

**RULES OF THE NATIONAL INSTITUTE OF CERAMIC ENGINEERS  
OF**

**THE AMERICAN CERAMIC SOCIETY**

Approved by the NICE Executive Committee on  
September 16, 2015

**ARTICLE I: NAME**

The name of this organization shall be THE NATIONAL INSTITUTE OF CERAMIC ENGINEERS (NICE), hereinafter referred to as THE INSTITUTE, a Class of THE AMERICAN CERAMIC SOCIETY (ACerS), hereinafter referred to as THE SOCIETY.

**ARTICLE II: PURPOSE**

THE INSTITUTE exists 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.

THE INSTITUTE SHALL:

- a. Encourage the understanding and development of Ceramic Engineering as an educational discipline and as a field of engineering.
- b. Encourage the dissemination of engineering information.
- c. Foster the continued education of engineers, scientists, and the public in the field of Ceramics.
- d. Maintain responsibility, monitor the quality, and recommend appropriate criteria for accreditation of ceramic engineering and related programs through service as an ABET member society.
- e. Cooperate and collaborate with other engineering and technical societies, including the Association for Iron & Steel Technology (AIST), ASM International, The Minerals, Metals & Materials Society (TMS), the Materials Research Society (MRS), and other organizations as appropriate and mutually beneficial.
- f. Cooperate, collaborate, and support the THE SOCIETY Education Integration Committee, and the sister organizations Keramos and the Ceramic Education Council (CEC).
- g. Cooperate and work in conjunction with THE SOCIETY for the accomplishment of these objectives and activities.

THE INSTITUTE shall represent THE SOCIETY in professional matters pertaining to ceramic engineers and scientists and Ceramic Engineering.

### **ARTICLE III: MEMBERSHIP**

1. Membership in ACerS provides automatic membership in NICE for members wishing to participate.
2. The practice of Ceramic Engineering, referred to herein, shall include any professional service requiring the application of engineering principles or data in the field of Ceramics. Professional service is typified by consultation, investigation, teaching, evaluation, planning, design, quality control, marketing, or supervision of construction or operation in connection with structures, machines, apparatus, manufacturing processes, research or development projects, or works utilizing them singly or in combination.
3. NICE Fellow: Shall be persons of good reputation who have reached their 35th birthday and who shall have been members of THE INSTITUTE at least 5 years continuously at the time of election. They shall be individuals well recognized by a majority of NICE members, and have made significant contributions to NICE objectives and goals. They shall be individuals who have been a visible representative of NICE ideals for at least a decade. They shall also be individuals that all members of the selection committee can accept by acclamation with no reservations.

### **ARTICLE IV: GOVERNANCE**

1. The Officers of THE INSTITUTE shall be a President, President-Elect, Vice-President, and Secretary. These Officers, together with the three most recent past presidents, shall constitute the Executive Committee of THE INSTITUTE.
2. A sitting EAC (Engineering Accreditation Commission) ABET Counsellor will be appointed by the NICE President through the recommendation of the ABET team to be part of the Executive Committee. The Counsellor serves as the liaison between the NICE Executive Committee and the ABET team as well as provides general education on the ABET matters to NICE.
3. The term of office of President, President-Elect, Vice-President, and Secretary shall be one year, beginning from the end of the annual meeting following their election, to the end of the subsequent annual meeting, or until their respective successors have been elected and duly qualified. The term of office of the President-Elect shall be from the end of the annual meeting following his/her election to the end of the subsequent annual meeting, when he/she shall become President of THE INSTITUTE. The term for the EAC ABET Counsellor will be five years and can be reappointed.
4. In the interval between the Annual Meetings of THE INSTITUTE, all executive powers of THE INSTITUTE shall be vested in the Executive Committee.
5. The decisions of the Executive Committee shall be final on all questions involving the interpretation of the Rules of THE INSTITUTE, except questions of conflict with the Constitution, Bylaws, and Rules of THE SOCIETY, which are finally decided by the Board of Directors (BOD) of THE SOCIETY.

