

September 10, 2002

RULES OF THE **ENGINEERING CERAMICS DIVISION**  
OF THE AMERICAN CERAMIC SOCIETY

ARTICLE EC-I. NAME

The official title of this Division shall be the **Engineering Ceramics Division (ECD)** of the AMERICAN CERAMIC SOCIETY (Society).

ARTICLE EC-II. PURPOSE

1. It shall be the purpose of this Division to stimulate interest in the development and utilization of technology that falls within the broad category termed Engineering Ceramics. This will be accomplished by means of 1) meetings for the presentation and discussion of professional papers, 2) publication of professional literature, 3) promotion of scientific and industrial research, and 4) other activities as are authorized by the Charter of the SOCIETY.

2. There shall be 12 major areas of interest defined and recognized to comprise, although not necessarily limit, the scope of the Division.

- a. Ceramic coatings
- b. Joining
- c. Ceramics for machining, friction and wear, and other tribological applications
- d. Heat engine ceramics and other energy related applications
- e. Composite systems
- f. Materials for space vehicles and structures and military applications.
- g. Brittle and composite material design
- h. Non-destructive evaluation and mechanical testing of engineering ceramics
- i. Advanced processing and manufacturing methods of engineering ceramics
- j. Commercialization of engineering ceramics
- k. Ceramic-Metal systems
- l. Bioceramics

3. This Division shall represent the SOCIETY in matters pertaining to the previously listed Areas of Interest, when specifically authorized by the Board of Directors.

#### ARTICLE EC-III. MEMBERSHIP

1. The membership of the Engineering Ceramics Division shall consist of those voting members of the SOCIETY whose major interest is described in the statement of purpose of the Division and who have instructed the Executive Director of the SOCIETY to enroll them in this Division.
2. Members of the Division shall be entitled to vote on matters relating to the Division.
3. Members of the Division shall be eligible to hold office in the Division and to serve as ECD Trustee representing the Division at the Society Board of Directors meetings.

#### ARTICLE EC-IV. OFFICERS

1. The Trustee shall represent the Division as a non-voting observer at the Board of Directors meetings of the SOCIETY and act as a liaison between the Board of Directors and the officers and members of the Division. It is the responsibility of the Trustee to track meetings and other relevant activities and actions of the Society Board of Directors and to make verbal and/or written reports to the ECD Executive Committee and members by means such as reports at the ECD Business meetings and other means as deemed necessary.

2. The Chair shall have general supervision of the affairs of the Division. He/she shall preside at all meetings of the Division and of the Executive Committee. He/she shall appoint the Standing Committees and any special committees of the Division and also representatives of the Division to Standing or special committees of the SOCIETY. The Chair shall be an ex-officio member of all of the committees of the Division. The Chair will officially take office at the Annual Meeting of the Society and Chair the last part of the Business meeting at that Annual Meeting.

a.) The Chair will normally organize and preside over the plenary session of the Cocoa Beach meeting.

b.) The Division Chair will also distribute the job descriptions and time lines for each officer of the Division at the Annual Meeting of the Society. (See Appendix D)

3.) The Chair-Elect: shall become Chair when the term of the outgoing Chair is ended or in the event of refusal or inability of the Chair to serve his/her term. He/She shall act as Chair of the Program Committee and will be the program chair of the Cocoa Beach meeting.

4. The Vice Chair/ Treasurer has three major responsibilities:

a.) Serves on the Program/Planning Committee and is the Program Chair of the following Annual Meeting; at the conclusion of the Annual Meeting, the Vice Chair/Treasurer will normally become the Chair-elect of the Division and, therefore, be program chair of the following Cocoa Beach meeting;

b.) Carries out the responsibilities of Treasurer as described in the Finance Committee section (5).

c.) **Manages the proceedings of the current Cocoa Beach Meeting.**

5. The Secretary shall (a) keep the minutes of all business meetings of the Division, (b) keep a full record of the correspondence of the Division and (c) **manage the poster session at the Cocoa Beach meeting.** He/She shall, upon leaving office, turn over all records of the Division to his/her successor. He/She shall serve on the Program Committee. **The secretary position is normally the entry level officer position in ECD and will become Vice Chair/Treasurer at the conclusion of his/her term.**

6. The Counselors shall counsel and assist the Chair in the conduct and duties of his office and shall serve as members of the Executive Committee of the Division. **Traditionally, the outgoing Chair of the Division becomes the unopposed candidate for Counselor of the Division.**

7. Each year the ECD Chair shall nominate and the ECD Executive Committee appoint a non-voting Parliamentarian to the Executive Committee whose duties shall be:

- a.) Attend all meetings of the ECD Executive Committee and Business meetings of ECD to advise on questions involving the Constitution, By-laws and Rules of the Society and the Rules of ECD as well as parliamentary procedure;
- b.) Perform such duties as required by the Executive Committee relating to the interpretation or amendment of the ECD Rules;
- c.) Keep on file an authentic copy of the Constitution, By-laws and Rules of the Society and the Rules of ECD;
- d.) Report to the Executive Committee through the Chair of ECD any cases of conflict between the ECD Rules and the Constitution, By-laws and Rules of the Society;
- e.) Prepare amendments to the Rules of ECD when requested to do so by the Executive Committee of ECD and perform other duties as the Executive Committee may properly assign.
- f.) Any changes to the Rules recommended by the Executive Committee shall be placed before the Division in the manner established by Article EC-XI.
- g.) It is recommended that Past Trustees and officers of the Division and Past Officers of the SOCIETY be given high priority for this position.

