimum twenty-one points on the first ballot, the chair shall submit the nominees receiving the five highest scores for rejudging. In the event of a second tie or no nominee reaching a minimum of twenty-one points, scored as on the first ballot, the chair shall resubmit the top three nominees for a third and final judging.
  - vi. The unsuccessful nominees shall constitute an Active List. After being considered for three consecutive years, a nominee shall be dropped from the list.
  - vii. The selection shall be reported to the Board of Directors for their approval at least five months prior to a forthcoming Annual Meeting.
  - viii. The chair or a designated Committee member shall notify the winning nominee of the selection and make the Award presentation at the Annual Meeting of the SOCIETY.

#### **E. COBLE, ROBERT L. AWARD FOR YOUNG SCHOLARS (Rules Article RXIII.7.H.)**

Qualification: an outstanding scientist who is conducting research in the field of ceramics in academia, industry or a government funded laboratory who would be 35 years or younger at the time the award is to be presented at the Annual Meeting Banquet.

1. The Committee on the Robert L. Coble Award for Young Scholars shall be a defined standing committee composed of 5 members of the Society who shall represent an active or retired scholar from academia, one member active or retired in research from industry, one member active or retired in research from a Federally funded research laboratory, and one member from the Ceramic Educational Council. One member shall be appointed each year by the Board of Directors of the SOCIETY upon the recommendation of the President for a term of five years. They shall not be eligible for immediate reappointment. The senior member shall serve as chair of the Committee each year.
2. The duty of the Committee is to annually select a winner of the award, and recommend approval by the Board of Directors.
3. The procedures for identifying candidates and selecting the awardee are:
  - a. The Award is to recognize an outstanding scientist who is conducting research in the field of ceramics in academia, industry or a government funded laboratory who would be 35 years or younger at the time the award is to be presented at the Annual Meeting Banquet.
  - b.
    - i. Nominees for the Award are to be solicited by publication notice for the Award at least eight months prior to a forthcoming Annual Meeting in the Bulletin of the American Ceramic Society, and by announcements at meetings of the American Ceramic Society.
    - ii. An individual or group may nominate one or more candidates who shall be members of the Society at the time of nomination.
    - iii. Nominations must be returned or postmarked not later than six months prior to a forthcoming Annual Meeting, to the Robert L. Coble Award Committee, c/o the American Ceramic Society.
    - iv. Selection of an awardee will be based on the nomination and accompanying evidence of scientific contributions, such as a list of publications, selected abstracts, receipt of other awards or recognition.

- c. i. Selection of the awardee shall be by ballot of the 5 committee members who shall score six points for their first choice, 5 for the second and so on for the top six nominees. A winner in the first ballot must have a total of 21 points. In the event of a tie or no nominee achieving the required 21 points on the first ballot, the chair shall submit the nominees receiving the 3 highest scores for a rebalot for the final judging. The nominee awarded the highest points is the awardee.
- ii. The unsuccessful nominees shall constitute an active list and shall be considered for 3 consecutive years, as long as they meet the age requirements. Updated information regarding the nominees is to be accepted for subsequent judging.
- iii. The Committee shall report its recommendation to the Board of Directors for approval at five months prior to the forthcoming Annual Meeting.
- iv. The Chair of the Committee shall notify the winning nominee of the selection.
- d. A glass commemorative piece appropriately labeled with the words 'The Robert L. Coble Award for Young Scholars', together with a certificate containing a specific citation, shall be presented to the recipient by the President of the Society during the next Annual Meeting Banquet.

#### **F. FRONTIERS OF SCIENCE AND SOCIETY RUSTUM ROY LECTURE (Rules Article RXIII.7.I.)**

1. The Committee on the Frontiers of Science and Society Rustum Roy Lecture shall be a defined standing committee and consist of three appointed members who shall be Fellows of the SOCIETY, one appointed each year by the Board of Directors of the SOCIETY upon the recommendation of the President for a term of three years. The member serving the third year of the appointment shall be the chair of the Committee.
2. Its duty shall be to select the Frontiers of Science and Society Rustum Roy Lecture Lecturer and make all arrangements each year in connection with the Frontiers of Science and Society Rustum Roy Lecture. The nominee to be chosen should provide the SOCIETY with a learned lecture at its Annual Meeting about the relationship between science and society. The Lecturer should be an accomplished speaker and communicate well to the mixed audience (members and visitors). The choice of Lecturer may be from within or outside of the SOCIETY. The Committee on the Frontiers of Science and Society Rustum Roy Lecture will keep their deliberations privileged and not discuss the candidates outside the Committee until one is chosen. It is the responsibility of the Chair to communicate this choice to the President of the SOCIETY for the President's action. All choices must be majority choices (minimum of two out of three of the Committee). The Frontiers of Science and Society Rustum Roy Lecture shall be selected in time to report the nominees to the Meetings Committee for its approval of time, location and format and report to the Board for approval at a Board meeting within five months of the Annual Meeting at which the award is to be conferred. The award for presenting the Frontiers of Science and Society Rustum Roy Lecture at the Annual Meeting will be determined by the Chair of the Committee as approved by the Executive Director. The award will take the form of an honorarium and an appropriate certificate commemorating the occasion. Complimentary registration will be provided to the lecturer.

#### **G. KINGERY, W. DAVID AWARD (Rules Article RXIII.7.J.)**

Qualification: Distinguished lifelong achievements involving multidisciplinary and global contributions to ceramic technology, science, education and art.

Certificate, glass commemorative piece and \$5,000 cash prize.