## **ARTICLE V: MEETINGS**

1. The annual business meeting of THE INSTITUTE shall be held during the week of the Annual Meeting of THE SOCIETY, and at the discretion of the NICE Executive Committee.
2. Amendments to the Rules of THE INSTITUTE, and the nomination and election of officers, shall be done in writing and by letter ballot or by electronic ballot as specified elsewhere in the Rules. Other business may also be transacted by letter ballot or electronic ballot if and as agreed to by a majority of the Executive Committee. Such ballots shall be counted thirty days after being sent to the membership.

## **ARTICLE VI: OFFICERS**

1. The President shall have general supervision of the affairs of THE INSTITUTE. He/she shall preside at all meetings of THE INSTITUTE and the Executive Committee. He/she shall appoint all standing and special committees, unless otherwise specified in these Rules (see Article X, Sections 11 and 12). He/she shall be responsible for the editorial content of any publication by THE INSTITUTE.
2. The President-Elect shall preside at all meetings in the absence of the President. He/she shall immediately succeed to the powers and duties of the President in the event of the refusal or incapacity of the President to act. If the presidency becomes permanently vacant, he/she shall assume the title of President. Whether or not the President-Elect has served part, but not all, of the term of his/her predecessor, he/she shall serve the term for which he/she was elected. If he/she has served a full term as President due to refusal or incapacity of the elected President to act, both a President and President-Elect shall be elected preceding the Annual Meeting at which the full term expires. The President-Elect shall notify the Executive Committee of insufficient activity on the part of any committee or officer. The President-Elect shall be the NICE representative to the ACerS Meetings Committee to encourage engineering programming at ACerS meetings.
3. The Vice President shall assist the President, and represent him/her in his/her absence. The Vice President may preside at meetings in the absence of the President and President-Elect. The Vice President shall be the NICE representative to the ACerS Meetings Committee to encourage engineering programming at ACerS meetings.
4. In the event of the refusal or incapacity of the President-Elect to succeed as President, the Nominating Committee of THE INSTITUTE shall nominate a candidate for election as President, provided there is sufficient time between the determination of the vacancy and the next Annual Meeting for the orderly nomination and the election required by the Rules. In the event that it is not possible to elect a new President, the newly elected President-Elect shall succeed as President, and at the following regular election, a President and President-Elect shall be elected.
5. The Secretary shall keep minutes of all Institute and Executive Committee meetings and a full record of the correspondence of THE INSTITUTE. He/she shall perform such other duties as the President may properly assign to him/her.
6. In the event of the refusal to act, or the incapacity to act, of the Secretary, the Executive Committee of THE INSTITUTE shall appoint a successor for the unexpired term.

7. It will be the duty of the three most recent past presidents to serve as members of, and to advise, the Executive Committee on matters pertaining to THE INSTITUTE and to assume additional duties as assigned by the President.

#### **ARTICLE VII: NOMINATIONS, ELECTIONS, AND AWARDS**

1. The Nominating Committee of THE INSTITUTE shall consist of the five most recent past presidents who are members in good standing, with the senior past president acting as Chairman. This Committee shall nominate annually a candidate for each of the offices of President (when necessary), President-Elect, Vice-President, and Secretary. The Nominating Committee shall submit to the President of THE INSTITUTE a list of the candidates together with their acceptances in writing or electronically by the first day of March. The Committee shall, at the same time, send a list of the candidates to the Executive Director of THE SOCIETY so that he/she may arrange for the publication of the nominees in The American Ceramic Society Bulletin.
2. Any group of THE INSTITUTE may constitute themselves a nominating committee by forwarding to the President of THE INSTITUTE the names of their nominee or nominees over their signatures together with his/her or their acceptance in writing or electronically by the tenth day of March.
3. If the President of THE INSTITUTE receives additional nominations (see Section 2, above), he/she shall include these by the first day of April. These candidates will be added to the list of nominees previously received, prepare ballots, and on or before the twentieth day of April, distribute them to each member of THE INSTITUTE entitled to vote. If there are no contested offices, then no ballot and no election is required.
4. The President of THE INSTITUTE shall notify the newly elected officers of their election immediately after the results of the election are determined.
5. The President of THE INSTITUTE shall notify the staff of THE SOCIETY about the election results in time to be included on THE SOCIETY Board of Directors meeting agenda for certification.
6. The Nominating Committee of THE INSTITUTE shall also be responsible for the Awards given by THE INSTITUTE.