## ARTICLE EC-V. GOVERNMENT

1.1 The management of the affairs of this Division shall be directed by an Executive Committee consisting of the Chair, Chair-Elect, Vice Chair, Secretary, two (2) Counselors, the Trustee, the retiring Chair of the Division and a non-voting Parliamentarian. An expanded Committee consisting of the Executive Committee, Key Committee Chairs, past officers of the Division and a representative from the Advanced Composite Working Group (ACWG) can also participate in Executive Committee meetings, but only the Executive Committee members may vote. However, the Chair has the authority to go into executive session with only the Executive Committee members if so desired. From time to time the officers of the Division may invite other interested people to participate in the expanded committee meetings with the concurrence of the Division Chair.

1.2 The, Chair, Chair-elect, Vice Chair and Secretary shall represent, as much as is possible, different technical areas, different segments (i.e., federal government, industry, academe) and diversity of the Division.

2. The term of office of the Chair, Chair-elect, Vice Chair, and Secretary shall be for one (1) year from the close of one Annual Meeting of the SOCIETY to the close of the next succeeding meeting, or until their respective successors have been elected and duly qualified. The term of office of the Counselors shall be two (2) years, one Counselor taking office at each Annual Meeting. The term of office of the Trustee shall be three (3) years, to wit: From the close of one Annual Meeting of the SOCIETY to the close of the third following Meeting or until a successor has been elected and duly qualified.

3. The Chair shall not be eligible for immediate re-election.

4. All vacancies occurring during the year shall be filled by appointment by the Executive Committee, unless otherwise specified in these Rules, and a person so appointed shall not forfeit the privilege of subsequent election to the same office.

5. These Rules of the Engineering Ceramic Division will be supplied by the Division Chair to the officers, Committee Chairs, and other persons concerned with operations within the Division. These procedures can be used as a guide for conducting the affairs of the Division in an orderly fashion. The Chair and Parliamentarian shall be responsible for keeping the Rules and standard operating procedures up-to-date.

## ARTICLE EC-VI. NOMINATIONS AND ELECTIONS

1. The Division Nominating Committee shall consist of three(3) members, of whom two(2) shall be elected by the Division and the third shall be appointed by the Chair of the Division with the approval of the Executive Committee. The third member appointed by the Chair of the Division shall serve as Chair of the Committee. This Committee shall serve during the term of office of the Chair of the Division.

2. The Division Nominating Committee shall annually nominate one or more candidates for Chair, if necessary, for Chair-Elect, for Vice Chair/Treasurer, for Secretary, for one Counselor, and for two members to be elected to the Nominating Committee and shall triennially or, if necessary, to fill a vacancy, nominate one or more candidates for Trustee representative of this Division. **The nominating committee will nominate candidates for the year (fall election) following the Society Annual Meeting and typically announce the slate at the ECD Executive**

Committee and Business Meetings at the Society Annual Meeting. The names of the nominees, together with their acceptances in writing, shall be certified to the Chair of the Division on or before the Society Annual Meeting so that the new Chair can transmit the slate to the Society for publication in the American Society Bulletin on or about July 15.

3. The Chair of the Division shall transmit the names of the nominees of the Division to the Headquarters of the American Ceramic SOCIETY in enough time so that the American Ceramic Society ballots can be sent out in November to the Society members. Only those ballots received by the Society before February 1 shall be counted.

4. Any ten (10) voting members of the Division in good standing may, by signed petition, nominate a candidate for one or more of the offices, provided the petition together with assurance of assent of the candidate or candidates reach the Executive Director of the SOCIETY after the publication of the nominees of the Division Nominating Committee, but in time for incorporation into a ballot as prescribed by the By-Laws and Rules of the SOCIETY.

5. In the event of election as an officer of the SOCIETY, or in the event of the refusal to act, or incapacity to act, of the Trustee representative of this Division, the Chair of the Division shall immediately notify the Nominating Committee and he/she shall appoint a successor to the office of Trustee, subject to the approval of the Executive Committee, to serve until the close of the next Annual Meeting and until a successor is elected and qualifies to fill the unexpired term, if any, as provided in Article EC-VI, Sections 2 and 3 hereof.

#### ARTICLE EC-VII. MEETINGS

1. The Annual Business Meeting of the Division shall be held during the week of the Annual Meeting of the SOCIETY.

2. Ten voting members of the Division shall constitute a quorum. The majority shall rule, except as otherwise specified in these Rules.

3. Special business meetings of the Division may be called by the Chair with the approval of the Executive Committee or by petition of ten (10) voting members upon thirty (30) days notice.

4. The recommended protocol for conducting a business meeting is appended to these rules as Appendix A.

5. Executive Committee meetings will be held at the Annual Meeting of the SOCIETY and at the annual winter meeting (Cocoa Beach) of the Division. The Chair of the Division can also call a meeting of the Executive Committee at any time a special situation arises.

6. Normally the Division will meet twice a year for the purpose of presenting technical papers: once at the Annual Meeting and once at a winter meeting (Cocoa Beach). From time to time the Division may decide, by approval of the Executive Committee, to meet with other Divisions of the SOCIETY or other technical groups outside the SOCIETY in addition to the two normally held meetings.

#### ARTICLE EC-VIII. RELATIONS WITH THE SOCIETY

1. As soon as possible after election and as far in advance of the next Annual Meeting as practical, the newly elected Chair of the Division

shall make all of the appointments for his term of office to the standing committees as required by the Rules of the Division and the By-Laws and Rules of the SOCIETY.

2. The Chair of the Division shall promptly appoint Division representatives to special committees of the SOCIETY upon notification from the President of the SOCIETY.

3. The Division shall not expend funds of the SOCIETY or incur indebtedness without the formal approval of the Society Board of Directors.

4. The Provisions of the Constitution, By-Laws, and Rules of the SOCIETY shall govern the procedure of the Division, but no action or obligation of the Division shall be considered an action or obligations of the SOCIETY. This By-Law shall be imprinted on any publication issued by the Division.