1. The Committee on the W. David Kingery Award shall be a defined standing committee composed of six members of the SOCIETY, two being appointed annually by the Board of Directors of the SOCIETY upon recommendation of the President for a period of three years. One of the senior members shall be appointed as chair, by the Board of Directors on the recommendation of the President.
2. The duties of the committee are to each year, if any candidate be worthy, select the recipient of the Award, subject to approval of the Board of Directors.
  - a. The Award is to recognize distinguished lifelong achievements involving multidisciplinary and global contributions to ceramic technology, science, education, and art.
  - b. The Award shall be a glass commemorative piece appropriately labeled with the words "W. David Kingery Award" and a \$5,000 cash prize. The Award will be accompanied by a certificate containing a citation of the achievement on which the Award is based. The presentation will be made at the Annual Meeting of the Society. Funds sufficient for the award are to be drawn by the Executive Director from the Society upon recommendation by the Chair of the Committee.
  - c. The conditions for eligibility for the W. David Kingery Award are as follows:
    - i. There are no limitations regarding nationality, sex, or religion.
    - ii. A nominee must be living. But in the event of death subsequent to selection but prior to presentation, the Award shall be made posthumously.
  - d. The procedure of selecting a candidate shall be as follows:
    - i. Prior to eleven months before the next Annual Meeting, the chair of the Committee shall send to each member the names of those living candidates then on the active list as defined under 4 d. below, and shall invite further nominations from the members of the Committee. Such nominations should be in the hands of the chair at least ten months before the next Annual Meeting, and shall be accompanied by a memorandum giving a full and complete statement of the reasons for proposing the candidate with a record of the candidate's professional and industrial achievements

- in sufficient detail to enable the Committee to pass judgment on the candidate's worthiness to receive the medal.
- ii. On or before nine months prior to the next Annual Meeting, the chair of the Committee shall send to each member a list of all eligible candidates, together with the names of the proposers, and the detailed professional and industrial records of the candidates. Each member will be asked for a letter ballot to be in the hands of the chair no later than eight month prior to the next Annual Meeting indicating the member's preference of the names submitted. The Chair shall cast a similar ballot. If any candidate receives two-thirds of the votes of the entire Committee, the candidate shall be considered formally selected.
  - iii. If no candidate receives said two-thirds vote, the chair shall send to each member of the Committee a list of the candidates who received two or more votes in the first letter ballot. If two-thirds favorable votes are not received by any candidate on the second letter ballot, members will be advised of the results of that and subsequent ballots; a third letter ballot and, if necessary, a fourth letter ballot will be undertaken on candidates receiving three or more votes on the second ballot. The Chair shall cast similar ballots in this voting. Should no candidate receive the stipulated number of votes by the fourth ballot, no Award shall be made for the current year.
  - iv. The unsuccessful candidates shall constitute an Active List. After being considered by three committees of award, a candidate will be dropped from the list. This, however, does not make the candidate ineligible for renomination.
  - v. If a candidate is selected, the chair of the Committee shall prepare a citation of approximately 25 words. The chair shall submit the name of the candidate with the citation to the Board of Directors for consideration not later than five months prior to the next Annual Meeting, and action shall be taken at the next following meeting of the Board of Directors. A two-thirds favorable vote of the entire Board shall be necessary for election.
  - vi. After the Committee has made its selection, and not later than two weeks prior to the submission of its report to the Directors, the records of the candidates shall be deposited with the Executive Director of the SOCIETY who shall act as custodian of the same until the appointment and confirmation of the new chair. In the interim, such records shall be accessible to the members of the Committee, and of the Board of Directors of the SOCIETY. The records of nominees will be preserved for a period of three years beyond eligibility after which they will be destroyed.
  - vii. All questions coming before the Committee, except the selection of a candidate, shall be decided by a majority vote. In case of a tie, the chair shall cast the deciding vote.
  - viii. The Award Committee shall have power to decide any questions not specifically covered by these rules.

#### **H. FULRATH, RICHARD M. AWARDS (Rules Article RXIII.7.K.)**

Qualification: "individual under the age of 45 years, for demonstrating excellence in research and development of ceramic sciences and materials"

1. The Committee on the Richard M. Fulrath Awards shall be a defined standing committee composed of five members of the SOCIETY, two of whom shall be Japanese and members of the Ceramic Society of Japan, all of whom have reached their 50<sup>th</sup> birthday prior to the current award year. From the calendar year 2000 and forward, all appointees to the Committee shall have previously been recognized with the Fulrath Award. This Committee shall be appointed by The Board of Directors of the SOCIETY upon recommendation of the President. The initial Committee shall be made of appointments with terms staggered from one to five years with the Japanese members being appointed for 2 and 4 year terms. Subsequently a single annual appointment with a term of five years shall be made. The senior American member shall serve as Chair. Committee members whose 5-year terms are ending shall not be eligible for immediate reappointment.
2. The duties of the Committee shall be to annually select the three Japanese awardees and the two American awardees, subject to approval of the Board of Directors. The three Japanese awardees shall consist of one academic awardee and two industrial awardees, while the American awardees shall consist of one academic awardee and one industrial awardee. Industrial is defined to be non-academic and includes national laboratories employees, self employed individuals, etc.
3. The procedures for identifying candidates and selecting the awardees are as follows:
  - a. The Richard M. Fulrath Award is to recognize outstanding academic and industrial ceramic engineers /scientists who are 45 years of age or younger at the time of the presentation of the award at the annual meeting banquet of the SOCIETY.
  - b. It is the responsibility of the Fulrath Committee to solicit and receive nominations of worthy candidates for consideration. There is no specific form to complete. A letter of nomination and a copy of the nominee's resume are sufficient. Nominations may either be sent to the Committee members, or to the Executive Director on the SOCIETY, who will forward them to the Committee. Nominations shall remain active for a period of 5 years or until the nominee reaches the age of 45 years, whichever is less.
  - c. On or about seven months prior to a forthcoming Annual Meeting of each year, the Committee chair shall send the materials regarding each nominee to the Committee members of consideration. The Japanese nominees and the American nominees shall be considered separately, as shall the academic



