

# The American Ceramic Society

## PROCEDURES MANUAL



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	<b>Page</b>
<b>I. GENERAL</b>	
<b>A. PURPOSE</b>	4
<b>B. OFFICERS</b>	4
<b>C. GOVERNMENT</b>	4
<b>D. APPRECIATION AWARDS AND LETTERS</b>	5
<b>E. INDUCTION OF SOCIETY OFFICERS AND DIRECTORS</b>	5
<b>II. PUBLICATIONS COMMITTEE</b>	
<b>A. GENERAL RESPONSIBILITIES</b>	6
<b>B. BOOK PUBLISHING</b>	7
<b>C. <i>BULLETIN</i> EDITORIAL ADVISORY BOARD</b>	7
<b>III. MEETINGS COMMITTEE</b>	7
<b>IV. MEMBER SERVICES COMMITTEE</b>	8
<b>A. DIVERSITY AND INCLUSION</b>	9
<b>V. FINANCE COMMITTEE</b>	9
<b>APPENDIX: FINANCIAL GUIDELINES (TREASURY AND INVESTMENT)</b>	
<b>VI. STRATEGIC PLANNING FOR EMERGING OPPORTUNITIES COMMITTEE</b>	9
<b>VII. SELF DIRECTED COMMITTEES</b>	10
<b>A. YOUNG PROFESSIONALS NETWORK</b>	10
<b>B. HUMANITARIAN ACTIVITIES NETWORK</b>	10
<b>VIII. CLASSES</b>	11
<b>IX. DIVISIONS</b>	11
<b>X. SECTIONS</b>	12
<b>SECTION DISSOLUTION PROCEDURES</b>	12
<b>XI. INTERNATIONAL CHAPTERS</b>	13
<b>XII. SOCIETY FUNDS</b>	
<b>A. RESTRICTED FUNDS</b>	14
1. DOMINICK LABINO FUND	14
2. W. DAVID KINGERY AWARD ENDOWMENT FUND	14
3. SPRIGGS PHASE EQUILIBRIA AWARD ENDOWMENT FUND	14
4. PHASE EQUILIBRIA PROGRAM FUND	14
5. VARSHNEYA FRONTIERS OF GLASS LECTURES FUND	14
6. DU-CO CERAMICS STUDENT LEADERSHIP FUND	15
7. DU-CO CERAMICS YOUNG PROFESSIONAL AWARD FUND	15
8. CLAYART FUND	15
9. FULRATH AWARDS FUND	15
10. NAVROTSKY AWARD FOR EXPERIMENTAL THERMODYNAMICS OF SOLIDS FUND	15
11. SHUNPEI YAMAZAKI – SEL TRAVEL GRANT FUND	15
12. THEODORE H. CHURCH FOUNDATION FUND	15
13. RISHI RAJ MEDAL AWARD FUND	16
<b>B. UNRESTRICTED FUNDS</b>	
1. RESERVE FUND	16
2. ICG FUND	16
3. UNITECR FUND	16
4. YOUNG PROFESSIONAL NETWORK FUND	16
5. GEIJSBEEK, SAMUEL PACRIM INTERNATIONAL AWARD	17
6. LEWIS C. HOFFMAN	17
7. NORBERT J. KREIDL	17
8. GEORGE MOREY FUND	17

9. JOHN E. MARQUIS	17
10. RUSTUM ROY FRONTIERS OF SCIENCE & SOCIETY LECTURE	17
11. ALFRED R. COOPER SESSION AND AWARDS FUND	17
12. ECD JUBILEE FUND	18
13. GLOBAL DISTINGUISHED DOCTORAL DISSERTATION AWARD / MORGAN MEDAL	18
14. L. DAVID PYE LIFETIME ACHIEVEMENT AWARD	18
<b>XIII. SOCIETY AWARDS</b>	
<b>GENERAL GUIDELINES FOR SOCIETY AWARD COMMITTEES</b>	<b>18</b>
A. DISTINGUISHED LIFE MEMBERSHIP	19
B. FELLOWS	19
C. ORTON MEMORIAL LECTURE	20
D. ROSS COFFIN PURDY AWARD	20
E. JOHN JEPSON AWARD	21
F. P.A.C.E. - KARL SCHWARTZWALDER PROFESSIONAL ACHIEVEMENT CERAMIC ENGINEERING AWARD	21
G. ROBERT L. COBLE AWARD FOR YOUNG SCHOLARS	22
H. RUSTUM ROY FRONTIERS OF SCIENCE & SOCIETY LECTURE	22
I. W. DAVID KINGERY AWARD	22
J. RICHARD M. FULRATH AWARDS	22
K. SPRIGGS PHASE EQUILIBRIA AWARD	23
L. CORPORATE ENVIRONMENTAL ACHIEVEMENT AWARD	23
M. CORPORATE TECHNICAL ACHIEVEMENT AWARD	23
N. DARSHANA AND ARUN VARSHNEYA FRONTIERS OF GLASS LECTURES	23
O. DU-CO CERAMICS YOUNG PROFESSIONAL AWARD	24
P. MEDAL FOR LEADERSHIP IN THE ADVANCEMENT OF CERAMIC TECHNOLOGY	24
Q. GEIJSBEEK PACRIM INTERNATIONAL AWARD	25
R. GLOBAL DISTINGUISHED DOCTORAL DISSERTATION AWARD/MORGAN MEDAL	25
S. NAVROTSKY AWARD FOR EXPERIMENTAL THERMODYNAMICS OF SOLIDS	26
T. GLOBAL AMBASSADOR AWARD	27
<b>APPENDICES</b>	
<b>APPENDIX 1: WHISTLEBLOWER POLICY AND PROCEDURES</b>	
<b>APPENDIX 2: RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY AND PROCEDURES</b>	
<b>APPENDIX 3: ANTI-HARASSMENT POLICY</b>	
<b>APPENDIX 4: TREASURY GUIDELINES</b>	
<b>APPENDIX 5: INVESTMENT GUIDELINES</b>	
<b>APPENDIX 6: ENDOWMENT POLICIES</b>	
<b>APPENDIX 7: GIFT ACCEPTANCE POLICY</b>	
<b>APPENDIX 8: CODE OF CONDUCT</b>	