5. In the event of the dissolution of the Engineering Ceramics Division and the discharge of its debts and settlement of its affairs, any funds and property of the Division remaining thereafter shall be conveyed to the SOCIETY for the general purposes of the SOCIETY in promoting the ceramic arts and sciences.

#### ARTICLE EC-IX. COMMITTEES

The Standing Committees of the Division shall be as follows:

- a.) Fellows Nominating (Section 1)
- b.) Awards (Section 2)
- c.) James Mueller Memorial Lecture (Section 3)
- d.) Nominating (Article EC-VI)
- e.) Program (Section 4)
- f.) Finance (Section 5)
- g.) Engineering Ceramics Bridge Building Award (Section 6)

i. Fellows Nominating Committee:

- a. The Fellows Nominating Committee shall consist of a Chair and two (2) members, one (1) new member being appointed each year by the incoming Chair of the Division for a term of three (3) years. All members of the Committee shall be Fellows of the SOCIETY. The senior member shall be Chair of the Committee in his/her final year.
- b. The members of the Committee shall select, after careful consideration of members of the Engineering Ceramics Division deemed to be qualified and deserving for nomination of Fellowship based on the requirements set forth in the SOCIETY constitution, By-Laws and Rules, a suitable member or members of the Division each year as nominees.
- c. The purpose of the Committee is only to supplement the already established procedure of Fellowship nomination under the rules of the SOCIETY to assure a regular, continuing procedure to acknowledge qualified members of the Division for possible nomination.
- d. Committees shall serve during the term of office of the Chair except as otherwise provided in these Rules and the Chair of each Committee shall act as a Division representative on the respective general committees of the SOCIETY.

2. The Awards Committee:

a.) The Awards Committee shall consist of a Chair and two (2) members, one (1) new member being appointed each year by the incoming Chair of the Division for a term of three (3) years. The chair of the Mueller Award Committee (ECD Chair) and the Chair of the Bridge Building Award (ECD Chair-elect) are ex-officio members of the committee. The Chair of the Division is authorized to appoint additional members for a full or partial term as necessary to the operation of the Committee or to replace a member unable to continue his/her term; the Chair of the Division shall appoint a Chair of the Awards Committee in the event that the senior member who would normally be Chair does not complete his term. The Committee shall administer award programs established by the Executive Committee of the Engineering Ceramics Division. If so directed by the Executive Committee, the Awards Committee will establish the rules governing the award programs and will appoint judges to evaluate the applicants.

b.) The Division Chair will pass on to the incoming Awards Committee Chair at the Annual Meeting of the Society the job description of this position together the established timetable for execution and completion of the annual awards process. (Need to establish this !!!!!)

b.) Awards Rules (by Action of the ECD Executive Committee, 4/91):

- 1.) Student papers must be presented by an undergraduate or graduate student, within one year of graduation. Posters are exempted from this rule.
- 2.) The work of student papers must be chiefly that of students.
- 3.) Postdoctoral fellows are not considered students for purposes of awards.
- 4.) Multiple awards will be given in each category (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prizes). Honorable mentions will be made at the Awards Committee's discretion.
- 5.) Papers must be in the upper fifteenth percentile, based upon prior paper/poster performance.
- 6.) In the case of Student papers/posters cash awards will be shared only by student authors.
- 7.) All winning authors will receive certificates. An award will be associated with 1<sup>st</sup> prizes.
- 8.) Invited papers are not eligible for awards.
- 9.) The identification of papers/posters with specific evaluations will be destroyed after the ACerS Annual Meeting.
- 10.) The procedures and protocol for poster and paper awards at the Cocoa Beach Meeting are documented in Appendix E.

3.) The James I. Mueller Memorial Award:

- a.) The main purpose of this award is recognize the significant contributions of James I. Mueller to the Engineering Ceramics Division and the field of Engineering Ceramics. It is the intent of this award to recognize the accomplishments of individuals that have made similar contributions and for this person to deliver the first presentation at the Annual Cocoa Beach Meeting.
- b.) 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.
- c.) 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 either criteria number one or number two or a combination of both.
- d.) The award will consist of a Mueller Memorial Plaque, Certificate and an Honorarium (\$1,000.00) as well cover the expenses of travel to the Cocoa beach Meeting (?????)

4.) Committee on Programs:

a.) The Chair-Elect of the Division shall be Chair of the Committee on Programs. This Committee shall also consist of the Vice Chair/Treasurer and the Secretary and one or two additional member/s. It shall be the duties of the Committee to solicit papers and to plan the program for the Annual and winter (Cocoa Beach) Meetings of the Division and to maintain the standard of the papers in accordance with Article EC-X.

b.) The Program Sub-Committee on Topical Programming shall consist of a Chair and any additional members he/she may deem necessary, said members to be appointed by the Chair subject to the approval of the Division Chair. It shall be the duties of this Committee to be a liaison to the SOCIETY's Programs and Meetings Committee on the technical interests of the Division, to arrange symposia on timely subjects in conjunction with the Committee on Programs, to represent the Division in matters pertaining to programming in Engineering Ceramics and allied industries, to survey pertinent research activities and report to the Division, and to suggest, advise, and consult in regards to future programming of the Division and to other groups when approved by the Executive Committee.