- and industrial awardees. For each category, each Committee member shall vote by rank ordering all of the nominees, with a ranking of 1 being the most qualified. The chair shall tally the votes and those candidates with the lowest totals shall be recommended to the Board of Directors not later than five months prior to the next Annual Meeting for approval. In the case of a tie vote, that candidate who is the eldest shall be recommended.
- d. Each year at the annual meeting of the SOCIETY, the Committee shall have a formal breakfast meeting, at their own expense, to discuss the current candidates and potential future nominees.
  - e. The chair of the Committee shall notify the awardees of their selection, once they have been approved by the Board of Directors.
  - f. The Executive Director of the SOCIETY shall have award certificates prepared for presentation to the awardees at the following annual meeting banquet.
4. The Richard M. Fulrath Awards shall consist of the following:
    - a. Each of the awardees shall receive a certificate at the annual meeting banquet of the SOCIETY. This certificate will epitomize the "Bridge Across the Pacific" that the award has come to symbolize since its inception in 1978.
    - b. The two academic awardees, one from the United States and the other from Japan, shall each receive \$2000 to assist with their meeting travel expenses. These \$2000 travel awards for the academic recipients shall be contingent upon sufficient funds being available in the restricted Fulrath Award Endowment Fund maintained by the SOCIETY.
    - c. The industrial awardees shall be expected to attend the annual meeting of the SOCIETY at their company's expense.
  5. The responsibilities of the Richard M. Fulrath Awardees will be as follows:
    - a. Attend the annual meeting of the SOCIETY and the banquet of that annual meeting to receive the award and certificate.
    - b. Participate in the Fulrath Symposium, a half day symposium at the annual meeting of the SOCIETY and present a 40 minute technical paper addressing the topical area for which they were recognized with the Fulrath Award.
    - c. For the American academic awardee to attend the annual meeting of the Ceramic Society of Japan the following year and present a paper at that meeting. While in Japan, the American awardee will also be expected to visit universities and industrial laboratories and present seminars as arranged by the Japanese Fulrath Memorial Association Committee members.
    - d. To honorably promote technical and personal friendships between all Japanese and American professional ceramic engineers / scientists and encourage understanding between the diverse cultures surrounding the Pacific Rim.
  6. After the Richard M. Fulrath Award has been continued to year 2008 under the administration of the SOCIETY, it will be the responsibility of the Fulrath Committee of that year to review all of the details of the award and make recommendations to the Board of Directors concerning its continuation and possible modification.
  7. The Richard M. Fulrath Award Committee shall have the duty and responsibility to address any issues surrounding this award that are not specifically covered by these rules and to report those items to the SOCIETY Board of Directors at the next meeting of that Board.

## **I. SPRIGGS PHASE EQUILIBRIA AWARD**

Qualification: "Most valuable contribution to phase stability relationships in ceramic-based systems literature during the calendar year prior to selection."

Certificate and honorarium

1. The Committee on the Richard and Patricia Spriggs Phase Equilibria Award ("the Spriggs Phase Equilibria Award") shall be a defined standing committee composed of the members of the Sub-Committee on Phase Equilibria Program. The chair of the Sub-Committee on Phase Equilibria Program shall be the chair.
2. The Committee shall each year, if any candidate be worthy, select a recipient of the Spriggs Phase Equilibria Award, subject to the approval of the Board of Directors.
  - a. The award shall be given to the author or authors who, in the judgment of the Committee, made the most valuable contribution to phase stability relationships in ceramic-based systems literature during the calendar year prior to the selection. For the purposes of this Committee, a phase equilibria article is defined as a paper, article, or report published in a technical or trade journal, or in a bulletin from a school, laboratory, technical bureau, or experimental station, or in a pamphlet or book form. It must be complete and readily available to the public.
  - b. The recipient shall be selected in the manner provided in Section e. below. Members of the Committee shall not be eligible as recipients during their term of appointment. Should a paper by a member be nominated for the Award, the nominee shall have the privilege of resigning. No recipient shall again be eligible for the Award.
  - c. A certificate containing a specific citation and an honorarium as defined in the Spriggs Phase Equilibria Award Endowment Fund section of this Manual shall be presented to the recipient by the President of the SOCIETY during the next Annual Meeting.

- d. If the phase equilibria article selected has been written by more than one author, each shall receive a duplicate certificate and an equal share of the honorarium as defined in the Spriggs Phase Equilibria Award Endowment Fund section of this Manual.
- e. Ten months before the next Annual Meeting, or shortly thereafter, the Award Committee chair shall ask each member of the Committee:
  - 1) Whether any technical article has been published in the previous calendar year that is worthy of consideration for the Award.
  - 2) If the answer to 1) is affirmative, it indicates a paper or papers which merit consideration.
  - 3) If the vote on 1) is unanimous in the negative, the President and secretary of the SOCIETY shall be so advised and no further action shall be required that year.
  - 4) If the vote on 1) is not unanimous in the negative, the chair shall submit the list of papers nominated, including the chair's own nominations (if any) under 2) to the Committee and request each member to indicate the member's first, second, and third choice of the papers nominated. The chair (also) shall cast a similar ballot.
- f. The procedure then shall be as follows:
  - 1) If four of the five members of the Committee select as first choice the same article, such choice shall be final and the Award made on it.
  - 2) If there is no such agreement, the Chair shall score each first choice as three, each second choice as two, and each third choice as one and compute the total score for each nomination.
  - 3) The chair then shall select not more than five of the nominations securing the highest score and ask each other member of the Committee to indicate the member's first, second, and third choice of the selections on a ballot. The chair shall not vote during this balloting. This procedure shall be repeated and after each ballot, the nomination receiving the lowest point score will be eliminated until but two remain. The Committee then shall select the winning nomination from the two and the chair may vote in case of a tie. If during this balloting, any nomination is the first choice of three voters, it shall be declared the winner, and the author shall be the recipient of the Award.
  - 4) The chair thereupon shall forward the name of the author(s) and the title of the publication nominated, to the Executive Director of the SOCIETY not later than five months prior to a forthcoming Annual Meeting for action by the Board of Directors. More than one publication may be mentioned in the citation, but one particular technical article or publication shall be specified as the one for which the Award is made.
  - 5) After approval by the Board of Directors, the Executive Director shall have the certificate prepared.

#### **J. CORPORATE ENVIRONMENTAL ACHIEVEMENT AWARD**

Qualification: "recognize a single environmental achievement by a Corporate member in the field of ceramics."

This Sub-Committee of the Awards Committee is a defined standing committee and shall consist of three members appointed by the President and approved by the Board of Directors for a three-year term. The member serving the third year of their term shall be the Chairperson. This Sub-Committee shall select the recipients of the CEAA subject to the approval of the Board of Directors. Up to two CEA awards may be made each year.

1. The CEAA is given for a single environmental achievement by a corporate member in the field of ceramics. The achievement preferably shall represent either an improvement of an existing process/product or development/implementations of a new process/product that reduces undesirable effluent streams, expands recycling of materials, reduces the environmental impact of products or provides other environmental benefits over previous processes. . Up to two CEA awards may be made each year.
2. A certificate and glass award shall be as prescribed by the Award Committee with approval of the Board of Trustees together with a citation to be presented at the annual award ceremony of the SOCIETY. Preferably, the recipients should be the CEO or chief technical contributor from the winning corporations.
3. Conditions of eligibility:
  - a. Recipients shall be limited to corporate members of the SOCIETY.
  - b. Recipients of the award in any given year shall be eligible again in the following year.
  - c. Nominations not selected for an award will remain eligible for an additional two years.
  - d. Distribution of the award shall be without regard to the Divisional affiliation of the recipients.

