

**RULES FOR THE MANUFACTURING DIVISION  
OF  
THE AMERICAN CERAMIC SOCIETY**

Approved tbd

As Amended from the Former Whitewares and Materials Division Rules (March 15, 2000)

**ARTICLE MD-I. NAME**

The name of this Division of The American Ceramic Society shall be the Manufacturing Division.

**ARTICLE MD-II. MISSION and VISION**

Mission: To address the information needs of the ceramic and glass manufacturing industry including manufacturers, raw material suppliers, producers of forming and finishing equipment, kilns, furnaces, quality control instrumentation, and all other devices used to manufacture ceramic and glass products.

Vision: Support ceramic and glass manufacturers and suppliers by providing quality technical information through meeting programming and technical content in ACerS publications. Develop short courses and workshops to educate industrial personnel in the field of ceramics, and promote recruitment and hiring of engineers into ceramic and glass manufacturing companies.

**ARTICLE MD-III. MEMBERSHIP**

The voting members of this Division shall consist of all members of the SOCIETY, excluding Student Members, who have instructed the Executive Director of the SOCIETY to so enroll them in the Manufacturing Division.

**ARTICLE MD-IV. OFFICERS**

The officers of this Division shall be a Chair, Chair-elect, Vice-chair, and Secretary.

The term of office of each officer shall be one year, from the close of one Annual Meeting of the SOCIETY to the close of the next Annual Meeting, or until his or her successor is duly elected and qualified.

The duties of the officers shall be as follows: The CHAIR shall have general supervision of the affairs of the Division, acting as directed by the Executive Committee, presiding over meetings, appointing the chairs of the various Divisional standing committees, arranging for members required for various functions of the SOCIETY and responsibility for the editorial content of any publication of the Division.

The CHAIR-ELECT functions as the Chair in the absence of the Chair and assumes the title of Chair in the event of permanent absence of the Chair.

The VICE CHAIR assists the Chair as required for the business of the Division. Either the Chair-Elect or the Vice-Chair can preside at meetings in the absence of the Chair.

The SECRETARY shall keep the minutes of all Division meetings, correspondence of the Division, and other duties as designated by the Chair.

#### **ARTICLE MD-V. GOVERNMENT**

The affairs of the Division shall be directed by an EXECUTIVE COMMITTEE, comprised of the Chair, the Chair-Elect, the Vice Chair, and the Secretary. The duties of the Executive Committee include planning for future technical and social meetings and other activities of the Division as needed to provide service to the members of the Division. The Executive Committee will appoint, as necessary, member(s) of the Division to complete the unexpired terms of any officers of the Division.

#### **ARTICLE MD-VI. NOMINATIONS AND ELECTIONS**

The NOMINATING COMMITTEE of the Manufacturing Division shall consist of the two immediate past chairs of the Division and the present chair of the Division.

Nominations are to be made for the officers of the Division:

- (A) Chair, if necessary
- (B) Chair-Elect
- (C) Vice Chair
- (D) Secretary

The names of the nominees (at least one nomination for each office), together with their assurance of acceptance in writing, will be given to the Chair of the Division, on or before 6 months before the Annual Meeting, to be forwarded to the Executive Director so that they may be published in the May or June issue of The American Ceramic Society *Bulletin*. The names of these nominees, and acceptances of any subsequent nominees, shall be forwarded to reach the Executive Director on or before 6 months before the Annual Meeting.

Additional nominations can be made by petition in writing of fifteen (15) voting members of the Division, provided that these nominations, with each nominee's acceptance in writing, are

received by the Chair of the Division on or before 6 months before the Annual Meeting, so that this information can be sent to the Executive Director for publication in the May or June issue of The American Ceramic Society *Bulletin*, to be included with the nominations of the Nominating Committee.

If needed, ballots shall be prepared by the Executive Director and the election conducted as prescribed by the SOCIETY Constitution. A plurality of the votes cast, where there is more than one candidate for the office, will constitute election.

#### **ARTICLE MD-VII. MEETINGS**

Meetings of the Division shall be held as required for presentation of professional papers, discussions, and for the conduct of appropriate business. Joint meetings with other Divisions and Classes of the SOCIETY may be held with approval of the Executive Committee of the Division.

The annual business meeting of the Manufacturing Division shall be held at a meeting to be determined by Division members, which may or may not be at the Annual Meeting of the SOCIETY. Interim meetings of the Division may be held following notification of Division membership.

Five (5) voting members of the Division shall constitute a quorum at the annual business meeting or any special business meeting. Special meetings may be called by any three (3) of the Division's officers, or by petition of ten (10) voting members.

#### **ARTICLE MD-VIII. DUES AND FEES**

The Division may petition the SOCIETY'S Board of Directors for permission to assess its membership for funds or to establish special funds through symposia, solicitation, gifts, or by other means. The assessment will become effective upon approval by the Board of Directors of the SOCIETY. Such funds shall be paid to the SOCIETY and, together with any money appropriated by the Board of Directors for the use of the Division, shall be set in special funds and administered by the SOCIETY. Funds shall be withdrawn only by the Executive Director of the SOCIETY upon authorization of the Chair of the Division.

Expenditure of funds of the Division must be approved by the Division Executive Committee.