## **I. GENERAL**

### **A. PURPOSE**

The SOCIETY is formed to promote the arts and sciences connected with ceramics. Other organizations and individuals also perform actions which promote the arts and sciences connected with ceramics, and it may in certain cases be appropriate for the SOCIETY to endorse those actions or to honor an organization or individual.

### **B. OFFICERS**

1. The Executive Director has overall executive responsibility for all business aspects of the publications of the SOCIETY. The Executive Director/Publisher's responsibilities cover the areas of circulation and sales, Editorial work, advertising sales and promotion, production, development and finance, including responsibility for the Phase Equilibria Fund and other specific publication funds as may be established. The Executive Director/Publisher's duties also include budgeting and financial planning, and the preparation of reports on the business operations of the SOCIETY'S publications to the Board of Directors. Guided by the policies of the SOCIETY, and the advice of the Board of Directors and the Committee on Publications, the Executive Director/Publisher establishes and maintains the standards of quality of all publications. The Executive Director/Publisher will be assisted significantly and substantially in these matters by the principal staff to whom the Executive Director/Publisher provides overall supervision.
2. Expenses of the following Officers to attend specific meetings are reimbursable by the SOCIETY:
  - a. The President's expenses are reimbursable for attendance at the Board of Directors meetings, Executive Committee meetings, the Annual Meeting, Divisional meetings, Sectional meetings, and any meeting where the President's attendance is invited. The expenses of the President's companion at the Annual Meeting and other meetings as specified in the budget are also reimbursable. The combined expenses of the President and companion during the term of office are limited to an amount to be established annually in the budget.
  - b. The President-elect's expenses are reimbursable by the SOCIETY for attendance at the Board of Directors meetings, Executive Committee meetings, the Annual Meeting, and at special assignments given by the President. Expenses of the President-elect's companion at the Annual Meeting at which the President-elect takes office as President are also reimbursable. The combined expenses of the President-elect and companion during the term of office are limited to an amount to be established annually in the budget.
  - c. The Immediate Past President, Treasurer and Parliamentarian expenses are reimbursable by the SOCIETY for attendance at the Board of Directors meetings, the Executive Committee meetings, the Annual Meeting, and at special assignments given by the President. The limit on the expenses of the Immediate Past President, Treasurer and Parliamentarian shall be established annually in the budget.
  - d. Members of the Board of Directors – other than the President, President-elect, Immediate Past President, Treasurer and Parliamentarian, whose expenses are covered as above – and other key individuals, may be granted travel funds by the SOCIETY to participate in Board specific activities. A budget will be made available each year. Requests for such funds must be made in advance on forms available from SOCIETY headquarters and submitted for approval to the Executive Director.
  - e. In addition, a yearly travel budget will be made available for the use of committee members, task groups, and other key volunteers to meet at locations other than technical meetings of the SOCIETY. This fund will be allocated on a first-come, first-serve basis. A maximum of \$500/individual/year will be allowed. Requests for such funds must be made in advance on forms available from SOCIETY headquarters. Completed forms should be submitted for approval to the Executive Director.
  - f. A listing, with receipts where appropriate, of all expenses are to be forwarded to, and kept by, the SOCIETY for accounting purposes. All expenses shall be reasonable but appropriate for the office. The use of funds will be monitored by the Executive Committee for appropriateness and consistency.