#### **K. CORPORATE TECHNICAL ACHIEVEMENT AWARD**

Qualification: "recognize a single technical achievement by a Corporate member in the field of ceramics that has been commercialized within the preceding eight years"

This Sub-Committee of the Awards Committee is a defined standing committee and shall consist of three members appointed by the President and approved by the Board of Directors for a three-year term. The member

-serving the third year of their term shall be the Chairperson. This Sub-Committee shall select the recipients of the CTAA subject to the approval of the Board of Directors. Up to two CTA awards may be made each year.

1. The CTAA is given for a single technical achievement by a corporate member in the field of ceramics that has been commercialized. The achievement preferably shall represent a gain to technology and society. The recipient shall be selected in a manner provided below in paragraph "c,"
2. A certificate and glass award shall be as prescribed by the Award Committee with approval of the Board of Trustees together with a citation to be presented at the annual award ceremony of the SOCIETY. Preferably, the recipients should be the CEO or chief technical contributor from the winning corporations.
3. Conditions of eligibility:
  - a. Recipients shall be limited to corporate members of the SOCIETY.
  - b. Recipients of the award in any given year shall be eligible again in the following year.
  - c. Nominations not selected for an award will remain eligible for an additional two years.
  - d. Distribution of the award shall be without regard to the Divisional affiliation of the recipients.

## VIII. DIVISION AWARDS

### A. ALLEN, ALFRED W. AWARD (Refractory Ceramics Division)

Qualification: "to recognize and honor authors of superior published technical papers on refractories."  
Certificate

A subcommittee chairman shall be appointed by the Division Chair, to serve a 6-year term. If the subcommittee chair becomes unable to serve out his term, the then current Division Chair shall appoint a substitute.

The subcommittee chair is required to biennially select a 3-4 person review panel. This panel shall select as the biennial award recipient, from the available technical literature of the last two years, the author(s) of the technical paper on Refractory Ceramics which reflects the highest level of technical quality, in the spirit of Mr. Alfred W. Allen's legacy as an educator, technical contributor and supporter of the Division. Should any of the review panel members become inactive for any reason, the subcommittee chair shall immediately appoint a replacement.

The subcommittee chair will organize the selection and balloting process but will be a non-voting member of the review panel. Special efforts should be made by the subcommittee chair to assure that USA source papers be an important part of the review process. The subcommittee chair shall, at his discretion, eliminate candidate papers from the balloting process if it is clear that the authors would be unable to attend the award presentation ceremony.

The subcommittee chair is responsible for assuring that the review and balloting process proceeds on a timely basis, so the winning paper has been selected at least 4 months before the biennial Fall Division Meeting.

This will assure that adequate publicity for the award can be generated, and that the award recipient(s) will have adequate notice to attend the presentation ceremony.

The Allen Award is to be presented at the biennial Fall Division Meeting, unless special circumstances dictate otherwise.

### B. BEST STUDENT PRESENTATION AWARD(S) – Electronics Division

Qualification:  
\$250 and a Certificate

The purpose of the Award is to promote and recognize the quality of the technical presentations at the Division meetings. There shall be a maximum of two awards in each year.

### C. BRUNAUER BEST PAPER AWARD – Cements Division

Qualification: This award is intended to encourage submission of high quality papers on cements for publication by the Society.  
Certificate:

The award will be presented at each annual business meeting to the authors of the best refereed paper published in the Journal or Bulletin of the Society during the preceding calendar year. The best paper will be selected by the Brunauer Award Committee based on the following criteria:

It shall relate primarily to the purpose of the Cements Division as defined in article C-II.

It shall be nominated for the award by at least one Society Fellow who has designated the Cements Division as their primary division, with the exception that no one may nominate any paper that they themselves have authored. Nominations (in writing) shall be required of each year and must be submitted in writing by the dates set by the Committee.

It shall receive a majority vote by the Brunauer Award Committee after consideration with respect to scientific quality, originality and overall presentation.

If any member on the Committee should be an author of a nominated paper, they must withdraw from the evaluation procedure to be replaced (that year only) by a member of the Cements Division nominated by the Division Chair.

The Brunauer Award Committee as specified in the Cements Division Rules:

The Brunauer Award Committee shall consist of four members, being the Division Trustee, past Division Chair, current Chair, and Chair-Elect. If any one of the above cannot serve for any reason they will be replaced temporarily by any Cements Division members appointed by the Division Chair. This Committee will be chaired by the Chair-Elect of the Division

The Chair-Elect shall be responsible for the administration of the Brunauer Award.

#### **D. COPELAND, L. E. AWARD – Cements Division**

Qualifications: "in recognition of outstanding contributions to the development and understanding of the science and technology of cements."

Certificate

The "American Ceramic Society Cements Division L. E. Copeland Award" recognizes an individual for outstanding contributions to the development and understanding of cement and concrete science. The above recognition shall also be on the basis for selecting and judging Copeland Award candidates. Presentation of this award is to be considered on an irregular basis whenever the Copeland Award Committee feels that there is a suitable candidate. When there is a suitable candidate her/his name will be forwarded to the Executive Committee for approval. Upon approval, the Chair of the Cements Division shall have the Society prepare a suitable certificate that will be presented at the next annual Division meeting.

#### **E. EDWARD C. HENRY AWARD - Electronics Division**

Qualification: "excellence of a paper published in a Society publication during the previous decade on a subject related to electronic ceramics" (this award is presented every three years.)

1. The Electronics Division has established an Award to be known as the Electronic Ceramics Award.
2. The purpose of the Award is to grant recognition for excellence to the author or authors of a paper published in the JOURNAL or the BULLETIN of The American Ceramic Society during the previous decade on a subject related to electronic ceramics.  
The form of the Award shall be a plaque and a \$500 honorarium.  
The Award is to be given every third year. The first Award in 1968 for the years 1957-1967, the second in 1971 for the years 1960-1970, and so forth.  
The Award shall be selected by two scrutineers, one of whom shall be the Chair of the awards and Scholarship Committee. One scrutineer shall be in academic work, the other in industrial work. The scrutineers shall be appointed by the Division Chair in the year of the Award to serve for three years and make the selection for the next Award.  
After their appointment, the scrutineers shall read the eligible papers and come to a decision by the Annual Meeting, in the year prior to the Award. If there is a deadlock, the scrutineers shall submit the two candidate papers to the executive committee of the Electronics Division one month prior to the Annual Meeting for closed ballot majority vote at the Spring Meeting.  
The scrutineers shall be guided by significance of the subject, content, readability, timeliness and breadth in making their choice.  
Scrutineers shall not succeed themselves, but new ones shall be appointed by the Chair of the Division at each appropriate annual meeting.