#### **ARTICLE MD-IX. RELATIONS WITH THE SOCIETY**

The Executive Committee of the Manufacturing Division has the responsibility for prompt appointment of Division representatives to special committees of the SOCIETY, such as the Panel of Fellows.

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

The provisions of the Constitution, By-Laws, and Rules of the SOCIETY shall govern the procedure of all Divisions, but no action or obligation of a Division shall be considered an action or obligation of the SOCIETY, and this disclaimer must be imprinted on any publications issued by the Division.

The Division shall not establish or create awards without the approval of the Board of Directors.

In the event of the dissolution of the Manufacturing Division and the discharge of its debts and settlement of its affairs, any funds and property of the Manufacturing Division remaining thereafter shall be conveyed to the SOCIETY for use as the SOCIETY deems proper.

### **ARTICLE MD-X. COMMITTEES**

The Standing Committees of the Division shall be as follows:

- (A) Rules
- (B) Membership
- (C) Programs
- (D) Classification, Nomenclature and Standards
- (E) Fellows Nominating
- (F) John Marquis Memorial Award

The Chair may activate such committees and delegate to them such powers as are deemed proper, subject to the Rules of the SOCIETY and the Rules of the Division.

The **Rules Committee** shall consist of a Chair and two (2) other members chosen by the Chair of the Committee. The duties of the Rules Committee shall consist of revising and interpreting the Rules of the Manufacturing Division. The term of office for members is one (1) year, with immediate reappointment permitted.

The **Committee on Membership** shall consist of a Chair and two (2) other members chosen by the Chair of the Committee. The function of this committee is to increase the membership of the Division by whatever means deemed necessary and proper. Members shall serve for one year, and immediate reappointment is permitted.

The **Committee on Programs** shall consist of a Chair and four (4) other members chosen by the Chair of the Committee, two (2) of which shall be the Division Program Chair and the Assistant Program Chair. The Committee will advise and assist the Division Program Chair as necessary and this Committee is responsible for the programming policy, plans and efforts of the Division, liaison with other Divisions and Councils of the SOCIETY to improve programming efforts through joint programs, and, with permission of the SOCIETY, to hold joint meetings with technical and professional societies not affiliated with The American Ceramic Society.

The term of office of members of the Committee on Programs is one year, EXCEPT that the term of office of the Program Chair and Assistant Program Chair is two years, the Assistant moving into the Chair position and a new assistant appointed by the Chair of the Committee on Programs each year.

ASTM Committee C-21 (Ceramic Whitewares and Related Products) shall act as the **Committee on Classification, Nomenclature and Standards**.

**The Fellows Nominating Committee** shall be composed of three (3) Fellows of the SOCIETY who are members of the Manufacturing Division. One member is to be appointed by the incoming Chair of the Division prior to the business meeting of the Division during the Annual Meeting of the Society, for a term of three (3) years. The terms of office are to be staggered so that the term of one member shall expire each year at the conclusion of the business meeting of the Division during the Annual Meeting. The senior member of the committee will serve as its Chair during the last year of service on the committee and will be the Division's representative on the SOCIETY'S Panel of Fellows. Candidates must meet the SOCIETY Constitution and By-Laws rules and their names are to be submitted to the Chair of the Manufacturing Division prior to the Annual Meeting. If Committee nominations are approved by the Chair of the Division, the committee shall then be responsible for filing the necessary nomination forms under the Rules of the SOCIETY.

The **Committee on the John Marquis Award** shall consist of three members, each member having a three-year term of office. The terms are staggered so that each year there is one outgoing member and one incoming member. The Committee member serving the third year of a three year term shall also serve as the Committee Chair. Appointments to the Committee are made by the Chair of the Manufacturing Division.

The John Marquis Award shall be presented to the author or authors of the paper on research, engineering or plant practices relating to Whitewares or Materials published in the prior calendar year in a publication of the SOCIETY, which is judged to be of greatest value to the members and to the industry. A purpose of the award shall be to encourage and stimulate the writing and publication of such papers in publications of the SOCIETY. All members of the SOCIETY shall be eligible for consideration for the award.

The substance of the award shall be a certificate along with a check in an amount to be determined by the Division Executive Committee, the amount based on the annual income derived from the John Marquis Memorial Fund. Funds for the award shall be administered by the Executive Director of the SOCIETY.

#### **ARTICLE MD-XI. AMENDMENTS**

1. These Rules may be amended by two-thirds (2/3) majority vote of those voting by mailed or electronic distribution ballot.
2. Amendments which are not inconsistent with the Constitution, By-Laws and Rules of the

SOCIETY may be proposed and accepted for letter balloting by the voting members of the Division, or:

- A. At any regular business meeting of the Division by a majority vote of voting members present at that meeting.
  1. By a petition signed by five (5) members of the Division.
3. The Executive Director of the SOCIETY, upon notification from the Secretary of the Division as to the action taken or upon receipt and validation of a petition to amend, and on approval by the Society Committee on Rules, shall prepare and mail or electronically distribute ballots to the Division members. He shall tally, thirty (30) days after the mailing, the returned vote upon the proposed amendment(s) and notify the Chair of the Division as to the result.
4. Amendments to these Rules shall become effective upon the receipt by the Chair of notification of their passage or upon the stated effective date of the amendment(s), whichever is the later date.