### **C. GOVERNMENT**

1. The Executive Committee of the Board of Directors of The American Ceramic Society shall have the following responsibilities:
  - a. Review and propose modifications to the Strategic Plan.
  - b. Monitor the operations of the SOCIETY for consistency with the Mission and Goals of the Strategic Plan of the SOCIETY by: tracking the strategies developed to carry out the Strategic Plan; reviewing annual operations planning for consistency with the Strategic Plan within budgetary constraints; reporting to the Board of Directors annually on the progress of the SOCIETY operations relative to the Mission and Goals of the Strategic Plan; and recommending to the Board of Directors actions needed to ensure that the Strategic Plan is current and that the operations of the SOCIETY are consistent with the Strategic Plan.
  - c. Review Board of Directors meeting agendas and assure that concise information and sufficient data are available for needed Board of Directors decisions.

- d. Review new opportunities for SOCIETY relevance and enhancement and form plans of action for decision by the Board of Directors.
- e. For the purpose of fulfilling the responsibility of meeting four times per year, the Executive Committee may include those meetings held by teleconference.
2. The Executive Director/Publisher shall appoint technical editors for the Journal of The American Ceramic Society after consultation with the Committee on Publications subject to approval by the Board of Directors.
3. For the purpose of defining whether a vote has met the required majority level, abstentions (blank votes) shall not be considered votes cast and shall not be used in the calculation. Absentee voting by members of the Board of Directors, by proxy, is prohibited.
4. a. The Parliamentarian shall attend all meetings of the Board of Directors and by invitation of the President, the Executive Committee to advise on questions involving the Constitution, By-Laws, Procedures and parliamentary procedure.  
b. Perform such duties as required by the Board of Directors relating to interpretation or amendment of the Constitution, By-Laws, or Procedures of the SOCIETY.  
c. Keep on file an authentic copy of: 1) The Charter of the SOCIETY, 2) The Constitution of the SOCIETY, and 3) The By-Laws of the SOCIETY.  
d. Report to the Board of Directors, through the President, any cases of conflict between the rules of the Classes, Divisions, Sections, or Student Branches/Chapters and the Constitution, By-Laws, or Procedures of the SOCIETY.  
e. Prepare amendments to the Constitution, By-Laws, and Procedures of the SOCIETY when requested to do so by the Board of Directors, and perform such other duties as the Board of Directors may properly assign.
5. To keep the Board of Directors apprised of student activities and to recognize the importance of students to the SOCIETY, the Chair of the President's Council of Student Advisors (PCSA) or a designee chosen by the Chair of the PCSA shall be a non-voting member of the Board of Directors.

#### **D. APPRECIATION OF AWARDS AND LETTERS**

1. The retiring President shall be presented a certificate by the newly-installed President. The SOCIETY shall also present to the retiring Treasurer (when appropriate) a certificate of service. These shall be presented by the retiring President as part of the banquet program or of the annual business meeting agenda.
2. The President of the SOCIETY or a representative shall present the certificate to the retiring division chair at the banquet of the division meeting. If there is no division meeting banquet, the certificate shall be presented at the annual business meeting of the division, or at an appropriate time and place.
3. The award for retiring section chairs shall be made by the SOCIETY President or a representative at a meeting of the Section, at the Section Officers Luncheon at the time of the Annual Meeting, or by the Section Counselor at a section meeting, if other times prove not feasible.
4. Upon specific recommendation of the committee chair, or at the discretion of the SOCIETY President, the President shall send a letter of appreciation, to worthy retiring members of SOCIETY committees. Where the letter is recommended by the committee chair, the chair shall cite specifics which will enable the President to write a meaningful, non-form letter. Where, in some instances, an individual retires from more than one committee in the same year, all shall be covered in one letter.
5. Where an individual is singled out for long and honorable service, or other merit not covered by existing awards, a typed or printed resolution, signed by the President and the Executive Director, shall be presented. The sponsoring agency within the SOCIETY shall be responsible for providing the necessary information for wording such a resolution. In exceptional cases, this resolution may be entered into the Minutes of the Board of Directors.

#### **E. INDUCTION OF SOCIETY OFFICERS AND DIRECTORS**

The newly-elected President, President-elect, Treasurer (every second year), and Directors shall be inducted into office during the Annual Meeting next succeeding their election with the following ritual, and shall be required to take the following oath:

Installing Officer: "Ladies and Gentlemen, you are about to be inducted as Officers of The American Ceramic Society. You have been selected in a legal manner to set the policies and guide the operations of this SOCIETY. It is a matter of international importance that the affairs of this scientific and educational organization of the ceramic field be conducted well.

"Do you now in assuming direction of this serious group of scientists, engineers, technologists, designers, artists, and industrialists accept your respective offices as a challenge to your creative leadership? "Officers Elect: "I do."

Installing Officer: "By virtue of the authority invested in me, I declare you the duly qualified elected Officers of The American Ceramic Society."