5.) Finance Committee:

a.) Members:

- 1.) Trustee
- 2.) Chair
- 3.) Chair-elect
- 4.) Vice-chair/Treasurer - **committee chair**
- 5.) ACerS Meetings Director or Designee: non-voting

b.) Purpose:

- 1.) To organize and conduct the financial affairs of the Engineering Ceramics Division;
- 2.) Have flexibility to obtain funds for inovative ECD programs in a timely fashion, and have a financial entity to manage these funds;
- 3.) Understand and control ECD operating funds.

c.) Procedures for ECD Operating Fund Expenditures:

- 1.) All fund requests are to be initiated through the ECD Treasurer. The ECD treasurer will prepare an approval letter to ACerS for ECD Chair and Trustee signature or for additional ECD Finance Committee approval.
  - a.) \$5000 or less: approval letter signed by ECD Chair and Trustee.
  - b.) More than \$5000: finance committee majority approval in addition to Chair and Trustee.
- 2.) The ECD Treasurer will provide a report of ECD Operating Fund activity at ECD Executive Committee Meetings. This will include a year-end ECD Operating Fund summary at the January Cocoa Beach Meeting.
- 3.) The Finance Committee Chair will provide a report covering any pertinent ECD Finance Committee issues at ECD Executive Committee Meetings.
- 4.) The Finance Committee Chair (Trustee) will submit a year-end summary of the expenditures from the ECD's operating (discretionary) fund (prepared by the Treasurer) to the Executive Director of the Society. Assistance with this report or other financial matters can be obtained from the accounting

department of the Society.

6.) Engineering Ceramics Division Bridge Building Award:

a.) This award is intended to recognize individuals outside of the United States who have made outstanding contributions to Engineering Ceramics.

b.) The committee shall consist of the Chair, Chair-elect, Vice Chair/Treasurer and awards committee chair of ECD with the Chair-elect as the Chair of this committee.

c.) It is intended that the award winner will present a keynote lecture at the Cocoa Beach meeting, perhaps using this lecture to kick off a session with a similar topic.

d.) The two main criteria to be used in selecting the recipient of this award will be 1.0) the individual's contribution to the field of Engineering Ceramics, including expansion of the knowledge base and their commercial use and 2.) the individual's contributions to the visibility of the field and international advocacy. The award can be based on either criteria 1.) or 2.) or a combination of both. It is further recommended that as much as possible the awardees geographic location alternate between Europe and the Far East.

e.) The award will consist of a Certificate and an \$1000.00 Honorarium, as well as complementary registration.

7.) Any reports made by a Committee of the Division shall be written in triplicate and one copy kept in the permanent file of that particular committee, the second copy to the Chair of the Division to be incorporated into his/her permanent files, and the third copy sent to Secretary of the Division for his/her files or to be turned over to the SOCIETY with a request for publication, if necessary. All standing committee and special committee files shall be turned in to the Secretary of the Division following the Annual Meeting to be given to the new committees following their appointment by the new Chair of the Division.

8.) The Chair of the Division shall appoint such special Committees as he/she may deem necessary. The appointment of the Chair of each special committee shall be subject to the approval of the Executive Committee of the Division.

ARTICLE EC-X. PRESENTATIONS AND PUBLICATION OF PAPERS

1. The time allowed for the presentation of any paper or discussion before any meeting of this Division may be limited to the discretion of the Chair, unless otherwise ordered by vote of the members present.
2. Recommended procedure for the presentation of papers of the AMERICAN CERAMIC SOCIETY shall be followed.
3. Papers dealing with materials or products designated only by trade names may not be presented before the Division unless the trade name is one in general use for a material of well-known composition or unless sufficient data are given to identify completely the material in a scientific manner.
4. Abstracts of papers to be presented before any meeting of the Division shall be in the hands of the Chair of the Programs Committee not less than one hundred twenty (120) days prior to the meeting date, unless especially authorized by the Executive Committee of the Division.
5. The Chair of the Programs Committee may, at his/her discretion, require the submission of two (2) copies of the final manuscripts of papers to be presented before any meeting of the Division not less than thirty (30) days prior to the meeting date.

ARTICLE EC-XI. AMENDMENTS

1. Amendments to this Division's Rules which are not inconsistent with the Constitution, By-Laws, and Rules of the SOCIETY may be proposed by the following methods:
  - a. By petition of ten (10) voting members to the Division Chair.
  - b. By acceptance of the Rules Committee and Executive Committee of proposed amendments submitted in writing by individuals to the Rules Committee.
2. Proposed amendments to these Rules having met the above qualification and approved by the SOCIETY Committee on Rules shall be presented to the Division, at the Annual Meeting, by the Chair of the Rules Committee, together with his/her recommendations. Upon the affirmative vote of two-thirds of the members of the Division present, the proposed amendments shall be effective immediately.
3. Upon affirmative vote at the Annual Business Meeting, the modified Division's Rules shall be published to the total membership of the Division within 90 days of such vote. Amendments to the modified rules may be accomplished according to Article EC-XI, 1, a above.

ARTICLE EC-XII .

A Memorandum of Understanding (dated ???) between The United States Advanced Ceramics Association (USACA ) Advanced Composites Working group (ACWG) meeting and The American Ceramic Society ECD Meeting held at Cocoa Beach is attached as APPENDIX B.

ARTICLE EC-XIII

A Memorandum of Understanding (dated April 26, 2001) between the National Institute of Ceramic Engineers (NICE) and The Engineering Ceramics Division of the American Ceramic Society is attached as APPENDIX C.