The Chair of the Division will be informed of the scrutineers' selection by, or shortly after, the preceding Annual Meeting so that he/she may direct the Society to prepare the certificate(s). The Chair will be responsible for attempting to have all the awardees present.

**F. HOFFMAN, LEWIS C. – Electronics Division (See Item VI.C.2.)**

**G. KREIDL, NORBERT J. – Glass & Optical Materials Divisions (See Item VI.C.3.)**

The Committee on the Norbert J. Kreidl Award, a committee of the Glass & Optical Materials Division selects a "student each year on the basis of research excellence in glass science." The award is presented at the GOMD Spring Meeting Kreidl Lecture. The name of the winner is obtained from the chair of the Norbert J. Kreidl Award Committee. The awardee is presented with a certificate, a glass Commemorative piece and a Monetary Scholarship of \$500.00.

The competition is open to all graduate degree-seeking students or those that have graduated within a twelve-month period of the GOMD Spring Meeting. A letter from a faculty advisor verifying this rule must accompany the application. The selection is based on extended abstracts (approximately 2,000 words plus figures) relevant to interests of the Division, and submitted to the Program Chair by the normal abstract deadline.

**The Nominating Process**

All applicants are required to submit two abstracts: (a) One short abstract on The American Ceramic Society abstract form. This will be used in organizing the technical program of the GOMD Spring Meeting and in publication of the meeting's abstracts. (b) One extended abstract (2,000 words maximum plus figures and tables) for evaluation by the Kreidl Award Committee. All applicants must be prepared to make a 20 minute presentation of their work as described in the short abstract, whether or not they are selected to receive the Award. The winner will present his/her lecture at a special Awards Session.

The presentation may be co-authored by a faculty member but the technical work must be primarily carried out by the student. The winning presentation will be given by the student only.

**H. MARQUIS, JOHN E. – Whitewares and Materials (See Item VI.C.4.)**

**I. MOREY ,GEORGE W. AWARDS - Glass & Optical Materials Division**

The purpose of the award is to recognize new and original work in the field of glass science and technology. The award shall normally be given each year for an outstanding publication on glass, either scientific or technological, published during the previous few years. Whereas the award is intended to recognize excellence in a single publication, it may, under appropriate circumstances, be presented for a series of publications on continuing work. Under very special circumstances the award could also be given to recognize an individual's lifetime of excellent publications. However, the criterion for winning the award is to be excellence in publication of work, either experimental or theoretical, done by the individual. The award is not to be given for service to the glass community such as serving on committees, organizing meetings, etc.

The awardee need not be a member of The American Ceramic Society.

The Award shall not consist of money, but rather will be a glass object, preferably a Steuben bowl, engraved with the inscription George W. Morey Award. Additionally, a certificate signifying the award selection shall also be presented to the awardee.

**J. MUELLER, JAMES I. AWARD – Engineering Ceramics Division**

Qualification: "to honor Dr. James I. Mueller through the presentation of the Plenary session lecture at the ECD Conference on Ceramics"

Certificate, plaque and \$1000 honorarium.

The James I. Mueller Memorial Lecture Committee shall consist of the Division Trustee, Division Chair, Immediate Past Chair of the Division, and the Chair of the Awards Committee. The Chair of this Committee will be the ECD Division Chair. The two main criteria to be used in selecting the recipient will be 1.) long term service to the Engineering Ceramics Division and 2.) work in the area of engineering ceramics that has made a significant industrial, national, or academic impact. Award selection can be based on primarily either criteria number one or number two or a combination of both.

**K. RANKIN, D. T. AWARD – Nuclear & Environmental Technology Division****Qualification:****Plaque**

This award recognizes a member of the Nuclear & Environmental Technology Division who has demonstrated exemplary service to the division. The award honors Tom Rankin's memory and service to the division, and will be presented at the Division Business Meeting held in conjunction with the Annual Meeting.

Deadline for Nominations: four months prior to the Annual Meeting.

**L. SNOW, ROLAND B. AWARD - Basic Science Division**

Qualification: award for the "best of show entry in the Ceramographic Contest at Annual Meeting)

This award is presented to the Best of Show winner of the Ceramographic Competition, an annual exhibit to promote the use of micrographs and microanalysis as tools in the scientific investigation of ceramic materials. The competition occurs at the Annual Meeting and entries are prominently displayed in the Convention Center. The Best of Show will also be published in a future issue of the *Ceramic Bulletin*. Other entries will appear in *The Journal of the American Ceramic Society* throughout the year.

Participants are encouraged to submit entries in one of the following general categories:

- Optical micrographs (including confocal)
- Scanning electron micrographs
- Transmission electron micrographs
- Microanalysis (including electron microprobe, Auger, SIMS, AEM)
- Combined techniques
- Problem solving (include micrographs that provide answers to a problem)
- Scanning probe micrographs
- Undergraduate studies

The number of entries per person is two per classification. First, second and third place winners will be recognized in each classification with monetary awards of \$75, \$50 and \$25, respectively. Winners will be announced at the Basic Science Division business meeting. The Best of Show will receive the Roland B. Snow Award—\$100 and an inscribed glass commemorative piece at the Society Banquet.

**Rules of Entry**

Previous entries are not acceptable. Only 2 entries per class per person. Transparencies will not be accepted. Entire entry shall be mounted on stiff white cardboard, 41 by 51 cm. Single prints shall be no smaller than 20 by 25 cm. In the case of multiple prints, there shall be no more than four and each shall be no larger than 13 by 18 cm. Entries shall be clearly labeled on the face with the following:

- Classification
- Concise title
- 25- to 75-word description of technical significance
- Names and affiliations of all contributors (Label each entry on the back with name and return address)

Undergraduate student entrants must be enrolled in ceramic courses at the time photographs are produced. If fewer than four entries are received per classification, they may be combined with another classification. Entries will be returned one year after the display if requested in writing to ACerS.