## II. PUBLICATIONS COMMITTEE

### A. GENERAL RESPONSIBILITIES OF THE COMMITTEE

1. The Committee on Publications shall:
  - a. Recommend to the Board of Directors the formats, contents, and policies for the publications of the SOCIETY.
  - b. Recommend to the Board of Directors, in cooperation with the Executive Committee, subscription rates, prices, for the SOCIETY's publications.
  - c. Be responsible, through the Executive Director/Publisher for the technical acceptance of the printed contents of the publications of the SOCIETY. For the Journal of The American Ceramic Society this responsibility shall be exercised through the Journal Editors.
  - d. Submit to the Board of Directors a semi-annual report covering the activities and recommendations of the Committee.
  - e. Maintain written procedures regarding organization, scope, pricing, review, and other matters relating to SOCIETY publications. These will be furnished to members and authors on request and to the Board of Directors annually.
  - f. Determine and implement, in coordination with SOCIETY staff, the types of electronic communications deemed necessary to further the technical information generation and exchange function of the SOCIETY.
  - g. Coordinate with and advise SOCIETY staff regarding the development of electronic publishing within the SOCIETY.
  - h. Act in an advisory capacity to the Board of Directors on matters pertaining to the advertising direction.
  - i. Serve as an editorial advisory group to the staff Publications Department, recommending special editorial topics or special issues with a manufacturing focus; as delineated in the SOCIETY's Strategic Plan.
  - j. Function as good will ambassadors with selected advertising accounts with the objective to encourage participation in SOCIETY advertising.
  - k. Advise the Publications Staff on the appropriateness of advertising copy for SOCIETY publications. The Executive Director/Publisher, at the Executive Director/Publisher's option, may submit proposed advertising copy to the committee prior to publication of said copy. The Chair may recommend action on the advertising copy to the Executive Director/Publisher.
  - l. Conduct any other duties as directed by the Board of Directors.
  - m. The chair of the Publications committee shall also serve as an ex officio member on the Strategic Planning for Emerging Opportunities committee.
2. The regular publications of the SOCIETY shall be:
  - a. American Ceramic SOCIETY Bulletin
  - b. Journal of the American Ceramic SOCIETY,
  - c. International Journal of Applied Ceramic Technology
  - d. International Journal of Applied Glass Technology
  - e. International Journal of Ceramic Engineering and Science
  - f. ceramicSOURCE
  - g. Ceramics Monthly
  - h. Pottery Making Illustrated
  - i. The American Ceramic Society-Wiley Book Program
  - j. Ceramic Transaction Proceeding Series
  - k. Phase Equilibria Diagrams
  - l. Internet publications of the SOCIETY
3. For the purpose of notifying By-Law changes to the SOCIETY membership, as directed in Constitution Article XIV. By-Laws and Procedures, only the Bulletin or the Internet publications of the SOCIETY shall be regular publications of choice.
4. All papers and Editorials shall be published with their respective authors' names, and all statements therein contained are statements of individual opinion and the SOCIETY accepts no responsibility for them.
5. The acceptance of an author's paper, though modified by the SOCIETY's agencies as described above, shall not imply the acceptance or responsibility of opinions and conclusions. The author alone is responsible for those opinions and conclusions. Any paper, discussion, or writing not considered suitable for publication by the SOCIETY will be returned to the author for free use elsewhere.
6. The Executive Director shall have custody of all publications of the SOCIETY, shall keep them safely stored and insured.
7. The Executive Director/Publisher is responsible for the technical content of the publications of The American Ceramic Society. In carrying out this responsibility the Executive Director/Publisher, who works with the Editorial staff, the Editorial review committees and the authors to assure the timely production of quality publications. Editorial policy is recommended by the Committee on Publications, is determined by the Board of Directors, and is implemented by the Society Executive Director/Publisher.
8. All technical publications of the SOCIETY shall be reviewed, before publication, for technical accuracy under the general supervision of the Executive Director/Publisher who may delegate specific

responsibilities, provided that these assignments are consistent with the Rules and Publication Procedures. All Journal and Communications Papers shall be peer reviewed through the Journal Editors under the overall supervision of the Executive Director/Publisher. Feature Articles and other items in the Bulletin shall be published after review by the Bulletin Editor under the general supervision of the Executive Director/Publisher. Papers in other periodicals and books published by the SOCIETY shall be reviewed under the direction of the volume editor or other person assigned by the Executive Director/Publisher.

9. Statements of opinion on issues relevant to the purposes of the SOCIETY and related interests of its members may be published on the Bulletin as Letters to the Editor. The Executive Director/Publisher reserves the right to reject statements if they are deemed inconsistent with the purposes and editorial standards of the SOCIETY. Conditions regarding the Letters to the Editor shall be stated in the Publications Procedures.
10. The Executive Director, after considering the advice of the Director of Publications and the Chair of the Publications Committee, shall appoint an editor-in-chief (EIC) of each ACerS journal. The standard term for an EIC is five years with the potential of a second five-year term. Each of the EICs will advise the Publications Committee on policy and editorial matters and will participate in business meetings with ACerS commercial publishing partner. The EICs shall independently advise broadly on matters relating to the quality and health of the SOCIETY's publications when such advice is appropriate especially for the Director of Publications, the Chair of the Publications Committee and the Executive Director of The American Ceramic Society. Each EIC's decision regarding disposition of papers submitted to his/her specific journal shall be final save when an author formally requests the Publication Committee to review a decision. In the latter case, the Publication Committee shall consider the views of both the author and the EIC and make a final decision.