## APPENDIX A

### PROTOCOL FOR ANNUAL ECD BUSINESS MEETING

- Chair calls to order:
  - Affirms presence of quorum (10 members)
  - Introduces any dignitaries present: current ACerS Officers, Past presidents, etc.
  - General comments from Chair
- Various Committee Reports( Chair's discretion)
  - Trustees
  - Treasurer's Report
  - Membership
  - Rules
  - Awards
  - ACWG/Cocoa Beach
  - Fellows Nominating
  - Others: programming, strategic planning, corporate relations, etc.
  - Current Nominating Committee announces their recommendation for formal nomination of new officer for vote by ECD membership in the fall election
  - Chair asks for additional nominees – if none move to close nominations
  - Formal vote on nomination taken
- ACerS Officer Presentation: The ACerS President or his/her representative may come to the meeting at some point. It is proper to interrupt agenda and ask President/representative to make presentation, etc.
- Chair turns meeting over to in-coming Chair:
  - Introduce new officer/officers of Division
  - New committee appointees and chairs (key ones)
  - Progress report on Cocoa Beach/ACWG meeting
  - New Nominating Committee (three members):
    - Get two nominations and seconds from the floor( this is normally worked out in advance with the nominees and their nominators)
    - Vote on two nominees
    - Announce Chair selection of third nominating committee member who will be Chair of the Committee
- Any additional old business
- New business from floor
- Adjourn meeting

JWM 9 April 2001

## **APPENDIX B**

### **Memorandum of Understanding**

Between

The USACA ACWG meeting  
And  
The American Ceramic Society ECD Meeting  
Held at Cocoa Beach

This document outlines the understandings between the USACA ACWG meeting at Cocoa beach (herein referred to as the ACWG meeting) which is an export restricted, limited access meeting and the American Ceramic Society's Engineering Ceramics Division's Cocoa Beach meeting (herein referred to as ECD meeting).

It is understood that the ECD meeting is an open international meeting and that the ACWG meeting is an ITAR restricted meeting. This means that any person who wants to attend the ACWG meeting may attend the ECD meeting but only persons with appropriate clearance (generally US citizens) from the ECD meeting may enjoy attendance at the ACWG meeting.

This agreement is written to facilitate an interaction that is beneficial to both separate meetings when they are being held at the same time so as to allow as seamless an interaction as is reasonably possible. The agreement pertains to the Cocoa Beach meetings held in January of 1999 but may be extended to meetings beyond that point by simple agreement of both parties.

The following points are agreed to by both parties.

1. Shuttle Service

As a service to attendees who are registered at both meetings, the two groups each agree to work together to assure that shuttle service (a bus service going to and from all of the hotels that have active sessions) will be available. Each group will be responsible for assuring that the hotels with which they are dealing agree to the shuttle service. If an agreement cannot be made with the hotel, the two groups will adjudicate a method for helping to pay for said shuttle service.

2. Marketing

The USACA meeting agrees to advertise the registration for the ECD meeting in their registration package. Due to the nature of the closed ACWG meeting, marketing will not be added to the ECD meeting package.

### 3. Registration

The staff for both the ECD meeting and the ACWG meeting will try to work together so as to make it simple for attendees to register for both meetings so long as they are qualified.

- a. The ACWG meeting will offer tickets for the ECD meeting expo at \$20 for one night and \$35 for 2 nights. The American Ceramic Society will make these ticket available by the Saturday before registration begins.
- b. If the ACWG makes dual registration available, the American Ceramic Society will make the registration packets for those people available to the ACWG meeting registration desk by the Saturday before registration begins.
- c. If the ACWG makes dual registration available, the American Ceramic Society will work with the ACWG staff to create a simple means of accounting and forwarding the money to the Society.

### 4. Meeting Logistics

To facilitate a seamless and friendly atmosphere between the two meetings, ACWG and ECD meetings agree to:

- a. Allow the ACWG attendees into the ECD reception without charge.
- b. Hold a joint session for which the ECD and ACWG members are both openly invited.
- c. Develop a coordinated schedule that both groups agree to follow.
- d. Allow the ACWG attendees into the ECD plenary session.
- e. Agree to have the open plenary as the opening session and the closed plenary after that.

### 5. Continuity

In order to facilitate this interactiveness, the ACWG meeting and the ECD meeting agree to discuss future meeting timing and sites.

## Appendix C

# **Memorandum of Understanding**

**Between**

**The National Institute of Ceramic Engineers and  
The ACerS Engineering Ceramics Division  
(April 26, 2001)**

This memorandum of understanding defines the interactions, the joint goals, joint interests and separate responsibilities of the National Institute of Ceramic Engineers and the Engineering Ceramics Division of the American Ceramic Society.

It is understood that these are two organizations internally co-located under the umbrella of the American Ceramic Society. The Purpose of these two groups is as follows:

The National Institute of Ceramic Engineers rules state that, "THE INSTITUTE is organized exclusively for educational, scientific, and charitable purposes. The objectives of THE INSTITUTE shall be to advance the science and practice of Ceramic Engineering in the public interest."

And this is done through:

6. Encouraging the understanding and development of Ceramic Engineering as an educational discipline and as a field of engineering
7. Encouraging the dissemination of engineering information.
8. Fostering the continued education of engineers, scientists, and the public in the field of ceramics.
9. Establishing appropriate standards for the accreditation of educational programs in Ceramic Engineering and related curricula.
10. Monitoring the quality of Ceramic Engineering and related curricula.
11. Undertaking for the good of mankind, activities that members acting individually could not accomplish as well.
12. Cooperating with other engineering and technical societies or activities for the accomplishment of these objectives.
13. Cooperating with THE SOCIETY for the accomplishment of these objectives.

The Engineering Ceramics Division of the American Ceramic Society rules state that, "It shall be the purpose of this Division to stimulate interest in the development and utilization of technology that falls within the broad category termed Engineering Ceramics. This will be accomplished by means of:

- d. Meetings for the presentation and discussion of professional papers,
- e. Publication of professional literature,
- f. Promotion of scientific and industrial research, and
- g. Other activities as are authorized by the Charter of the SOCIETY.

The intersecting interests of these two groups are:

- f. The continuation of Engineering Ceramics as an identifiable technological entity;
- g. The continuing health of Ceramic Engineering based education and research;
- h. The development of future leadership for Ceramic Engineering;
- i. The nurturing of Ceramic Materials and Engineering courses on the undergraduate and graduate level.
- j. The continuing education of ceramic engineers and engineering technologists specifically in the fields encompassed by Engineering Ceramics.