**M. SOSMAN MEMORIAL LECTURE AWARD – Basic Science Division**

Qualification: The lecture is given each year by the awardee who has been deemed by the award committee to have made the most significant contribution to the field of ceramics.

Certificate and glass commemorative piece

The Sosman Award is the highest recognition of scientific accomplishment given by the Basic Science Division and is given in recognition of outstanding achievement and in basic science of an area that results in a significant impact to the field of ceramics. The award consists of a plenary lecture presented at the Annual Meeting, a certificate commemorating the event and a glass commemorative piece. The lecture is given each year by the awardee who has been deemed by the award committee to have made the most significant contribution to the field of ceramics.

The Committee on the Sosman Award shall consist of the past three program Chairs of the Division and the present Editorial Committee Chair. Each of the past Program Chairs will serve for a period of three (3) years, and each member's term on the committee will begin at the end of their term as Program Chair. The member of the committee with the greatest seniority shall be the Chair of the Sosman Award Committee. The committee shall each year, if any candidate be worthy, select the recipient of the Award.

**N. GRADUATE EXCELLENCE IN MATERIALS SCIENCE (GEMS) AWARD – Basic Science Division**

**Qualification:** Recognize the outstanding achievements of graduate students in Material Science and Engineering who are making an oral presentation at the Annual Meeting.

**Deadline:** 3 months prior to the Annual Meeting or 1 month after the papers have been assigned to sessions, whichever is later.

\$100 to each of up to 10 finalists and Diamond or Sapphire award certificate.

The GEMS Award is in recognition of outstanding achievements of graduate students in Materials Science and Engineering. The award consists of \$100 for each of the finalists and the Diamond and Sapphire certificates.

Nominations for this award shall be by self nomination by any graduate student making an oral presentation at the Annual Meeting

The GEMS Award Selection Committee for the this award shall consist of the current Basic Science Division programs chair(s), a Chair of the GEMS Award Selection Committee appointed by the Basic Science Division Chair and 4 other members chosen by the GEMS Award Selection Committee chair.

If any candidates be worthy, the GEMS Award Selection Committee shall select up to ten finalists for the Award from the submitted applications before the Annual Meeting. The GEMS Award Selection Committee shall meet each year at the Annual Meeting. At the Annual Meeting and after their oral presentations, the finalists will be divided into two sub-groups by the GEMS Award Selection Committee: three Diamond Award winners and the rest as winners of the Sapphire Award. The winners will receive corresponding certificates and cash awards from the Society. The selection of the award winners shall be based upon the scientific and academic accomplishments of the student, the recommendation of the faculty advisor and the quality of the oral presentation.

**O. COOPER, ALFRED R. SESSION AND AWARDS- Glass and Optical Materials Division (see Item VI.C.8).**

**P. DELLA ROY LECTURE AND RECEPTION AWARD - Cements Division**

The Della Roy Lecture was established in 2000 as part of the Symposium of the Cements Division during the Annual Meeting of The American Ceramic Society. The lecture is followed by a Reception where members of the Division of all generations can get together. Beginning in 2000, Elsevier Science has sponsored the Della Roy Lecture and Reception. Each year Elsevier contributes \$2000 towards the cost of the Reception and the travel expenses of the Della Roy Lecturer. Should Elsevier discontinue their support for the award, the Cements Division would seek other means of support. If no support could be found, the award would likely be discontinued.

- The lecturer is selected by consensus of the division executive committee in consultation with Elsevier Science.
- The award is presented annually.
- The recipient does not need to be a member of the Cements Division or the Society at Large.
- A cash prize of \$1,000 is awarded to the recipient, to help offset travel expenses, and is accompanied by a certificate/plaque.

**Q. BRIDGE BUILDING AWARD – Engineering Ceramics Division**

This award recognizes individuals outside of the United States who have made outstanding contributions to engineering ceramics.

The two main criteria used in selecting the recipient are: Contribution to the field of engineering ceramics, including expansion of the knowledge base and commercial use thereof, and Contribution to the visibility of the field and international advocacy.

The award can be based on either criteria or a combination of both.

The award consists of a plaque, certificate, and an honorarium of \$1000.

#### **R. COCOA BEACH BEST PAPERS AND BEST POSTERS AWARDS – Engineering Ceramics Division**

- (1) ECD selects Cocoa Beach Best Papers and Best Posters each year from the papers and posters that are presented at the Annual Cocoa Beach Conference.
- (2) The Cocoa Beach Best Paper Awards must be selected from the papers that are presented at the Cocoa Beach Conference and submitted in the written paper format for the Conference proceeding publications, and that are recommended or nominated for Best Paper award consideration by one of the Conference paper technical reviewers or an ECD member.
- (3) Invited papers are not eligible for awards.
- (4) The Cocoa Beach Best Poster Awards must be selected from the posters that are presented at the Cocoa Beach Conference during the specified poster presentation period when the poster evaluation is performed.
- (5) The Best Paper Award Selection Committee will consist of ECD Program Chair, and ECD Vice Program Chair (Chair-Elect), Proceeding Editor and Co-Editor, ECD Awards Committee Chair. Additional Award Selection Committee members may include the ECD awards committee members, and/or other technical reviewers.
- (6) The Best Poster Award selection committee will consist of ECD Awards Committee Chair, and the Award Committee Members. Additional Award Selection Committee members may include ECD Program Chair, and other technical reviewers.
- (7) The Best Paper Selection Committee will evaluate the recommended and/or nominated candidate papers using the criteria of "Originality", "Quality and Thoroughness of Methods, Tests and Applications", "Style", "Technical/Scientific Strength", and "Impact to the Ceramics Community" to select the Best Papers.
- (8) The Best Poster Selection Committee will evaluate all eligible posters using the criteria of "Quality of Presentation", "Quality and Thoroughness of Methods, Tests and Applications", "Technical/Scientific Strength", and "Impact to the Ceramics Community" to select the Best Posters.
- (9) The Best Papers and Best Posters must be in the upper twenty percentile, based on the selection committee's overall evaluations.
- (10) The Best Paper Awards and Best Poster awards will consist of the first, second and third prizes. The cash awards for the first, second and third place prizes of each award category (the Best Paper or Best Poster) will be \$500, \$300 and \$200, respectively. All winning authors will also receive award certificates.
- (11) Honorable mentions will be made at the Awards Committee's discretion.
- (12) The identification of papers/poster specific evaluations will be destroyed after the ACerS Annual meeting.