#### **ARTICLE VIII: RELATIONS WITH THE SOCIETY**

1. The incoming President of THE INSTITUTE shall appoint all new committee members and representatives as far in advance of the next Annual Meeting as feasible.
2. The President of THE INSTITUTE shall promptly appoint Institute representatives to special committees of THE SOCIETY upon notification from the President of THE SOCIETY.
3. THE INSTITUTE shall not expend funds of, nor incur indebtedness to, THE SOCIETY without the formal approval of the Board of Directors of THE SOCIETY.
4. The provisions of the Constitution, Bylaws, and Rules of THE SOCIETY shall govern the procedures of THE INSTITUTE, but no action or obligation of THE INSTITUTE shall be considered an action or obligation of THE SOCIETY.

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

### **ARTICLE IX: INSIGNIA**

The insignia of THE INSTITUTE shall be the official seal of THE SOCIETY superimposed on a gear so that the rim of the gear and the surrounding teeth form the frame. On the rim of the gear shall be embossed the inscription, "The National Institute of Ceramic Engineers." See Attachment 1.

### **ARTICLE X: COMMITTEES**

The standing Committees of THE INSTITUTE shall be as follows:

- a. Rules (Section 1)
  - b. Accreditation Guidelines (Section 2)
  - c. Ethics (Section 3)
  - d. Nominating and Awards (Section 4)
  - e. NICE Fellows (Section 5)
1. The Committee on Rules shall be appointed by the President. It shall perform such duties as required by the Executive Committee of THE INSTITUTE relating to interpretation or amendments of the Rules of THE INSTITUTE.
  2. The Committee on Accreditation Guidelines, including a Chairperson, shall be appointed by the President of THE INSTITUTE. It shall be the duty of the Committee to review the Accreditation Guidelines for Ceramic Engineering and any other Ceramic related Programs and advise the Executive Committee on changes recommended to ABET, Inc., in the criteria for Ceramic Engineering as a viable curriculum.
    - a. This Committee shall appoint qualified members of THE INSTITUTE to serve as observers. These individuals shall have had substantial experience in the practice of engineering and will be required to participate in training that will allow them to participate as an observer for THE INSTITUTE.
    - b. This Committee shall appoint as program evaluators a select group of members who are qualified to serve as members of an ABET visiting team by attending the required training as well as having participated in an observation visit. Before participating in a visit, each program evaluator shall have completed refresher training endorsed by THE INSTITUTE within the last two years.
    - c. At the conclusion of each visit, program evaluators and observers shall send copies of the visit documents to the NICE Engineering Accreditation Commission (EAC) representative.
    - d. Every five (5) years, the NICE President in consultation with the Committee on Accreditation Guidelines shall nominate a representative to the EAC of ABET to serve as the NICE representative to the EAC. The nominee shall have made at least two visits as a

program evaluator. Every three (3) years, the NICE President shall nominate to the ABET Board of Directors a NICE representative who may serve for two complete terms of three years each.