To this end, NICE and ECD agree to the following:

#### ISSUES AND PROGRAMS FOR WHICH NICE IS TO TAKE THE LEAD

The following issues and programs are those that, because of the purpose of NICE are within the authority and are the appropriate leadership roles for the INSTITUTE:

- I. Educational Policy – ECD and NICE agree that NICE is the lead organization with respect to educational policy that is of concern to both organizations. They agree that in order to effectively lead in this area white papers, ABET pronouncements, continuing education and leadership training will be done under the auspices of the INSTITUTE. To this end, the INSTITUTE will form a broad educational committee that will continually have within its membership a NICE member designee from the Engineering Ceramics Division who will serve at the pleasure of the Division and for a four year term. This committee will develop recommendations on Accreditation policies, leadership training, pre-college marketing and broad educational direction in Engineering Ceramics with both NICE and ECD given the right to comment on these policies and directions. These recommendations will then be forwarded to the appropriate committee (such as the ABET accreditation committee of the INSTITUTE).
- II. Continuing Education – ECD and NICE agree that NICE is the lead organization for continuing education in Engineering Ceramics. They agree that in order to effectively lead in this area, Engineering licensure and post school education needs to be effectively developed through a central organization. To this end, the INSTITUTE will form a Continuing Education committee that will continually have within its membership a NICE member designee from the Engineering Ceramics Division who will serve at the pleasure of the Division and for a four year term. This committee will be responsible for the development of Continuing Educational curricula. Both the Institute and the Division believe that it is a joint responsibility to provide the highest quality faculty for any course, to ensure this, we agree to try to find suitable faculty from the ranks of NICE and ECD, but will look outside of those ranks as necessary to find the most qualified persons to teach coursework.
- III. Engineering Societies Liaison Committee – ECD and NICE agree to form an Engineering Societies Liaison Committee as an effective link to the other Engineering Societies in the United States. Membership in this committee shall be through the INSTITUTE and shall include a member from the Engineering Ceramics Division. The group shall meet at least once per year and shall interface on issues of importance derived from the American Association of Engineering Societies (AAES) and American Society of Engineering Educators (ASEE), and the National Council of Examiners for Engineers and Surveyors (NCEES). The Chair of this group shall be the National Institute's Governor to the American Association of Engineering Societies and this group will be in charge of populating AAES committees for the National Institute of Ceramic Engineers.

- IV. Engineering Policy Information Dissemination – ECD and NICE agree that NICE will attempt to develop a newsletter that disseminates information which will include engineering policy as it relates to International policy, national policy, AAES activities and ABET activities. This newsletter will go out to NICE members. ECD and NICE believe that it is in the best interest of the membership for all engineers to belong to an engineering organization and strongly suggest that all those ECD members who are eligible should join NICE. To this end, ECD and NICE agree that this newsletter should be disseminated specifically and uniquely to the NICE membership.
- V. The ACerS/NICE Student Congress is a permanent part of the National Institute of Ceramic Engineers. The INSTITUTE is the primary advisory group to the Student Congress. The Engineering Ceramics Division recognizes this position and will support the Student Congress through the INSTITUTE.

#### ISSUES AND PROGRAMS FOR WHICH ECD IS TO TAKE THE LEAD

The following issues and programs are those that, because of the purpose of ECD are within the authority and are the appropriate leadership roles for ECD:

- I. Symposia and workshops – ECD and NICE agree that ECD is the lead organization with respect to meetings, symposia and workshops that center around Engineering Ceramics. They agree that in order to effectively lead in this area, ECD shall be responsible for the development of this type of programming or the lead for this type of programming if the issues of Engineering Ceramics are discussion points to the program. To this end, the Engineering Ceramics Division will include in its program committee a member designee from NICE who will serve at the pleasure of the INSTITUTE for a four-year term. This committee will develop programming including the Cocoa Beach meeting the annual meeting ECD programs. If the INSTITUTE would like to run a workshop, meeting or symposium that is within ECDs purview, the INSTITUTE agrees to allow this group right of refusal for being the voice for the Engineering Ceramics portion of the issues developed in this program. If the program is to be run at Cocoa Beach, it is to be run as a subprogram responsible to this committee. It is further acknowledged that the National Institute has a longstanding interaction and commitment to the management of the Cocoa Beach restricted sessions and ECD will not ask to change that interaction.

#### JOINT INTERACTIONS

- A. Publications – Currently, neither ECD nor NICE have extant publications. Both agree to work together to serve the Ceramic Engineering community through either joint or independently published papers, journals and books.
- B. If areas of common interest arise where neither the Institute nor ECD has the responsibility, both groups agree to work towards an amicable solution.
- C. This MOU will be reviewed and modified as needed by a joint committee of ECD and the Institute biennially or as decided jointly.

It is understood that there will be instances where groups disagree. If the lead group is unwilling to program or rule in a manner that is within the need of the other, the other is able to perform said function so long as there is no attempt to undercut the other group.

## Appendix D

This document should be used as a guide to supplement the official assignments and responsibilities of the Engineering Ceramic Division Executive Committee as outlined in the current ***“Rules of The Engineering Ceramics Division of The American Ceramic Society”***. This document should be presented to all new members of the ECD Executive Committee to help them in performing their ECD commitments.

The traditional progression of responsibilities through the Engineering Ceramic Division Executive Committee is as follows:

1. Secretary
2. Vice-Chair / Treasurer
3. Chair-Elect
4. Chair
5. Counselor I
6. Counselor II

These positions are typically for a 1 year term beginning with the ECD Business meeting at the ACerS Annual meeting and concluding at the same meeting the following year.

