

RULES OF THE REFRACTORY CERAMICS DIVISION
OF
THE AMERICAN CERAMIC SOCIETY

ARTICLE R-I. NAME

By written ballot in 1989 the name of this Division of The American Ceramic Society was changed to The Refractory Ceramics Division.

ARTICLE R-II. PURPOSE

The purpose of this Division is to stimulate the growth and activities of the Society in the refractories branch of the arts and sciences of ceramics by means of meetings for the reading and discussions of professional papers pertinent to the purposes of the Division and by such other activities as may be approved by the Board of Directors of the Society, including support, through both the Division and the Society, of the biennial UNITECR Conference.

ARTICLE R-III. MEMBERSHIP

1. The voting members of this Division shall consist of all members of the Society, except Student Members, or as currently specified by ARTICLE III-4 of the Society's Constitution, who have enrolled in the Division by so instructing the Executive Director of the Society.
2. All voting members of this Division shall be entitled to hold office, or as currently specified in ARTICLE II-5 of the Society's Constitution.

ARTICLE R-IV. OFFICERS

1. The officers of this Division shall be a **Chair**, **Vice Chair**, and a **Secretary**. They shall be voting members of the Division.
2. The term of office of each officer shall be one year, to wit: from the close of one Annual Meeting of the Society to the close of the next Annual Meeting, or until his successor is duly elected and qualified.
3. **The Division Chair** shall have general supervision of the affairs of the Division. The Division Chair functions as Chair of the Executive Committee of the Division and shall preside, or shall appoint a substitute to preside, at all meetings of the Division or of the Division Executive Committee. The Chair shall complete the appointment of the Division Committees. The Chair shall also appoint the Editor of the Refractories Hot Line and the Division Webmaster. The Chair shall appoint, with the approval of the Division Executive

Committee, and for the duration of his own term of office, a Chair to any temporary committee created by the Division Executive committee, and a Division representative to any committee of the Society requiring such representation. The Chair shall be responsible for the editorial content of any publication of the Division. The Chair shall not be eligible for re-election within a period of five years.

4. 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 to perform them.

5. **The Secretary** shall keep minutes of all Division business meetings and, after approval by the Division Executive Committee, promptly file a report of a meeting with the Society for publication and shall keep a full record of the correspondence of the Division. **The Secretary** shall issue minutes of Executive Committee Meetings on a timely basis to the members of the Executive Committee.

ARTICLE R-V. GOVERNMENT

1. The affairs of the Division shall be managed by an **Executive Committee** consisting of the **Chair, the Vice Chair, the Secretary, the Councilor, the Retiring Chair, and the Chair of the Programs and Meetings Committee**. The Chair of the Division shall be Chair of the Executive Committee.

2. At the time of assuming office, the Executive Committee of the Division shall appoint a Committee on Programs and Meetings, to consist of five members. One of those selected shall be designated as Chair and become a member of the Division Executive Committee. See Article IX Subsection 5.

3. At the time of assuming office, the Executive Committee of the Division shall appoint a Division Nominating Committee, to consist of three members. See Article VI Subsection 1.

4. Any vacancies in the Division Executive Committee 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 successors are elected and qualified. A member so appointed shall not forfeit the privilege of election to any Division office. If the vacancy is that of Councilor, the appointee's name and acceptance in writing shall be promptly transmitted to the Executive Director of the Society by the Division Chair, and the new Councilor shall serve until the next Annual Meeting. The unexpired term, if any, shall be filled by election of a Councilor prior to the Annual Meeting as provided in ARTICLE R-VI, Section 4.

5. A special business meeting of the Division, when necessary, shall be arranged for by the Division Executive Committee, acting with the Board of **Directors** of the Society.

ARTICLE R-VI. NOMINATIONS AND ELECTIONS

1. The **Division Nominating Committee** shall consist of **the immediate past 3 Division Chairs**. In the event one or more of the 3 are unable to serve, the Division

Executive Committee shall appoint an appropriate substitute. The senior past chair will act as Nominating Committee chair.

2. The name of the candidate selected by the Division Nominating Committee for the offices of Chair, Vice Chair and Secretary, together with the acceptance of each candidate of his nomination, shall be forwarded to the Chair of the Division on or before August 15th.