3. The Committee on Ethics shall be appointed by the President. The members of the committee must all be inductees into "The Order of the Engineer." It shall be the duty of the Committee to foster among ceramic engineers and scientists the study of the philosophy and responsibilities of engineers and scientists, to encourage a high standard of citizenship, and to encourage ceramic engineers and scientists to participate in public affairs.
4. The Nominating Committee shall consist of five members as specified in ARTICLE VII, Section 1. The duties of the Committee shall be: (1) those called for in ARTICLE VII, Section 1 and Section 4, (2) to make nominations for the Arthur Frederick Greaves-Walker Award as provided for in ARTICLE XI, Section 1, (3) to supervise the sub-committee on the Karl Schwartzwalder PACE Award as provided for in ARTICLE XI Section 2, and (4) to supervise the sub-committee on the Arthur Friedberg Memorial Lecture Award as provided for in ARTICLE XI Section 3.
5. The Fellows Committee shall be appointed by the President. This committee will serve to nominate fellows for THE SOCIETY from among the membership of THE INSTITUTE.
6. The Chairman of each standing appointive committee shall in all cases be appointed by the President. The President may, at such time as he/she deems proper, appoint additional members on standing committees (for a one year term only). The incoming President may reappoint the retiring member of any appointed committee. He/she also may, by not appointing a replacement, constitute any appointive committee at below the usual number of members.
7. Committee Chairmen shall represent THE INSTITUTE on similar committees of THE SOCIETY when such representation is required by the Constitution and Bylaws of THE SOCIETY.
8. The President may at any time appoint such special committees and delegate to them such authority as he/she deems proper, within the limitations of the Constitution, Bylaws, and Rules of THE SOCIETY and Rules of THE INSTITUTE.
9. The President shall appoint members of THE INSTITUTE as delegates to represent THE INSTITUTE with other engineering and professional organizations.
10. It shall be the duty of all committees to transmit copies of all reports to the President for distribution to the Executive Committee.
11. The NICE Fellows Committee shall consist of at least three and no more than five members, who are NICE Fellows. The NICE Fellows shall appoint their own Chairman of this committee and notify the President of their selection. If the NICE Fellows fail to select a chairman, the President may select one from the NICE Fellows membership. This committee shall nominate members of NICE as NICE Fellows. This committee shall also serve as an advisory committee to the President.

## **ARTICLE XI: AWARDS**

1. Arthur Frederick Greaves-Walker Award

- a. The official title of this Award shall be the Greaves-Walker Lifetime Service Award and is in memory of Arthur Frederick Greaves-Walker, the first President of THE INSTITUTE. Appropriate documentation on past recipients and standard operating procedure for selection of this Award's winner will be updated every year by the Chair of the Award Committee and passed on to new incoming Chairs to assist them in their tasks.
- b. 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, as described in Article II of this document.
- c. This Award shall recognize senior members of THE INSTITUTE (senior being defined as of at least 41 years old in the Award year).
- d. This Award shall not necessarily be made every year.
- e. This 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.
- f. Presentation of the Award shall be made at the time of the Annual Meeting of THE SOCIETY.
- g. The conditions for eligibility for the Arthur Frederick Greaves-Walker Award are as follows:
  - i. The candidate shall be a member in good standing of THE INSTITUTE.
  - ii. The candidate shall be either a Registered Professional Engineer or have been engaged in work predominantly of a science and engineering nature.
  - iii. The candidate shall have passed his/her 41st birthday on or before the Award year.
- h. The Nominating Committee of THE INSTITUTE (ARTICLE VII) shall serve as the Award Committee, and shall select the recipient and grant the Award, whenever appropriate. . The general procedure of selecting recipients and presenting the Award shall be as follows:
  - i. The Nominating Committee shall by each Fall, review THE SOCIETY membership for possible recipients. The deadline for this process is January 15. Nominations by general members of THE INSTITUTE will also be considered and should be done using the form available in The American Ceramic Society website and submitted to the electronic address stated in the form also no later than January 15 of each year. Nominations shall remain active for a period of five years.
  - ii. The Nominating Committee shall, when appropriate, notify the Executive Committee of THE INSTITUTE of selection of an awardee no later than March 1st.
  - iii. The Chairman of the Nominating Committee or his/her delegated representative shall then (1) notify the candidate of his/her selection for the Award, (2) advise him/her of the time and place of the presentation of the Award, (3) ascertain whether he/she 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.

