

RULES FOR THE BASIC SCIENCE DIVISION
OF
THE AMERICAN CERAMIC SOCIETY

Amended May 1, 2000

ARTICLE BR-I. NAME

The official title of this Division shall be The Basic Science Division of The American Ceramic Society.

ARTICLE BR-II. PURPOSE

1. It shall be the purpose of this Division to stimulate the interest of the members of the Society in the fundamental facts, principles, and theories that underlie the various manufacturing processes of the branches of the ceramic industry, the properties of ceramic materials, and the behavior of such materials in various applications. Toward this end, it shall encourage the preparation, presentation, discussion and publication of papers in any department of physico-chemical science that has broad application to ceramics in two or more of the industrial Divisions. Papers that are of primary concern to only one Division shall, with the advice and cooperation of the Society's management, be referred to the Division directly concerned.
2. This Division shall represent the Society in matters of general scientific interest when specifically requested by the Board of Directors.

ARTICLE BR-III. MEMBERSHIP

1. The Basic Science Division shall consist of those Honorary Members, Distinguished Life Members, Fellows, Emeritus and Senior Fellows, Members, Emeritus and Senior Members, Associate Members, Student Members, and Corporation Members in good standing whose major interest lies within the field covered by the Division and who have instructed the Executive Director of the Society to so enroll them.
2. The following grades of Members enrolled in this Division shall be entitled to vote: Distinguished Life Member, Fellow, Emeritus and Senior Fellow, Member, Emeritus and Senior Member, Associate Member, and Voter of a Corporation Member.
3. The following grades of Members enrolled in this Division shall be entitled to hold office: Distinguished Life Member, Fellow, Emeritus and Senior Fellow, Member, Emeritus and Senior Member, and Associate Member.

ARTICLE BR-IV. GOVERNMENT

1. The affairs of this Division shall be directed by an Executive Committee consisting of the Chair of the Division, the Chair-Elect, Vice-Chair, Secretary, and three Counselors.
2. The term of office of the Chair, Vice-Chair, and Secretary shall be one year, to wit: from the close of one Annual Meeting of the Society until the close of the next succeeding Annual Meeting, or until their respective successors shall have been elected and duly qualified. The term of office, of the Chair-Elect shall be from the close of one Annual Meeting to the close of the next succeeding Annual Meeting, when he or she shall become the Chair of the Division. The term of office of the Counselors of the Division shall be three years, to wit: from the end of the annual meeting following completion of their term as Chair of the Division at the close of one Annual Meeting of the Society until the close of the third successive Annual meeting of the Society.
3. The three immediate past Chairs of the Division shall serve as Counselors of the Basic Science Division each for three years following their term in office as Division Chair. Duties of the Counselors will include acting as members of the Executive Committee to provide continuity and advisement in the operation and management of the Basic Science Division and to serve in any manner deemed agreeable by the Chair of the Basic Science Division within the Rules of the Basic Science Division.

ARTICLE BR-V. MEETINGS

1. The annual meeting of this Division shall be held during the week of the Annual Meeting of the Society. The annual business meeting shall be an item on the Division program and the time of the meeting shall be conspicuously posted in the Bulletin of the American Ceramic Society
2. Fifteen (15) voting members of this Division shall constitute a quorum at any business meeting.
3. Special business meetings may be called by any three (3) of the Division Executive Committee or by petition of ten (10) voting members on thirty (30) days notice.

ARTICLE BR-VI. OFFICERS

1. The Division Chair shall have general supervision of the affairs of the Division. He or she shall preside or, in the event of the refusal or inability to act of the Chair-Elect and the Vice-Chair, he or she shall appoint a substitute to preside, at all meetings of the Division or of the Division Executive Committee. He or she shall not be eligible for re-election within a period of five (5) years. The Division

Chair conducts business meetings, communicates Division's interests to the Board of Directors and the Society Executive Committee, plans Division's Executive Committee meeting, monitors Division's standing committees, and follows up the recommendations and actions identified at business meetings. He or she shall appoint the chairs and members of the Division's standing committees.

2. The Chair-Elect shall preside at all meetings in the absence of the Chair and shall immediately succeed to the powers and duties of the Chair in the event of the refusal or incapacity of the Chair to act. If the chairmanship becomes permanently vacant, he or she shall assume the title of Chair. The Chair-Elect shall also serve as the Chair of the Division Nominating Committee.
3. The Vice-Chair shall assist the Chair as requested and shall succeed to the powers and duties of the Chair in the event of the refusal or incapacity of the Chair and Chair-Elect to perform them. The Vice-Chair serves as the Division's representative to the Society's program and meetings planning activities.
4. The Secretary shall keep minutes of all Division business meetings and, after approval by the Division Executive Committee, shall promptly file a report of a meeting with the Executive Director of The American Ceramic Society and circulate copies of the report to members of the Executive Committee. He or she shall keep a full record of the correspondence of the Division. The Secretary shall appoint a program chair or co-chair, within one month after the beginning of the Secretary's term.