#### **B. BOOK PUBLISHING SUB-COMMITTEE**

1. The responsibilities of the Book Publishing Sub-Committee shall be:
  - a. Ensure quality and define, establish and maintain editorial direction.
  - b. Identify topics for specific series.
  - c. Identify members with rich expertise in ceramics or glass with corresponding viable book and database projects.
  - d. Evaluate and identify market opportunities and needs.
  - e. Participate in an annual meeting, hosted by Wiley, for strategic planning and analysis of sales activities.
  - f. Evaluate previous years' sales and identify trends.

#### **C. BULLETIN EDITORIAL ADVISORY BOARD**

1. The *Bulletin* Editorial Advisory Board shall provide guidance and counsel to the Executive Director and Bulletin Editor for the purpose of ensuring that the Bulletin reports the most relevant, accurate and vital information on ceramics and glass. Examples of the type of counsel and assistance that can guide and assure effective print and on-line versions of the Bulletin, include:
  - a. Advice on current scientific, engineering and business issues and advances.
  - b. Advice on public policy affecting the field.
  - c. Recommendations of editorial themes and content for the annual editorial calendar.
  - d. Suggestions for topics, story ideas, contributors and other material.
  - e. Review comments on specific articles.
  - f. Critique of published issues and content.
  - g. Recommendations for future appointees to this Bulletin Editorial Advisory Board.
2. The *Bulletin* Editorial Advisory Board shall report administratively to the Executive Director (or designee), who shall convene meetings of the Bulletin Editorial Advisory Board no less frequently than once a year in person and quarterly by telephone conference. Meetings should be scheduled at times and places that will be convenient to the majority of members, such as at scheduled SOCIETY technical meetings. *Bulletin* Editorial Advisory Board members shall interface directly with the Bulletin Editor regarding advice and assistance with issue content, including deadlines for meeting publication schedules. The *Bulletin* Editor shall attend *Bulletin* Editorial Advisory Board meetings and serve as meeting recorder.

### **III. MEETINGS COMMITTEE**

#### **GENERAL RESPONSIBILITIES OF THE COMMITTEE**

1. The Committee shall be principally responsible for the generation and organization of the technical programs at the Annual Meeting of the SOCIETY. The Meetings Committee is responsible for review and making recommendations regarding all meetings of the SOCIETY. It shall provide such advice and assistance in the planning of the regional group meetings as may be desired by the Sections and such guidance as is necessary in the planning and arrangements for concurrent, joint or cosponsored meetings with Divisions and/or Classes or with organizations outside the SOCIETY.

2. The program chairs of the Classes, Divisions and regional groups have the responsibility of preparing the technical program for their Class or Division, as long as the topics are in conformance with the Charter and Constitution of the SOCIETY.
3. The Committee, in cooperation with the program chairs of the Classes and Divisions, may plan and schedule joint sessions and symposia on subjects of multidivisional or general interest. It may secure assistance of persons who are particularly knowledgeable in the specific subject areas concerned.
4. The Committee may, in order to facilitate the orderly planning and organization of the meetings, require the submission prior to the meeting of summaries or texts of papers at dates suitable for the purpose.
5. The Committee will maintain close liaison with the BOD, both through regular reports and by meeting with the BOD during a special session at one of the BOD meetings.
6. The Committee will work with SOCIETY staff to coordinate SOCIETY activities with regard to future Workshops, Exhibitions, and Annual, Focused & End-user meetings. To this end, the Committee will meet at least twice a year to formulate and discuss activities, once at the Annual Meeting and a second time in association with another BOD meeting.
7. In coordination with staff, the Committee shall provide for training of volunteer meeting organizers.
8. The chair of the Meetings committee shall also serve as an ex officio member on the Strategic Planning for Emerging Opportunities committee.
9. Sections acting in concert in regional meetings may organize their own programs. They are expected to consult with the Committee on Meetings and the Executive Director in order to avoid scheduling of subject matter not falling within the scope of the SOCIETY.
10. With the written permission of the Executive Director, Divisions may cosponsor meetings of other organizations when such meetings advance the purpose of the SOCIETY and involve no financial obligation or legal liability to the SOCIETY. The Division shall make a written disclaimer of financial obligation or legal liability as part of its agreement to serve as a cosponsor.
11. ENDORSEMENT OF MEETINGS  
The SOCIETY will endorse meetings of other societies and other organizations if:
  - a. the endorsed meeting supports the purpose of the SOCIETY, and
  - b. serves the informational and educational needs of the membership of the SOCIETY.
12. The chair of the Meetings Committee and Executive Director will be responsible for the approval process.