This document should be amended as often as necessary to remain current with the requirements of the ECD Executive Committee. The process for amending this document is to forward all suggested changes to the ECD Trustee. The Trustee will poll the ECD Executive Committee regarding the suggested amendments, if approved, the ECD Secretary will update the **Tasks and Timing** document and distribute to all ECD Executive Committee members the updated version.

(8/02)

Jessen

**Document Version:1.1**

**Prepared by Todd**

## 1. Secretary

**a.** perform all committee assignments and voting responsibilities as outlined in the current *Rules of The Engineering Ceramics Division of The American Ceramic Society*.

**b.** record minutes at all ECD Executive and Business meetings, to include:

- collect name/contact information of all attendees
- collect all committee reports

Distribute to the ECD Executive Committee an electronic draft of the ECD Executive meetings at Cocoa Beach and the ACerS Annual meetings within 1 month of each meeting. This draft should include a summary of all ‘action items’ and appropriate point-of-contact.

**c.** act as ECD liaison with ACerS staff to insure that the ECD homepage on the ACerS website contains current and accurate information. This should be done at a minimum once during each term within 1 month of assuming the position of ECD Secretary at the ACerS Annual meeting.

**d.** act as the primary editor of the *Ceramic Engineering & Science Proceedings* volumes related to the current year Cocoa Beach Conference. In this capacity you will serve as the point-of-contact for all *Proceedings* authors, ACerS staff, the Cocoa Beach Program chair, and the ECD Executive Committee. Your responsibilities will include:

- adhering to the time schedule set by ACerS staff to insure timely publication
- insuring that all final manuscripts are accompanied by the required paperwork
- coordinating with the Program chair on manuscript placement within the *Proceedings*

**e.** maintain a current copy of the ECD Rules and Tasks & Timing documentation. Distribute to all ECD Executive Committee members an updated version of these documents when changes are enacted.

**f.** attend planning meeting for next year’s ACerS Annual meeting. Represent ECD along with the Vice-Chair/Treasurer at this meeting to frame potential symposia topics and coordinate financial sponsorship.

**g.** begin preliminary planning for the Cocoa Beach Conference technical program to be held two years hence.

**h.** insure a smooth transition for the successor ECD Secretary by providing electronic versions of all ECD minutes collected during your tenure. This should occur within 1 month of vacating the position of ECD Secretary.

**i.** amend this task guideline as necessary to increase both its accuracy and utility for the person who follows you in this position. Provide the ECD Trustee with a copy of any suggested changes / updates “to the Tasks and Timing” document for action by the full Executive Committee.

## 2. Vice-Chair / Treasurer

**a.** perform all committee assignments and voting responsibilities as outlined in the current *Rules of The Engineering Ceramics Division of The American Ceramic Society*.

**b.** act as ECD liaison with ACerS staff to insure that the ECD Executive Committee has an accurate accounting of ECD finances. Provide the ECD Executive Committee an electronic report of ECD finances twice yearly.

- reporting timeframe: (1) year end and (2) end of March
  - information can be obtained from ACerS Finance & Administration department
- c.** serve as ECD point-of-contact for all ECD-sponsored technical programming at the next ACerS Annual meeting. Insure that all ECD affiliated symposia /division programs meet all ACerS documentation deadlines. Duties to include:
- room and session chair designation as required
  - organization of submitted abstracts into coherent technical sessions
  - coordinate all symposia funding requests / present requests to ECD Executive committee for action
  - coordinate as required with ACerS General Program Chair
- d.** serve as Chair for the current year Cocoa Beach Conference's Poster Session. Duties include:
- meet all programming deadlines established by the Cocoa Beach General Chair
  - organization of submitted abstracts into a coherent technical session
  - serve as point-of-contact for all Poster Session authors
  - coordinate with ACerS staff to insure adequate space for all presentations
- e.** continue planning next year's Cocoa Beach Conference; a target deadline schedule is presented below:
1. due by Current Year Cocoa Beach Conference:
    - present tentative symposia/focused session topic list at ECD Executive meeting
    - identify symposia/focused topic champions
    - identify any external funding obtained to support the proposed program
    - Chair Cocoa Beach Planning meeting (typically Wednesday lunch meeting)
    - obtain ECD Executive Committee approved finances to support the proposed program
  2. January – April (next calendar year):
    - finalize program planning with symposia/focused session champions
    - coordinate with ACerS staff for publication of *Call for Papers*
    - meet all ACerS staff deadlines for conference advertising
  3. Current Year ACerS Annual Meeting:
    - present finalized *Call for Papers* program at ECD Executive meeting
- f.** amend this task guideline as necessary to increase both its accuracy and utility for the person who follows you in this position. Provide the ECD Trustee with a copy of any suggested changes / updates "to the Tasks and Timing" document for action by the full Executive Committee.

### **3. Chair-Elect**

- a.** perform all committee assignments and voting responsibilities as outlined in the current *Rules of The Engineering Ceramics Division of The American Ceramic Society*.
- b.** act as General Program Chair of the current year Cocoa Beach Conference. In this capacity you will serve as the primary point-of-contact for ACerS staff, symposia/focused session champions, and abstract authors. Your duties will include:
- assure transfer of abstracts to appropriate champion
  - interact with ACerS staff frequently, at a minimum once per week during the abstract submission period
  - provide symposia focused session champions a schedule for technical program development, to include:
    - timetable for submission of technical sessions
    - selection of session chairs
  - allocate room and time slots to symposia / focused topics
  - coordinate Plenary session with ECD Chair
  - coordinate Best Paper Awards recognition with *prior year* Awards Chair