#### **S. THE STOOKEY LECTURE OF DISCOVERY AWARD – Glass and Optical Materials Division**

Dr. S. Donald Stookey. Dr. Stookey created major life-changing inventions including photosensitive and photochromic glasses, and glass-ceramics and was presented with the National Medal of Technology from President Ronald Reagan in recognition of his scientific achievements in 1986.

The purpose of this award is to recognize an individual's lifetime of innovative exploratory work or noteworthy contributions of outstanding research on new materials, phenomena, or processes involving glass, that have commercial significance or the potential for commercial impact. The winner will present a distinguished lecture at the Spring GOMD meeting and receive an engraved glass commemorative piece and a \$1000 honorarium sponsored by Corning Incorporated and Coe College. The criterion for winning the award is to be technical innovation.

Nomination package should include:

1. Sponsor's executive summary;
2. Patents and publications related to the nominee's career and discoveries;
3. Two letters of recommendation by those knowledgeable of the nominee's technical achievements and pre-eminent in their fields.

#### **T. GOMD STUDENT POSTER AWARDS – Glass and Optical Materials Division**



**IX. CLASS AWARDS****A. FRIEDBERG, ARTHUR L. LAUREATE MEMORIAL LECTURE – N.I.C.E.**

Qualification: "in honor of Dr. Arthur L. Friedberg through the presentation of a Plenary session lecture at the Annual Meeting"

Certificate

1. The purpose of the Lecture is to honor the memory of Arthur L. Friedberg for his/her leadership as the Executive Director of THE SOCIETY and THE INSTITUTE, for his/her leadership as a ceramic engineering educator and for his/her excellence in ceramic engineering research. Furthermore, the Lecture is to recognize outstanding contributions by the Lecturer to the ceramic engineering community.
2. A committee consisting of three members, each serving a three year term, one new member to be appointed each year by the President, shall select the Lecturer, arrange for a time and place for the Lecture at the Annual Meeting of THE SOCIETY and shall provide suitable publicity for the Lecture. The senior member shall be chair of the committee.
3. The Lecturer shall have made important contributions to the ceramic engineering community.
4. In recognition of the honor, the Lecturer shall receive an appropriate certificate signed by the President of THE INSTITUTE, the President of THE SOCIETY and the Executive Director of THE INSTITUTE. Furthermore, the Lecture, or a condensation of it, shall be published in the Bulletin of THE SOCIETY.

**B. GREAVES WALKER, ARTHUR FREDERICK AWARD – N.I.C.E.**

Qualification: "render outstanding service to the ceramic profession and who, by their lives and careers have exemplified the aims, ideals and purposes of NICE"

Certificate and glass commemorative piece

The official title of this Award shall be the Arthur Frederick Greaves-Walker Award, in memory of the first President of THE INSTITUTE.

1. The purpose of this Award is to recognize and honor members of THE INSTITUTE who have rendered outstanding service to the ceramic engineering and science professions and who, in their lives and careers, have exemplified the aims, ideals, and purposes of THE INSTITUTE.
2. This Award shall recognize senior members of THE INSTITUTE.
3. The Award shall not necessarily be made each year.
4. The Award shall consist of a certificate and ceramic article or token. The certificate, bearing the embossed seal of THE INSTITUTE, shall identify the purpose of the Award. The nature of the ceramic article or token shall be determined by the Executive Committee of THE INSTITUTE for each Award.
5. Presentation of the Award shall be made at the time of the Annual Meeting of THE INSTITUTE.
6. The conditions for eligibility for the Arthur Frederick Greaves-Walker Award are as follows:
  - a. The candidate shall be a member in good standing of THE INSTITUTE.
  - b. The candidate shall be either a Registered Professional Engineer or have been engaged in work predominantly of an engineering nature.
  - c. The candidate shall have passed his 41st birthday on or before the Award year.
7. The Nominating Committee of THE INSTITUTE (ARTICLE EIR VII) shall serve as the Award Committee, and shall select the recipient and grant the Award, whenever appropriate.

The members of said Committee to select the recipient of the Award are subject to the Approval of the Board of Trustees of THE SOCIETY (Society Article R IX, 5).
8. Should the Board of Trustees of THE SOCIETY not approve one or more of the members of the Committee provided for in Article R IX, 5, the President of THE INSTITUTE shall submit an alternative name or names for the approval of the Board of Trustees.

The names of the members of the Committee provided for in Article R IX, 5, thereof, shall be submitted to the Board of Trustees of THE SOCIETY for approval at the Annual Meeting of THE SOCIETY.
9. The procedure of selecting recipients and presenting the Award shall be as follows:
  - a. The Nominating Committee shall review THE INSTITUTE membership for possible recipients at a time sufficiently in advance of the Society Annual Meeting at which the award would be conferred.
  - b. The nominating Committee shall, when appropriate, notify the Executive Committee of THE INSTITUTE of selections prior to the latter's meeting at which the awardee is to be approved.
  - c. The Chairman of the Nominating Committee or his delegated representative shall then (1) notify the candidate of his selection for the Award, (2) advise him of the time and place of the presentation of the

Award, (3) ascertain whether he can be present for the Award ceremony, and (4) prepare an abstract of the recipient's professional life and career to serve as the basis of the presentation citation.

- d. The Program Committee of THE INSTITUTE shall arrange for a suitable presentation ceremony at the time of the Annual Meeting of THE INSTITUTE.

10. The Public Relations Committee of THE INSTITUTE shall provide local and national publicity of the Award and achievements of the recipient whenever the Award is made.

### **C NICE SCHOLARSHIP AWARD**

### **D. OUTSTANDING EDUCATOR IN CERAMIC ENGINEERING - CEC**

**Purpose:** To recognize truly outstanding work and creativity in teaching, in directing student research, or in the general educational process (lectures, publications, etc.) or ceramic educators.

**Nominations:** Any interested individual or group may nominate a person. A curriculum vitae and a one-page description of teaching efforts and consequences of this work will be used for the judging (see back of this page). A nomination will be active, and therefore, considered for three (3) years. Nominations must be received four months before the next Annual Meeting to be considered for the award at the next Annual Meeting and are sent to Society Headquarters.