#### **IV. MEMBER SERVICES COMMITTEE**

##### **A. GENERAL RESPONSIBILITIES OF THE COMMITTEE**

There are eight principal members, two appointed each year by the Nominating Committee subject to approval by the Board of Directors, to a four-year term. The responsibilities are as follows:

1. New issue development and strategic planning.
2. Responsible for surveying the needs of the members through surveys, focus groups and any other appropriate means.
3. The chair of the Member Services committee shall also serve as an ex officio member on the Strategic Planning for Emerging Opportunities committee and as a member on the Du-Co Ceramics Young Professional Award selection committee.
4. The Executive Director shall promptly advise all applicants for membership in the SOCIETY of the disposition of their applications. Where election by the Board of Directors is not required by the Constitution, By-Laws, or Procedures of the SOCIETY, and the Executive Director believes the applicant not worthy of admission to membership, the Executive Director shall refer the application to the Board of Directors for final decision. The method of electing applicants to the several grades of membership shall be as follows:
  - a. Election of Distinguished Life Members shall be as provided in the By-Laws.
  - b. Election of Honorary Members shall be as provided below. Conferring of the grade of Honorary Member shall be made in person at the earliest Annual Meeting the candidate can attend unless the candidate has a compelling reason, acceptable to the President, for not being present.
    - i) A maximum of two Honorary Members may be elected annually unless the number of living Honorary Members be twenty or less. In that event, three Honorary Members may be elected annually.
    - ii) The Board shall consider candidates from petitions received from SOCIETY members or Board Members
    - iii) Election shall be by secret ballot from among those recommended to the Board by a two-thirds affirmative vote of votes cast at a Board of Directors Meeting.
    - iv) Travel expenses of the Honorary Member may be paid to attend the meeting at which the honor is bestowed. Reimbursement will be consistent with SOCIETY guidelines for such travel expense.
  - c. The Executive Director shall annually automatically transfer all Fellows and Members to Emeritus status who have reached their 65th birthday and have been members of the SOCIETY continuously for at least 35 years. The Executive Director shall so notify them, and an appropriate new membership certificate will be presented to them.



- d. The Executive Director shall annually automatically transfer all Student Members who no longer qualify as such to grade of Associate Member.
  - e. The Executive Director shall annually automatically transfer all Associate Members who have been in that grade for two years to the grade of Member.
  - f. Any member may petition the Board of Directors through the Executive Director to admit a group to the grade of Electronic Membership.
5. Student Members shall be managed by the 'Material Advantage Program' as defined in the written joint agreement executed among The American Ceramic Society, ASM International, TMS, AIST, and, possibly, other materials societies.
  6. Any member of the SOCIETY may opt to be a member of the Section or International Chapter in their geographical area without the payment of further dues. Members who reside in areas not currently served by a Section may opt to become a member of a Section outside of their geographical area.
  7. Membership certificates signed by the President and the Executive Director shall be issued to Distinguished Life Members, Honorary Members and Fellows at the annual meeting next succeeding their election.
  8. The Board of Directors may introduce non-voting grades of membership by consideration of a proposal distributed to all Board members at least 30 days before the proposed adoption of such non-voting grade of membership and may be adopted by a two-thirds affirmative vote of the Board. The currently approved grades of non-voting membership are as follows:
    - a. **Honorary Members** shall be persons who have been non-members of the SOCIETY for at least the previous five years prior to consideration for Honorary Membership and who because of their achievements in the ceramic arts and sciences are elected to such membership by the Board of Directors. Honorary Members cannot hold office or vote on matters affecting the SOCIETY and are excused from the payment of SOCIETY annual dues and meeting registration fees.
    - b. Bona fide university and college students, interested in the ceramic arts and sciences, and enrolled for at least 10 hours per week, may apply for the grade of **Student Member**.
    - c. The grade of **Electronic Membership** shall be granted by specific authorization of the Board of Directors to groups whose membership affiliation with the SOCIETY are deemed to be in the interest of the SOCIETY and who would not otherwise be able to or choose to pay the regular member dues. The dues rate and member benefits for each group shall be set by action of the Board of Directors.

