



Keramos Student Chapter Advisor Handbook

1.0 Keramos Mission

The mission of Keramos is to promote and emphasize scholarship and character in the thoughts of ceramic students, to stimulate mental development, and to promote interest in the professional aspects of ceramic engineering, technology, and science. To that end, Keramos has been from its inception a professional Fraternity, with membership open to any and all students possessing good scholarship, an interest in the ceramic arts, sciences and technology, and of strong personal character. **Keramos is not an honors fraternity and should not be conducted as such in any student chapter.** The Fraternity exists today to promote interest in the ceramic disciplines, to promote good scholarship and professional development, and to encourage and recognize service to the ceramics community by its members.

2.0 Advisor's Role in a Student Chapter

The role of a Keramos student chapter advisor is to be an active participant and provide guidance to chapter officers and members in accordance with the mission of Keramos. Below are a list of required and recommended actions of a chapter advisor. If these actions are followed, the Keramos Board of Directors believe, based on years of experience, the chapter will be active and growing year over year.

Required Actions

- Participate in advisor teleconferences with Keramos Board of Directors (held 2X per semester)
- Be familiar with the Keramos Procedures Manual and By-Laws. These are located at <http://ceramics.org/classes/keramos>
- Attend all chapter initiation ceremonies
- Send all initiate information with due payments to the General Secretary after each chapter initiation ceremony
- Write "Chapter Executive Summary" section of chapter annual report
- Ensure chapter deadlines are being met by student officers

Recommended Actions

- Attend the annual Keramos Convocation and Advisors Luncheon which is held in conjunction with the annual MS&T meeting
- Attend monthly chapter teleconferences with Keramos Board of Directors
- Hold reoccurring meetings with the chapter student officers (minimum frequency of 2X per semester)
- Attend all chapter organized activities
- Ensure transition of incumbent chapter officers duties to newly elected offices is completed

3.0 Chapter Deadlines

In order to enhance the efficiency in which information is transmitted from the Chapters to the Board, several deadlines have been established. Furthermore, the process has been significantly streamlined by requiring that the majority of the information be included in the Chapter's annual report. The calendar below should be used to ensure that each Chapter meets the deadlines for activities and transmittal of information. The Board will hold monthly

teleconferences with representatives from each Chapter during the academic year to help ensure that deadlines are met and that best practices are communicated.

September

- Plan for fall initiation and honorary member selection
- **Sept. 15** - Confirmation of Chapter delegates and alternates to represent Chapter at the Annual Convocation to be sent to the Fraternity General Secretary

October

- Finalize entries for Keramos contests (mug drop and disc golf) at MS&T
- Keramos Annual Convocation and Business Meeting held in conjunction with MS&T Conference and Exhibition (dates TBA)

November

- Hold fall initiation
- **Nov. 15** - Submissions of nominations for Honorary Members to be submitted to the General Secretary (see Section 4)
- Transmit new initiate information to General Secretary
- Fall Keragram article input to be submitted to General Secretary.

December

- **Dec. 1** – Send fall initiate dues to General Secretary

January

- **Jan. 15** - Honorary Member nomination approvals to be transmitted from the Board to Chapters

February

- Plan for spring initiation
- **Feb. 15** – Spring Keragram article input to be submitted to General Secretary

March

- Hold spring initiation
- **Mar. 14** - Close of Fraternity Fiscal Year

April

- **Apr. 1** - Deadline for Chapter elections for the coming academic year
- **Apr. 15** - Chapter annual report due to the General Secretary (see Section 3)
- Prepare entries for Keramos contests (mug drop and disc golf) at fall MS&T conference

May

- **May 1** – Send spring initiate dues to General Secretary

Note: Section numbers denoted in parenthesis correspond to sections in the Keramos Procedures Manual.

4.0 Important References

- Keramos website - <http://ceramics.org/classes/keramos>
 - Keramos Blue Book – Keramos history
 - Current Procedures Manual and By-Laws
 - Most recent annual chapter reports
 - Most recent Keragram publications
 - Student Contest Rules
 - National Board of Directors contact info
 - PayPal Keramos due payment for annual dues
- [Keramos LinkedIn](#) website – connect with fellow Keramos alumni
- For any questions regarding By-Laws, Procedures or to send initiate information and dues, contact:
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