

Rules of the Nuclear and Environmental Technology Division of THE AMERICAN CERAMIC SOCIETY

Article NN I. Name

The official title of this Division shall be the Nuclear and Environmental Technology Division of THE AMERICAN CERAMIC SOCIETY.

Article NN II. Purpose

1. It shall be the purpose of this Division to stimulate the growth and activities of the Society in the arts and sciences pertaining to the nuclear and associated environmental technology components of the ceramic industry.
2. This Division shall represent the Society, when specifically authorized by the Board of Directors, in matters pertaining to the science and engineering of ceramic and ceramic- containing materials and related technology, as they apply to the development, behavior, production, and utilization within the nuclear and associated environmental technology industries.

Article NN III. Membership

1. The Division shall consist of those members of the Society in good standing whose interest lies within the field covered by the Division and who have instructed the General Secretary of the Society to so enroll them.
2. The following grades of Society Members enrolled in the Division shall be entitled to vote in matters pertaining to the Division: Individual Members, Fellows, Voter of Corporate Members, Emeritus Fellows and Members, Senior Fellows and Members, Associate Members, and Distinguished Life Members.
3. The following grades of Society Members enrolled in the Division shall be entitled to hold office: Individual Members, Fellows, Voter of Corporate Members, Emeritus Fellows and Members, Senior Fellows and Members, Associate Members, and Distinguished Life Members.

Article NN IV. Government

1. The Division shall have power to make such rules, elect such officers and conduct such business as it may deem proper, consistent with the Charter, Constitution, By-Laws, and Rules of the Society.
2. The affairs of this Division shall be managed by an Executive Committee consisting of the Chair, the Vice-Chair, the Secretary, the Division Advisor, the Chair of the Program Committee, and members of the Board of Directors whose primary membership is with the Division. The Chair of the Division shall be Chair of the Executive Committee.

3. The term of office of the Executive Committee, excepting the Division Advisor, shall be one year; from the close of one Annual Meeting of the Society to the close of the next succeeding Annual Meeting, or until their respective successors have been elected and duly qualified. The term of office of the Division Advisor shall be three years; from the close of one Annual Meeting of the Society to the close of the third succeeding Annual Meeting, or until a successor has been elected and duly qualified.

Article NN V. Meetings

1. The annual meeting of the Executive Committee and annual business 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 annual business meeting shall be conspicuously posted in the Society Annual Meeting Program.

2. The Division members present at the annual business meeting or any special Division business meeting shall constitute a quorum.

3. Business management of meetings of the Division shall in all cases be conducted by the Society staff.

Article NN VI. Officers

1. The Division Chair shall have general supervision of the affairs of the Division. The Chair shall preside, or shall appoint a substitute to preside at all meetings of the Division or of the Division Executive Committee. The Division Chair shall submit a Division status report to the Board of Directors when required by the Board, and shall keep the Division Executive Committee informed of pertinent actions taken by the Board. The Chair shall not be eligible for re-election to the position of Division Chair within a period of five years after his/her term is completed.

2. The Vice-Chair shall assist the Division Chair as requested and shall succeed to the powers and duties of the Division Chair in the event of the refusal or incapacity of the Division Chair to perform them.

3. The Secretary shall keep minutes of all meetings of the Division and of the Division Executive Committee. The Secretary shall promptly file a report of each meeting with the Division Executive Committee and Committee Members. The Secretary shall keep a full record of the correspondence of the Division.

4. The Division Advisor shall serve as a liaison between the Board of Directors of the Society and the Division. The Division Advisor shall provide guidance to the Division Chair and other members of the Executive Committee on the affairs of the Division.

5. Any vacancies in the Division Executive offices occurring during the year shall be filled by appointment by the remaining members of the Division Executive Committee, to serve until the close of the next Annual Meeting or until a successor is named.

6. The Division Officers shall serve as ex officio members of all Division Committees.
7. No member shall hold office simultaneously in more than one Division.

Article NN VII. Committees

1. The Vice-Chair of the Division shall establish Standing Committees for his/her term at the executive committee meeting prior to his/her term of office as Chair. The Standing Committees may include the following traditional committees and other ad hoc committees that the Vice-Chair decides are needed:

- Nominating Committee
- Program Committee
- Fellows Nominating Committee
- Membership Committee
- Best Paper Committee
- Education Committee
- Rules Committee
- D. T. Rankin Award Committee

2. The term of office of the Division Standing Committee Chairs and Members, excepting the Nominating Committee, shall be one year; from the close of one Annual Meeting of the Society to the close of the next succeeding Annual Meeting, or until their respective successors have been selected. There are no limits to the number of successive terms served for Division Standing Committee Chairs and Members.