3. The Division Nominating Committee shall submit the name of the member to the Division Executive Committee by the Fall Division Meeting of each year for it to consider in choosing the incoming member of the Committee on Programs and Meetings. Division Executive Committee shall select from this list of names its preferred candidate at the Fall Division Executive Committee meeting.

4. The Division's Councilor shall serve as the Division's special liaison with the Society's Board of Directors and function as the Division's "longer- term memory" resource. A candidate for the Councilor, selected from individuals who have held all division offices, shall be nominated during the year prior to the Annual meeting of the Society at which the triennial term of the current Division Councilor expires. The Division Councilor's Nominating Committee shall consist of the current division chair and the two most recent Division Councilors. In the event one or more of these individuals are unable to serve, the Division Executive Committee shall appoint an appropriate substitute.

5. The Chair of the Division shall advise the Executive Director of the Society as to the names of the nominees and certify their assent by September 1st to permit their publication in the October issue of The American Ceramic Society Bulletin.

6. Additional nominations may be made by petition bearing the signatures of 15 voting members of the Division, accompanied by the assent of each nominee, forwarded to reach the Executive Director of the Society on or before November 15th following the publication of the Divisional Nominating Committee's nominations.

ARTICLE R-VII. MEETINGS

1. Meetings of the Division shall be held for the purpose of presentation of professional papers, discussions and the conduct of appropriate business.

2. The Annual Meeting of the Division shall be held in conjunction with the Annual Meeting of the Society if the Division is meeting at that time. If the Division does not meet at the Society's Annual Meeting, the Division's Annual Meeting shall be held at its Spring Meeting. It shall be an item on the Division program, and the time of the meeting shall be conspicuously posted on the Division bulletin board.

3. Interim or special meetings of the Division may be held under the supervision of the Society following appropriate notification of the Division membership.

4. Joint meetings with other Division and Classes may be held as arranged by the Executive Committee, with the approval of the Society.

5. A quorum at any business meeting of the Division shall be 10 voting members of the

Division.

6. The Division, through the Society, shall support the biennial UNITECR Conference.

ARTICLE R-VIII. RELATIONS WITH THE SOCIETY

1. The term of office of the Councilor of the Division shall be three years, to wit: from the close of one Annual Meeting until the close of the third succeeding Annual Meeting, or until his successor is duly elected or appointed and qualified.

2. A vacancy due to in the inability, refusal or ineligibility of the Councilor to serve shall be filled as provided in Article R-V, Section 4.

3. All appointments to Society Committees currently required by Society Rules shall be made as authorized in Article IV, Section 3.

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

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

6. The provisions of the Charter, Constitution, Bylaws and Rules of the Society shall govern the procedure of all Division, but no action or obligation of a Division shall be considered an action or obligation of the Society. The previous sentence shall be imprinted on any publication issued by the Division.

7. In the event of the dissolution of a subdivision of the Society and the discharge of its debts and settlement of its affairs, any funds and property of the subdivision remaining thereafter shall be conveyed to the Society for the general purposes of the Society in promoting the ceramic arts and sciences.

ARTICLE R-IX. COMMITTEES

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

- a. Rules (Section 3)
- b. Editorial (Section 4)
- c. Programs and Meetings (Section 5)
- d. Recognition & Awards (Section 6)

2. The Division Chair may appoint, with the approval of the Division Executive Committee, such committees and delegate to them such powers as he may deem proper, subject to the Rules of the Society and the Rules of the Division.

3. The Committee on Rules shall consist of a Chair who shall be appointed by the

Division Chair for the duration of his own term of office and be eligible for re-appointment. It shall be the duty of this Committee to handle all problems relative to the Division Rules. Any changes in the Rules recommended by the Committee should be placed before the Division in the manner established by Article R-X.

4. The Editorial Committee shall consist of the Associate Editors of the Journal of The American Ceramic Society and The American Ceramic Society Bulletin who deal with subject matter of particular interest to the Division. These Associate Editors shall enlist volunteers to review papers submitted for publication in the Journal of The American Ceramic Society or The American Ceramic Society Bulletin which are referred to them by the respective editors of these journals. The Associate Editors shall recommend as to the publication, the revision of the paper prior to publication, the appropriate journal for publication, and other pertinent matters. Reviewers shall be anonymous except in matters pertaining to the performance of their assigned duties. One of the Associate Editors shall be appointed by the Division Chair to represent the Division as a voting member on the Committee on Editorial Advice for a 3 year term.