- coordinate poster/manuscript judging with *current year* Awards Chair
  - arbitrate all conflicts between authors, champions, ACerS staff
  - meet all ACerS staff deadlines for information submission
  - suggest that symposia / focused session chair send letter of thanks for any external funding received; the letter should be co-signed by CB General Program Chair and ECD Chair
- c. serve as secondary editor of the *Ceramic Engineering & Science Proceedings* volumes related to the current year Cocoa Beach Conference. Coordinate timely publication of the Proceedings with both the ECD Secretary (primary editor) and ACerS staff.
- d. appoint ECD members /ECD Executive Committee members to all ECD committees 1 month **prior to** assuming Chair position. Current ECD committees include: (1) Awards, (2) ECD Bridge Builder, (3) ECD Nominating, (4) Fellows Nomination, (5) Finance, (6) Mueller Lecture, and (7) Programs. Inform both the ECD Executive Committee and appropriate ACerS Staff of these appointments.
- e. amend this task guideline as necessary to increase both its accuracy and utility for the person who follows you in this position. Provide the ECD Trustee with a copy of any suggested changes / updates “to the Tasks and Timing” document for action by the full Executive Committee.

## 4. Chair

- a.** perform all committee assignments and voting responsibilities as outlined in the current *Rules of The Engineering Ceramics Division of The American Ceramic Society*.
- b.** serve as ECD point-of-contact with ACerS for all official Division/Society level communications. These communications include:
- inform ACerS of all ECD committee appointments
  - provide ACerS a written report of year over activities (due April)
  - present ECD status report at ACerS Town Hall during current year ACerS Annual meeting
  - arbitrate any conflicts within ECD committees
- c.** serve as chair of the Plenary session during the current year Cocoa Beach Conference. These duties include:
- coordinate Best Paper Awards with *prior* year Awards Chair
  - solicit invited speaker(s) to present timely technical presentations
  - insure availability of Best Paper, Mueller, and Bridge Builder award certificates and prizes
  - invite ACerS President to address Cocoa Beach participants at the Plenary session
- d.** schedule ECD Executive Committee and Business meetings at both the current year Cocoa Beach Conference and the ACerS Annual meeting. These duties include:
- solicit agenda topics from ECD Executive Committee members
  - obtain room and time slot for all meetings from ACerS staff
  - invite ACerS visitors to ECD Executive meetings including:
    - current ACerS President
    - ACerS President-Elect
    - ACerS Executive Director
    - NICE President
  - prepare meeting agenda and distribute to ECD Executive Committee for comment, a minimum of 2 weeks prior to the scheduled meeting
  - provide ACerS with notification of meeting schedule for public announcement
- e.** amend this task guideline as necessary to increase both its accuracy and utility for the person who follows you in this position. Provide the ECD Trustee with a copy of any suggested changes / updates “to the Tasks and Timing” document for action by the full Executive Committee.

## **5. and 6. Counselor I and II**

- a.** perform all committee assignments and voting responsibilities as outlined in the current *Rules of The Engineering Ceramics Division of The American Ceramic Society*.
- b.** assist the Chair or other ECD Executive Committee member as requested
- c.** amend this task guideline as necessary to increase both its accuracy and utility for the person who follows you in this position. Provide the ECD Trustee with a copy of any suggested changes / updates “to the Tasks and Timing” document for action by the full Executive Committee.

## **7. Trustee**

- a.** perform all committee assignments and voting responsibilities as outlined in the current *Rules of The Engineering Ceramics Division of The American Ceramic Society*.
- b.** serve as the ECD liaison to the ACerS Board of Directors. Provide the ECD Executive Committee with both written and oral reports of all ACerS Board of Directors meetings.
- c.** provide all new members of the ECD Executive Committee a current copy of the ECD Rules and Tasks & Timing upon election to the Committee. This should occur within 1 month of appointment to the ECD Executive Committee.
- d.** amend this task guideline as necessary to increase both its accuracy and utility for the person who follows you in this position. Provide the ECD Trustee with a copy of any suggested changes / updates “to the Tasks and Timing” document for action by the full Executive Committee.

## Appendix E

### Cocoa Beach Conference Awards

#### I. Best Posters Awards:

 **Poster Presentation: *Regular Category***  
**First Place: \$500; Second and Third Place: Certificates**

 **Poster Presentation: *Student Category***  
***Student must be present at Conference to present poster.***  
**First Place: \$500; Second and Third Place: Certificates**

 **Review: Done on site by two reviewers**

#### II. Best Proceeding Papers (First (\$500), Second(\$300), and Third (\$200) Prizes):

 ***Chosen by Editors (Chair and Chair elect) and Awards Committee chair.***

 **We can also ask on site paper reviewers if they would like the paper (which they reviewed) to be considered for the best proceedings paper.**

## *Best Poster Awards Evaluation*

Regular

Paper

Student

Poster

**Paper Number:**

**Title:**

**Author(s):**

	Outstanding	Excellent	Very Good	Good	O. K.
(1) Quality of Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Technical/Scientific Contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Quality & Thoroughness of Methods, Tests, & Applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Overall Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	25-21	20-16	15-11	10-6	5-0

**Initial:** \_\_\_\_\_

**Total Score:** \_\_\_\_\_

**Comments:**

## **Best Paper Award Evaluation**

**Paper No.:**

**Title:**

**Authors:**

Would you recommend this paper for the "*Best Paper Award*"? \_\_\_\_\_ **(NO)** Please stop here.  
\_\_\_\_\_ **(YES)**. Please provide your additional comments below.

**[A] Quality of Research**

**[B] Technical/Scientific Contribution**

**[C] Quality and Thoroughness of Methods, Tests, and Applications**

**[D] Overall Quality** [Good: 1 <----- > Excellent: 5]

**[E] Additional Comments**