## **B. DIVERSITY AND INCLUSION SUB-COMMITTEE**

1. The purposes of the Diversity and Inclusion Sub-Committee include:
  - a. Provide a home for those interested in advancing diversity and inclusion within the SOCIETY.
  - b. Garner greater engagement in the SOCIETY from underrepresented groups.
  - c. Consider ideas and suggestions brought to the Sub-Committee by the Multi-Society Diversity Council, the SOCIETY Board of Directors, the SOCIETY staff, or any SOCIETY member.
  - d. Propose ideas for improvement to the ACerS Board and/or the Multi-Society Diversity Council.
  - e. Work with ACerS staff to carry out approved changes and new activities/undertakings.
  - f. Recommend to the SOCIETY President-Elect future appointees to this Diversity and Inclusion Sub-Committee.
2. The Diversity and Inclusion Sub-Committee shall meet no less frequently than once a year in person and at other times by telephone conference as needed. Meetings should be scheduled by the Chair at times and places that will be convenient to the majority of members, such as at scheduled SOCIETY technical meetings.
3. The Diversity and Inclusion Sub-Committee shall submit an annual report of its activities to the Chair of the Committee on Member Services for inclusion in that Committee's annual report to the Board of Directors.

## **V. FINANCE COMMITTEE**

- A. The Finance Committee shall act in an advisory capacity to the Board of Directors in all financial matters as set forth in the Procedures.
- B. The Finance Committee shall perform such duties as requested by the Board of Directors relating to audits and reviews of the SOCIETY accounts.
- C. The Finance Committee shall review annually, prior to the Annual Meeting, the prior year's Balance Sheet of the SOCIETY and make recommendations to the Board of Directors on moneys to be transferred from Operations to the Reserve Fund. This recommendation shall be consistent with the Long-Range Plan of the SOCIETY.
- D. The Finance Committee shall maintain Board approved Financial Guidelines (Treasury and Investment) documented in Appendix 4&5.

## **VI. STRATEGIC PLANNING FOR EMERGING OPPORTUNITIES COMMITTEE**

- A. The responsibilities of Committee on Strategic Planning for Emerging Opportunities shall be to develop strategic and long-range plan for the SOCIETY, to review and recommend proposed meeting models and strategic alliances and affiliations, and to review emerging opportunities and recommend these and other

topics to the Sub-Committees of the Committee on Meetings for incorporation into planned meetings, to the Publications Committee for topical publications, and to the Member Services Committee for new membership opportunities. The Committee on Strategic Planning for Emerging Opportunities shall also establish procedures and infrastructure requirements necessary for any member to propose and, if approved, lead programs on emerging opportunities, and establish the SOCIETY as a leading resource in these areas.

- B. The Chair of the Committee on Strategic Planning for Emerging Opportunities shall report on the activities and progress of the Committee on Strategic Planning for Emerging Opportunities at the request of the President and the Board of Directors.

## VII. SELF-DIRECTED COMMITTEES

When a group of American Ceramic Society members desires to form a group or network that furthers the purposes of The American Ceramic Society but the concept does not fit any of the other types of committees, the Board of Directors shall approve the formation of a self-directed committee. A self-directed committee may choose its membership or membership may be self-selected. The leadership of a self-directed committee shall be chosen by a method defined by the committee independent of appointments approved by the Board of Directors. Any group wishing to have recognition as a SOCIETY self-directed committee may seek approval from the Board of Directors. The application for such approval should include a description of the purposes, anticipated activities, and leadership selection method. The Board of Directors reserves the right to withdraw recognition of a self-directed committee for any reason including inactivity. Approved self-directed committees along with the descriptions provided when approved shall be listed in the SOCIETY Procedures Manual.

### A. YOUNG PROFESSIONALS NETWORK

1. *Membership:* The Young Professionals Network shall be a self-directed committee consisting of:
  - a) Self-selected members who are under the age of 40. The purpose of this definition is not to limit membership or participation, but to define criteria for self-selection.
  - b) Two co-chairs who will serve as the primary points of contact for inquiries, provide overall coordination of activities in close concert with ACerS staff, and be responsible for reporting on YPN activities to the Board on at least an annual basis.
  - c) *Steering Committee:* Members who are actively engaged in identifying and executing specific activities and tasks to further the goals of the YPN.
2. *Purpose:* The YPN shall:
  - a) Provide a formal but flexible path for early-career ceramists to be active in the SOCIETY while promoting the development and visibility of future SOCIETY leaders.
  - b) Help to bridge the gap between student membership (though MA) and sustained SOCIETY involvement.
  - c) Establish a core of engaged early-career ceramists who can both advise the SOCIETY regarding relevant issues and serve as a labor pool to further the goals of the SOCIETY.
  - d) Promote interactions and networking among young professionals (YPs) and between YPs and established members from the geographic and technical breadth of the ceramics world in order to maintain and build upon the personal relationships that are the strength of the ceramics community.
  - e) Provide a mechanism for and promote collaboration with similar young professional groups in sibling Societies.
  - f) Coordinate with the Education and Professional Development Council on activities of mutual benefit.
3. *Activities:* The YPN steering committee shall define specific activities according to the necessities of YPN members and of the greater SOCIETY. Ongoing general duties of the network shall be:
  - a) Networking receptions at technical meetings
  - b) Membership drives
  - c) Increased web presence
  - d) Recognition in the form of an Emerging Leader Award
  - e) Other activities determined by the Steering Committee to be of value to young professionals and the SOCIETY.
4. *Leadership selection:*
  - a) One co-chair shall be appointed to a two-year term each year by the YPN steering committee. The appointment shall be effective at the Annual Meeting each year. Should one of these co-chairs vacate their position during their term, the same procedure will be used to fill the vacancy.
  - b) The steering committee shall be composed of those who are actively engaged in identifying and executing specific activities and tasks to further the goals of the YPN within any given year, as determined by the YPN co-chairs.