3. The Nominating Committee of the Division shall consist of the Division Chair, Vice-Chair, and Division Advisor. The Vice-Chair shall serve as Chair of the Nominating Committee. It shall be the duty of the Division Nominating Committee to make nominations for the Program Committee Chair and Program Committee Vice-Chair, and Division Advisor. The Nominating Committee shall also recommend qualified Division candidates to the Society's Nominating Committee for Board of Directors positions. The term of office of the Nominating Committee shall be one year; 30 days after the close of one Annual Meeting of the Society to 30 days after the close of the next succeeding Annual Meeting.

4. It shall be the duty of the Program Committee to solicit technical papers, arrange the program of technical meetings and symposia sponsored by the Division, and to coordinate the presentation of papers. The Program Committee will coordinate publication of symposia proceedings when appropriate. In the absence or incapacity of the Program Committee Chair, the Program Committee Vice-Chair shall assume the office of the Program Chair.

5. The Chair of the Fellows Nominating Committee shall be a Fellow Member of the Society. It shall be the duty of the Fellows Nominating Committee to make nominations for Fellow Members of the Society.

6. It shall be the duty of the Membership Committee to formulate and execute methods to enroll new members within the Division and to handle all other items related to membership growth within the Division as directed by the Executive Committee. The Committee shall represent the interests of the Division in the Society's Membership Committee.

7. The Program Committee Chair shall serve as Chair of the Best Paper Committee. The members of the Executive Committee shall serve on the Best Paper Committee. It shall be the duty of this Committee to solicit papers from candidates for consideration for the Best Paper Award and for potential publication by the Society and to select a winner for the award from the authors of Division papers presented at the Annual Meeting. It is also the responsibility of the committee to facilitate the presentation of the award to the author at the next Division annual business meeting and to notify the Society of the award so that announcements may be made in Society publications.

8. It shall be the duty of the Education Committee to administer the Division's Student Travel Stipend Program. The stipends, to be used for attendance at the Annual Meeting of the Society (fees, travel expenses, etc.), are targeted at deserving students with current or future interests in the nuclear and/or environmental fields of ceramic and materials engineering. Participation by the awardees in Division sponsored symposia through an oral or poster presentation is encouraged but not required. A nomination form must be completed by each student applicant and recognized by a faculty member familiar with the student's academic performance. The Chair of the Education Committee shall verify the availability of funds to support the program with the Division Executive Committee prior to starting each year's program, coordinate solicitation of the program and collection of applications for the stipend program with the Society Member Services Manager several months prior to the Annual Meeting, review the applications received, and provide an appropriate number of recommended awardees to the Division Executive Committee for review four weeks prior to the Annual Meeting. Upon the concurrence of a simple majority of the Division Executive Committee, the Chair of the Education Committee will coordinate the distribution of the stipends to the awardees at the Society Annual Meeting with the assistance of the appropriate Society staff members. The Education Committee shall undertake further education related activities as deemed appropriate by the Chair of the Education Committee and with the approval of the Division Executive Committee.

9. It shall be the duty of the Rules Committee to review and suggest modifications to these Rules of the Division when requested by the Division Executive Committee or when deemed appropriate by the Chair of the Rules Committee. The Chair of the Rules Committee shall distribute any proposed modifications to the Rules of the Division to the Division Executive Committee not less than four weeks prior to the Annual Meeting of the Society for review. Modifications to the Rules of the Division may be ratified by a majority vote of the Division Executive Committee during the Annual Division Executive Committee Meeting, or at other times as deemed appropriate by the Executive Committee. The Chair of the Rules Committee shall be responsible for transmitting any ratified modifications to the Rules of the Division to the Society Parliamentarian for review and to the appropriate Society staff member for publication.

10. The D. T. Rankin Award recognizes a volunteer member of the Division who has demonstrated exemplary service to the Division. The award is named in memory of D. Thomas Rankin, a long time member of the Division who served as its Chair and Trustee for a number of years. The

Division Chair serves as the Chair of the D. T. Rankin Award Committee. The Past Chair, Vice-Chair, Advisor, and a past recipient of the D. T. Rankin Award (selected by the Division Chair) shall also serve on the Committee. The D. T. Rankin Award Committee is responsible for selecting an award recipient from nominations submitted by the Division membership. The awardee need not be a current member of the Division or the Society. A summary of the Committee activities must be prepared and presented to the Executive Committee at least one month prior to the abstract deadline of the Annual Meeting, in order to allow the awardee an opportunity to give an invited presentation as part of the Division programming. The Chair of the Rankin Award Committee will notify the awardee of his/her selection for the award, and coordinate with the Program Committee Chair regarding the awardee's invited presentation, should the awardee be willing. The Rankin Award Committee may elect not to confer the award in a given year, although they must continue to provide a summary of their activities to the Executive Committee. Presentation of the D. T. Rankin Award is made at the annual Division business meeting held in conjunction with the Society Annual Meeting. The Chair of the Award Committee shall notify the Society upon the selection of the awardee so that announcements may be made in Society publications.