5. The Committee on Programs and Meetings (P&M) shall consist of five members who shall be appointed by the Executive Committee and be eligible for re-appointment. One of those selected shall be designated as Chair and he, upon acceptance of the duties involved, becomes a member of the Division Executive Committee. The Program Chair will be responsible for preparing the Division's technical program for the annual Society meeting or the Division's Spring Meeting during the year in which he serves as Program Chair. He shall also represent the Division on the Society P&M Committee and shall attend Society P&M meetings (or designate a suitable alternate to attend).

The Committee shall serve for a period of one year. It shall be the duty of this Committee to solicit technical papers, arrange the program of technical meetings of the Division, and to coordinate the presentation of papers. The Committee should consist of members representing producers, consumers, suppliers and educators.

The technical and social program for Division Fall meetings (when they are held) will be the responsibility of a designated member of the Division P&M committee appointed by the Division Chair.

6. The Committee on Recognition and Awards:

A. Fellow Nominations.

The past 3 Division Chairs shall serve as this subcommittee. If they are unable to serve, the current Division Chair shall appoint substitutes. The subcommittee shall solicit nominations of qualified Division members for consideration as Fellows of the Society and transmit them to the Division representative of the Society Fellows Panel.

B. Allen Award.

This subcommittee shall select a biannual recipient, from the available technical literature, the technical paper on refractory ceramics which represents the highest level of technical quality, in the spirit of Dr. Alfred Allen's legacy as an

educator, technical contributor and supporter of the Division.

A subcommittee chairman shall be appointed by the Division Chair, to serve a 6-year term. If the subcommittee chair becomes unable to serve out his term, the then current Division Chair shall appoint a substitute.

The subcommittee chair is required to biennially select a 4 person review panel. This panel shall select as the biennial award recipient, from the available technical literature of the last two years, the author(s) of the technical paper on Refractory Ceramics which reflects the highest level of technical quality, in the spirit of Mr. Alfred W. Allen's legacy as an educator, technical contributor and supporter of the Division. Should any of the review panel members become inactive for any reason, the subcommittee chair shall immediately appoint a replacement.

The subcommittee chair will organize the selection and balloting process but will be a non-voting member of the review panel. Special efforts should be made by the subcommittee chair to assure that USA source papers be an important part of the review process. The subcommittee chair shall, at his discretion, eliminate candidate papers from the balloting process if it is clear that the authors would be unable to attend the award presentation ceremony.

The subcommittee chair is responsible for assuring that the review and balloting process proceeds on a timely basis, so the winning paper has been selected at least 4 months before the biennial Fall Division Meeting.

This will assure that adequate publicity for the award can be generated, and that the award recipient(s) will have adequate notice to attend the presentation ceremony.

The Allen Award is to be presented at the biennial Fall Division Meeting, unless special circumstances dictate otherwise.

7. The Division Executive Committee shall appoint one member every other year to a four member UNITECR Committee, to serve on the International Executive Board of UNITECR. These 4 individuals shall serve staggered 8 calendar year terms. The senior member (least time remaining on his 8 year term) shall serve as Chair and as voting member on the UNITECR IEB. Duties and responsibilities of this committee shall be as determined by the Division's and Society's involvement in the biennial UNITECR meetings.

ARTICLE R-X. AMENDMENTS

1. These Rules may be amended by a two-thirds majority vote of those voting by mailed letter ballot.

2. Amendments which are not inconsistent with the Constitution, Bylaws, Rules, and Procedures Manual of the Society may be proposed and accepted for letter balloting by the voting members of the Division.

a. At any regular business meeting of the Division by a majority vote of voting members present at that meeting.

b. By a petition signed by 15 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 Parliamentarian shall prepare and mail ballots to the Division members. He shall tally 30 days after the mailing the returned vote upon the proposed amendment 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 amendments, whichever is the later date.

RCD Rules Approved by Vote (10/2007)