

**RULES OF THE STRUCTURAL CLAY PRODUCTS DIVISION
OF
THE AMERICAN CERAMIC SOCIETY, INC.**

April 20, 1950

Article SR I. NAME

The official title of this Division shall be The Structural Clay Products Division of The American Ceramic Society, Inc.

Article SR II. PURPOSE

1. It shall be the purpose of this Division to stimulate the growth and activities of the Society in the arts and science pertaining to the branch or branches of the ceramic industry represented in the Division enrollment.
2. This Division shall represent the Society in matters pertaining to the structural clay products branch of the industry, when specifically authorized by the Board of Trustees.

Article SR III. MEMBERSHIP

1. The Structural Clay Products Division shall consist of those Honorary Members, Fellows, Members, Student Members, Junior Members, and Corporation Members in good standing whose major 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 members enrolled in this Division shall be entitled to vote: Fellow, Member, Junior Member, and Voter of a Corporation Member.
3. The following grades of members enrolled in this Division shall be entitled to hold office: Fellow and Member.

Article SR 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 Trustee.
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 shall become the Chair of the Division. The term of office of the Trustee representative of the Division shall be three years, to wit: from the close of one Annual Meeting of the Society until the close of the third successive Annual Meeting of the Society, or until his successor has been elected and duly qualified.

Article SR 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 on the Division bulletin board.
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 SR VI. OFFICERS

1. The Division Chair shall have general supervision of the affairs of the Division. He shall preside, or, in the event of the refusal or inability of the Chair-Elect and the Vice-Chair, he shall appoint a substitute to preside at all meetings of the Division or of the Division Executive Committee. He shall be a member of the Committee on Classes and Divisions of the Society. He shall not be eligible for re-election within a period of five years.
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 chairship becomes permanently vacant he shall assume the title of Chair.
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.
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 Editor of The Bulletin of the Society for publication. He shall keep a full record of the correspondence 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 elected and qualified. A member so appointed shall not forfeit the privilege of election to any Division office.

Article SR VII. NOMINATIONS AND ELECTIONS

1. a. The Division Nominating Committee shall consist of three members to be nominated and elected by secret ballot at the business meeting of the Division at the time of the Annual meeting of the Society. They shall choose their own Chair. They 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.

Article SR IX. RELATIONS WITH THE SOCIETY

1. As soon as possible after each Annual Meeting of the Society, the Division Chair shall fill all vacancies of the Standing Committees 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 Trustees 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 Trustees 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 for the authorized purpose in a manner currently agreed upon by authorized representatives of the Division and the Society.

Article SR XII. COMMITTEES

1. The Standing Committees of the Division shall be as follows:

a. Rules	e. Standards
b. Membership	f. Editorial
c. Research	g. Industrial Management
d. Classification and Nomenclature	h. Education
	K. Papers and Program
2. The Committee on Rules shall consist of a Chair appointed by the incoming Division Chair. He shall serve for one year and be eligible for immediate reappointment. He shall assist the Committee on Rules of the Society as instructed on matters which may currently require Division representation.
3. The Committee on Membership shall consist of a Chair appointed by the incoming Division Chair and two members chosen by the Committee Chair. They shall serve

for one year and are eligible for immediate reappointment. It shall be the duty of this Committee to increase the membership of the Division.

4. The Committee on Research shall consist of a Chair appointed by the incoming Division Chair. He shall serve for one year and be eligible for immediate reappointment. He shall represent the Division in matters pertaining to research activities of the Division and assist in such research activities of the Society as permit of Division cooperation.
5. The Committee on Classification and Nomenclature shall consist of a Chair appointed by the incoming Division Chair. He shall serve for one year and be eligible for immediate reappointment. He shall assist the Committee on Classification and Nomenclature of the Society as instructed in matters which may currently require Division representation.
6. The Committee on Standards shall consist of a Chair appointed by the incoming Division Chair. He shall serve for one year and be eligible for immediate reappointment. He shall assist in the development of such standard specifications for materials, products, and tests as may be currently authorized by the Society or the Division.
7. The Editorial Committee shall consist of a Chair and two members, one new member being appointed each year by the incoming Division Chair for a period of three years. The senior member shall be Chair of the Committee in his final year. A retiring member shall be eligible for immediate reappointment as an incoming member.

The members of this Committee shall be anonymous except in matters pertaining to the performance of the Committee's assigned duties. It shall be the duty of this Committee to act in cooperation with the Editor of the publications of the Society and the Committee on Publications of the Society as the By-Laws and Rules of the Society may currently specify.

8. The Committee on Industrial Management shall consist of a Chair appointed by the incoming Division Chair. He shall serve for one year and be eligible for immediate reappointment. He shall assist the Committee on Industrial Management of the Society as instructed in matters which may currently require Division representation.
9. The Committee on Education shall consist of a Chair appointed by the incoming Division Chair. He shall serve for one year and be eligible for immediate reappointment. He shall assist the Committee on Ceramic Education of the Society as instructed in matters which may currently require Division representation.
12. The Committee on Papers and Program shall consist of the Division Chair-Elect, as Committee Chair, and two other members chosen by him. They shall serve one year. It shall be the duty of this Committee to solicit technical papers and arrange the program of technical meetings of the Division.

17. Any temporary Division Committee authorized by the Division shall be appointed by the Division Chair for one year. A temporary Committee may be reauthorized by the Division and its members shall be eligible to immediate reappointment.
18. The Chair of the Committee on Rules, Research, Classification and Nomenclature, Standards, Industrial Management, or Education may request assistants who on approval of the Division Executive Committee shall be chosen by the Committee Chair.
19. 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 SR XV. AMENDMENTS

1. Amendment to these Division Rules may be proposed by 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.

Article SR XVI. AWARDS

1. Structural Clay Products Division Best Presentation Award
2. The Structural Clay Products Division's Executive Committee shall serve as the Best Presentation Award Committee. It shall be the duty of this Committee to review presentations given at the Annual Meeting and to determine a winner for the award.
3. The Award shall be a plaque containing a citation of achievement on which the Award is based and shall be funded from the Structural Clay Products Division funds.
4. It is the responsibility of the Division's Vice-chair to present the award to the winner at the banquet during the next Structural Clay Products Division-Southwest Section-National Brick Research Center meeting and to notify the Society of the awardee's name so that announcements may be made in Society publications.