ARTICLE BR-VII. NOMINATIONS AND ELECTIONS

1. a. The Division Nominating Committee shall consist of Division Chair-Elect as well as three (3) at-large members nominated and elected at the business meeting of the Division during the Annual Meeting of the Society. The Chair of the Nominating Committee shall be the Chair-Elect of the Division. At-large members of the Nominating Committee shall serve one year and are not eligible for re-election prior to the third succeeding year. Their duties are to present nominees for the offices of the Division.
- b. It shall be the duty of the Nominating Committee to make nominations for the following, to wit: (1) Chair, if necessary; (2) Chair-Elect; (3) Vice-Chair; and (4) Secretary. The Chair-Elect shall automatically become the Chair for the following year. The Nominating Committee shall nominate only the current Vice-Chair for election to the office of Chair-Elect, and only the current Secretary shall be nominated for election to the office of Vice-Chair.
- c. The Nominating Committee shall nominate three (3) candidates from the membership of the Basic Science Division for election to the office of Secretary, recognizing that the elected Secretary may eventually become the Chair of the Basic Science Division.

- d. The Nominating Committee shall recommend to the Society Nominating Committee three Basic Science Division members in good standing for consideration for the Society's annual Board of Directors Ballot.
 - e. The names of the nominees, together with acceptances in writing, shall be certified to the Chair of the Division by the Nominating Committee at such time that the Chair can forward the nominations, together with the assurance of acceptance of each nominee to the Executive Director of the American Ceramic Society so they may be published in The American Ceramic Society Bulletin on or before the fifteenth of September.
2. Additional nominations may be made by petition in writing of fifteen (15) voting members, providing the petitions accompanied by each nominee's acceptance in writing are received by the Division Chair in such time that the Chair can forward these additional nominations, together with the assurance of each nominee's acceptance, to the Executive Director of the Society on or before the fifteenth day of October following the publication of the Nominating Committee's nominees.
 3.
 - a. The Division Chair shall promptly transmit all nominations of the Nominating Committee, together with the assurance of each nominee's acceptance, to the *Executive Director of The American Ceramic Society* so they may be published in The American Ceramic Society Bulletin on or before the fifteenth of September. The names of all other nominees, together with their acceptances, shall be forwarded to reach the Executive Director on or before the fifteenth day of October.
 - b. The ballots shall be prepared in combination with the ballots of the Society by the Executive Director and election conducted as provided in the By-Laws, Article B-VI, and the Rules, Article R-VI, of the Society. A plurality of the votes cast shall constitute election.
 4.
 - a. In the event of refusal to act, incapacity to act, or resignation of any of the members of the Division Executive Committee, other than one of the Counselors or Secretary, the vacancy shall be filled by the officer who would be nominated to the vacant office in the next election. A vacancy occurring in the office of Secretary shall be filled by an appointment by the Division Chair; the appointee may be, but need not be, one of the unelected nominees from the immediate previous election for the office. This change in officers shall occur at a time determined by the Chair of the Basic Science Division, and the Nominating Committee shall nominate three (3) candidates for the office of Vice-Chair and three (3) candidates for the office of Secretary for vote of the Division membership at the next election.
 - b. In the event of election as President, President-Elect, Vice-President or Treasurer of the Society, or in the event of refusal to act, incapacity to act, or resignation of one of the Counselors of the Division, a successor to fill the vacancy shall be selected promptly by agreement of the majority of the other members of the Division Executive Committee. The appointee's name and acceptance in writing

shall be promptly transmitted to the Executive Director of the Society by the Division Chair, and he *or she* shall serve until the next Annual Meeting. The unexpired term, if any, shall be filled by election of a Trustee representative prior to the next Annual meetings as provided in Article BR-VII, Sections 1d, e, 2, and 3.

ARTICLE BR-VIII. RELATIONS WITH THE SOCIETY

1. As soon as possible after each Annual Meeting of the Society, the Division Chair shall fill all vacancies for the Standing Committee of the Society as currently required by the By-Laws and Rules of the Society.
2. The Division Chair shall promptly appoint Division representatives to special committees of the Society upon proper notification by the Society.
3. The Division shall not expend funds of the Society or incur indebtedness without the formal approval of the Board of Directors of the Society.
4. The provisions of the Constitution, By-Laws and Rules of the Society shall govern the procedure of this Division, but no action or obligation of the Division shall be considered an action or obligation of the Society. This By-Law shall be imprinted on any publication issued by the Division.
5. Authorization for incurring indebtedness by the Division for a purpose which has been approved by the Board of Directors of the Society shall be obtained by a majority of the members voting on a ballot which shall state the purpose and amount of the proposed expenditure and the agreement of the voter to a stipulated maximum assessment to liquidate the indebtedness. Such assessment shall be collected by the Society and credited to the account of the authorized indebtedness.
6. Special funds to be expended for an approved purpose may be collected by the Division or an authorized committee thereof. Such funds shall be deposited with the Society, held in a special account, and paid out by the Society of the authorized purpose in a manner currently agreed upon by authorized representatives of the Division and the Society.