- iv. THE INSTITUTE shall arrange for a suitable presentation ceremony at the time of the Annual Meeting of THE SOCIETY.
2. Karl Schwartzwalder Professional Achievement in Ceramic Engineering (PACE) Award
  - a. This Award shall be a joint SOCIETY-INSTITUTE Award.
  - b. This Award is to recognize outstanding young ceramic engineers for achievements significant to the profession and to the general welfare of all 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. This Award shall be a commemorative glass piece with the words “Schwartzwalder- 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 SOCIETY.
  - d. Nominations should be done using the form available in The American Ceramic Society website and submitted to the electronic address stated in the form also no later than January 15 of the year preceding the annual meeting of the SOCIETY and shall remain active for a period of three years. The recipient shall be selected in the manner provided in the constitution of THE SOCIETY.
  - e. The Karl Schwartzwalder Professional Achievement in Ceramic Engineering (PACE) Award Committee shall consist of five members of THE INSTITUTE who have reached their 41st birthday prior to the current award year. This Committee will be appointed by THE SOCIETY Board of Directors upon the recommendation of THE INSTITUTE President, one member appointed each year for a term of five years. They shall not be eligible for immediate reappointment.
  - f. The senior member shall serve as Chairman of the Committee each year.
  - g. It shall be the duty of the Committee to select recipients of and to administer the Award program as provided for in SOCIETY Procedures Manual.
3. Arthur L. Friedberg Ceramic Engineering Tutorial and Lecture
  - a. The purpose of the Lecture is to honor the memory of Arthur L. Friedberg and to serve as recognition for his teaching, research and his numerous contributions to the Ceramic Engineering profession and THE INSTITUTE, including his leadership as Executive Director of THE SOCIETY and THE INSTITUTE. The notebook of past recipients and a standard operating procedure for selections will be updated each year by the Chair and transmitted to new incoming Chairs to assist them in their tasks.

The objective is to have a Lecture that serves as a tutorial to review and instruct in an area of ceramics with a distinct engineering emphasis. The lecture should be at a level accessible to members of THE SOCIETY and should advance the level of learning in the profession of Ceramic Engineering.
  - b. The Awardee shall be someone who has made an outstanding contribution to Ceramic Engineering that has a technological basis relating to the processing or manufacture of ceramic products.



- c. Nominations must be in written form consisting of at least 150 words, but not more than 5 pages in length and can include supporting documents such as the Nominee's CV. Nominations should be done using the form available in The American Ceramic Society website and submitted to the electronic address stated in the form also no later than January 15 of the year preceding the lecture presentation year and shall remain active for a period of five years.
- d. Selection shall proceed with the selection committee chair informing the committee of the number of nominees (N), on which the selection committee shall vote on a rank order basis of 1 to N. The candidate receiving the lowest total shall be selected to present the lecture. The selection process is to be completed by March 1st. The selection committee chair shall be appointed by the President of NICE and shall be a former laureate. The selection committee shall consist of the NICE immediate Past President, NICE President, and NICE President-Elect, plus the three most recent Friedberg laureates, one of which will chair the committee.
- e. In recognition of the honor, the Lecturer shall receive an appropriate certificate signed by the President of THE INSTITUTE and the President of THE SOCIETY.

## **ARTICLE XII: AMENDMENTS**

- 1. The Rules of THE INSTITUTE may be amended by agreement of at least two thirds of the Executive Committee. Prior to such amendment, each such Rule either shall be submitted in writing at a previous Executive Committee Meeting, or shall be sent by the Secretary to each Committee member at least thirty days before the meeting at which action is to be taken.
- 2. An amendment shall take effect immediately upon its adoption by the Executive Committee. The membership shall be notified of the amendment by suitable means within ninety days of the Executive Committee action.

## **ARTICLE XIII: STUDENT EDUCATIONAL ACTIVITIES**

THE INSTITUTE will be an active participant in selected or appropriate student activities related to ceramics and Ceramics Engineering by working with other interested groups and by serving on THE SOCIETY Education Integration Committee. The Programming Chair of the President's Council of Student Advisors (PCSA), or another representative as selected by the PCSA Chair, shall serve as a non-voting member of the Executive Committee of THE INSTITUTE.

**ATTACHMENT 1: THE INSIGNIA OF THE INSTITUTE**