**Selection:** A committee for selecting the awardee from those nominated will consist of the two immediate past recipients of the award and the current President-elect of the Ceramic Educational Council who will act as chairman of the selection committee. A copy of all nominations being considered in a particular year will be sent to each member of the section committee. The first and second choices will be reported to the Society Executive Director no later than three months before the Annual Meeting. The name of the winner will be reported to the Executive Committee of the Ceramic Educational council. The award will not necessarily be awarded each year.

**Presentation:** Presentation of the award in the form of a certificate and glass commemorative piece will be made at the Honors and Awards Session at the Annual Meeting.

#### **Selection Procedures**

A copy of all nominations being considered in a particular year will be sent to each member of the selection committee by Society headquarters.

All candidates will be ranked from first choice down to last and reported to the committee chairman, who will subsequently determine and report the winner to the executive director of the Society before four months prior to the Annual Meeting. Committee members may confer with each other but must submit their own lists to the committee chairman.

The committee chairman will also report the name of the winner to the Executive Committee of the Ceramic Educational Council, the members of the selection committee, and the award recipient. This award will not necessarily be given each year.

#### **Guidelines for Nominations:**

##### **New Nominations**

Any interested individual or group may nominate a person. A personal history and a suggested three-page description of teaching efforts and consequences of this work will be used for the judging. The suggested three-page description might include descriptions of typical ceramic courses taught, course evaluation data, descriptions of courses or labs developed by the individual data on numbers of these supervised, a publication list highlighting books, reviews, or tutorial articles, descriptions of educational programs developed, and educational service within the broader ceramics community. Attachments might include letters of support by colleagues and current or former students. Nominations are sent to The American Ceramic Society Headquarter, and must be received four months before the next Annual Meeting, to be considered for the award at the next Annual Meeting.

##### **Past Nominations**

A nomination will remain active for three years. The file of active nominations and past award recipients will be maintained at Society headquarters.

**E. GRADUATE STUDENT POSTER CONTEST - CEC**

The purpose of the contest, open to graduate students or person who received M. S. or Ph.D. degrees within six months of the Annual Meeting, is to recognize superior research performed during graduate study. First, second and third place prizes are given in the amounts of \$250, \$100 and \$100, respectively. Recognition will be given to the winner at the Annual Meeting Banquet. Entries will be displayed in a designated area of the session to which the paper is assigned. Contestants must remain with the paper during the session. Posters will be evaluated on technical content, poster quality and effectiveness of verbal explanation. To enter, complete and return an Abstract Form included in the Call for Papers, write in large red letters "Student Poster Contest."

**F. STUDENT SPEAKING CONTEST - CEC**

The purpose of the Student Speaking Contest is to encourage undergraduate students to present technical papers and to improve their skills in the techniques of presentation. Each entrant will receive a partial transportation allowance to the Annual Meeting prorated from funds of The American Ceramic Society. The contestant must participate in the semifinals and finals at the Annual Meeting (if selected) to fulfill an obligation for accepting the transportation allowance. Prizes to be awarded include, (i) a cash award of \$200 to the winner plus a paid membership in the Society and subscription to the Journal; (ii) a cash award of \$100 to the First runner-up plus a paid membership in the Society and subscription to the Journal, and (iii) a cash award of \$50 to two (2) Second runners-up plus a paid membership in the Society and a subscription to the Journal.

**The Nominating Process**

All schools and departments with ACerS Student Branches are allowed one entry in the National Contest who shall be a member of an ACerS Student Branch at the time of the local speaking contest. Schools and departments without ACerS Student Branches are allowed one entry in the National Contest who shall be a student member of ACerS at the time of the local contest. The entry must be an undergraduate student majoring in ceramics, or related or allied field at the time he/she is chosen as an entrant. Entrants will be allowed to compete in the National Contest even though they may have graduated or left school for some reason, prior to the National Contest. Previous first place winners of the National Contest are not eligible to be entrants. The subject must be technical (but may include historical aspects). It need not be a report of work done by an entrant, but must have recognized importance to the ceramic industry. Each contestant will be allowed six to eight minutes for presentation. Use of visual aids is acceptable. All entrants will be randomly and evenly split to speak at two concurrent semifinals. Two entrants from each semifinal will advance to the finals.

Each entrant will be the winner of a local speaking contest, which will have had at least two contestants. Local contests shall be directed by the faculty of each school or department. The name of the entrant shall be reported to the Chair of the National Speaking Contest no later than three months before the Annual Meeting of the year of the contest. This is the deadline for publication of the Ceramic Bulletin.

**X. SECTION AWARDS****A. ACHIEVEMENT IN CERAMICS AWARD (Hudson-Mohawk)**

Qualification "distinguished contributions in ceramics"

**B. BLEININGER, ALBERT VICTOR AWARD (Pittsburgh Section)**

Qualification: "distinguished achievement in the field of ceramics"

**C. CRAMER, W. E. AWARD (Central Ohio Section)**

Qualification: "for outstanding contributions to the Society, the Section, and the ceramic industry"

**D. DISTINGUISHED LIFE MEMBER (Southern California Section)****E. DISTINGUISHED SPEAKERS AWARD (Northern Ohio Section)****F. EBRIGHT, HARRY E. AWARD (Southwest Section)**

Qualification: "outstanding service to the Southwest Section"

**G. FOUNDERS AWARD (Philadelphia Section)****H. GEIJSBEEK, SAMUEL – (Pacific Coast Sections- See Item IV.C.8.)**

**I. NORTON, F. H. DISTINGUISHED CERAMIST AWARD (New England Section)**

Qualification: "achievements and contributions to the advancement of ceramic science and technology"

**J. PASK-COFFEEN RIGTERINK AWARD (New York Metro Section)**

Qualification: "to a member of the Section for his contributions and service to both the Section and the Society"

**K. PENCE SCHOLARSHIP GRANTS (Southwestern Section)****L. PLANJE – ST. LOUIS REFRACTORIES (St. Louis Section)**

Qualification: "Distinguished achievement in the field of refractories"

**M. TOLEDO GLASS & CERAMIC (Northwestern Ohio Section)**

Qualification: "outstanding achievements in the glass or other ceramic industries"

**N. WILSON, HEWITT MEMORIAL (Southeastern Section)**

Qualification: "to the member of the Southeastern Section who has made the most outstanding contribution to the field of ceramics during the previous year"