ARTICLE BR-IX. COMMITTEES

1. The standing Committees of the Division shall be as follows:
 - a. Programming Long Range Planning
 - b. General Long Range Planning
 - c. Rules
 - d. Publications
 - e. Fellow Nominations
 - f. Ceramographic Exhibit

g. Sosman Award

- a. The *Programming Long Range Planning Committee* shall consist of the vice chair of the division, the program chairs, the past program chair, and the chair of long range planning. With this structure each member will serve at least 2 years. This structure requires that the incoming secretary appoint the program chair/s in time for the annual meeting. This committee will meet at the annual meeting. A summary of the conclusions will be produced to be collected and passed on to the next committee. The following three items will be acted upon.
 - i. The committee chair will have provided the list of suggested symposium topics from the last meeting, along with lists of the symposia held in the last 5 years. This information will provide the basis of the discussion of future symposium topics. Both the needs of currently active society members should be addressed as well as the potential to encourage peripheral but relevant or emerging scientific communities to interact with the ceramics community. This discussion will generate a list of topics to be used by the program chairs and passed on to the next committee.
 - ii. The committee will finalize symposia topics for the second term program chairs.
 - iii. The committee will highlight organizational difficulties that are not consistent with efficacy of programming in Basic Science and supply recommendations for the upcoming years.
- b. The *General Long Range Planning Committee*, appointed by the chair of Long Range Planning and the division chair, will include the vice chair, and vary in size depending on the specific objectives of the upcoming year. The tenure of the members may also vary. (For example if a study is undertaken which requires 3 years, then the members might be appointed for that time, if an event will be organized then only 1 year might be required to complete the task.) The committee will meet at the annual meeting to identify objectives for the upcoming year. Since the activities will vary in scope from year to year, the only continuing **requirement will be to provide a short (1 page) report to be collected and passed on to the new chair** after the third year. In this way every new Long Range Planning chair will have a comprehensive and concise review of previous activities and discussions.
- c. The *Committee on Rules* shall consist of a Chair who is appointed by the incoming Division Chair for a concurrent appointment of one year. The Chair of the Rules Committee is eligible for re-appointment for

consecutive terms. The responsibilities of the Committee Chair on the Rules of the Division are to present recommendations on amendments to or revisions of the Rules of the Division and operating procedures of Division in agreement with the By-Laws and Rules of the Society.

- d. The *Publications Committee* shall consist of a Chair who is appointed by the in-coming Division Chair for a term of one year. The Publications Committee Chair is eligible for re-appointment. The Publications Committee Chair will serve on the Society's Committee on Editorial Advice as specified in the By-Laws and Rules of the Society.
 - e. The *Committee on Fellow Nominations* shall consist of the past Division Chair, the current Division Chair, and the Chair-Elect. The Chair of the Fellow Nominations Committee shall be the immediate past Division Chair. It is the responsibility of the Fellow Nominations Committee to select nominees for Fellowship in the Society in accordance with the By-Laws and Rules of the Society. The actions of this committee do not preclude selection of Division members for Fellowship through other channels.
 - f. The *Committee on the Ceramographic Exhibit* shall consist of a Chair who is appointed by the incoming Division Chair for a concurrent appointment of one year. The Chair of the Ceramographic Exhibit Committee is eligible for re-appointment during the following year. It is the responsibility of the Chair of the Ceramographic Exhibit to solicit photographs of the exhibit, organize the display at the meeting of the Society, select and assist the judges, and arrange for publication in the Journal of the American Ceramic Society the entrants of the Ceramographic Exhibit.
 - g. The *Committee on the Sosman Award* shall consist of the past three program Chairs of the Division and the present Publications 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.
2. Any temporary Division committee authorized by the Division shall be appointed by the Division Chair for one year. A temporary committee may be re-authorized by the Division Chair and its members shall be eligible to immediate re-appointment.
 3. Committee Chairs may request assistants who, on approval of the Division Executive Committee, shall be chosen by the Committee Chair.
 4. Each Standing Committee of the Division shall cooperate with and assist the corresponding committee of the Society as instructed in matters which require

Division representation. The Chair of a Standing Committee of the Division will become a member of the corresponding committee of the Society, when Division representation is specified in the By-Laws or Rules of the Society.

ARTICLE BR-X. AMENDMENTS

1. Amendments to these Division Rules may be proposed by a petition signed by fifteen (15) voting members of the Division and presented to the Division Chair.
2. The Division Chair shall promptly ascertain by written communication from the proper authority of the Society whether the proposed amendment is consistent with the Constitution, By-Laws and Rules of the Society and, if so, it shall be voted upon by ballot.
3. A two-thirds majority of the votes cast shall be necessary to carry an amendment.