### B. HUMANITARIAN ACTIVITIES NETWORK

1. *Membership:* The Humanitarian Activities Network (HAN) shall be a self-directed committee consisting of:
  - a) Self-selected members who wish to promote Humanitarian Activities.

- b) Two co-chairs who will serve as the primary points of contact for inquiries, provide overall coordination of activities in close concert with SOCIETY staff, and be responsible for reporting on Humanitarian Activities to the Board on at least an annual basis.
- c) Steering Committee: Members who are actively engaged in identifying and executing specific activities and tasks to further the goals of the HAN. At least one member should be on the board of the Ceramic and Glass Industry Foundation (CGIF).
2. Purpose: The HAN shall:
  - a) Provide a forum for SOCIETY members interested in humanitarian activities to receive guidance, share best practices, develop collaborations, and obtain support.
  - b) Promote the important role of ceramics and the SOCIETY in improving human health and well-being through, for example, access to affordable shelter and clean water.
  - c) Provide a forum at SOCIETY meetings for education about, and promotion of, humanitarian activities.
  - d) Coordinate SOCIETY activities with similar efforts led by other professional engineering societies and non-governmental organizations.
  - e) Collaborate with the Presidential Council of Student Advisors (PCSA) to further humanitarian efforts.
  - f) Collaborate with the CGIF to cultivate donors and support humanitarian projects.
3. Activities: The HAN steering committee shall define specific activities according to the current needs. Ongoing general duties of the network shall be:
  - a) Creating programming about humanitarian activities for at least one SOCIETY meeting each year.
  - b) Develop a web site to promote successful activities, provide contact information, promote workshops and symposia, and provide guidance for members.
  - c) Coordinate with the CGIF to develop funding for projects.
  - d) Solicit and inspire proposals from SOCIETY members for humanitarian projects.
  - e) Other activities determined by the Steering Committee to further humanitarian activities.
4. Leadership selection:
  - a) One co-chair shall be appointed to a two-year term each year by the HAN steering committee. The appointment shall be effective at the Annual Meeting each year. Should one of these co-chairs vacate their position during their term, the same procedure will be used to fill the vacancy.
  - b) The steering committee shall be determined by the HAN co-chairs; at least one member should be on the CGIF board.

## VIII. CLASSES

- A. The Chair or Co-Chairs shall each year, prior to three months before the next Annual Meeting, make an annual report to the Board of Directors, through the President of the SOCIETY, covering the activities of the Class during the previous year. The report shall include number of meetings held, number of Members enrolled, and such other information as is necessary to portray the work and status of the Class.
- B. The Officers of a Class shall normally be installed at the Annual Meeting of the SOCIETY and serve for a term of one year; from the close of one Annual Meeting or for a term of more than one year to the close of the next Annual Meeting. Should the affairs of a Class make it necessary to have its Officers serve for a term of one year beginning at a time other than the close of an Annual Meeting, the Class President, Chair or Co-Chairs may state the need for deviation from normal practice and petition the Board of Directors for permission to do so. The Board of Directors may grant permission for a Class to install Officers at a time other than the Annual Meeting or for terms other than one year on a continuing basis (without subsequent annual approval) by a majority affirmative vote of the Board.

## IX. DIVISIONS

- A. The Chair shall each year, prior to three months before the next Annual Meeting, make an annual report to the Board of Directors, through the President of the SOCIETY, covering the activities of the Division during the previous year. The report shall include a financial statement for that year, number of meetings held, number of Members and Affiliate Members enrolled, and such other information as is necessary to portray the work and status of the Division.
- B. The Officers of a Division shall normally be installed at the Annual Meeting of the SOCIETY and serve for a term of one year; from the close of one Annual Meeting to the close of the next Annual Meeting. Should the affairs of a Division make it necessary to have its Officers serve for a term of one year beginning at a time other than the close of an Annual Meeting, the Division Chair may state the need for deviation from normal practice and petition the Board of Directors for permission to do so. The Board of Directors may grant permission for a Division to install Officers at a time other than the Annual Meeting on a continuing basis (without subsequent annual approval) by a majority affirmative vote of the Board.
- C. The Divisions shall make nominations for their elective offices as currently required in their respective rules. The chair of each Division shall forward at least one nomination for each office, together with the assurance of acceptance of each nominee, to the Executive Director so that they may be published in a SOCIETY Internet publication or The American Ceramic Society *Bulletin* on or before three months prior to the forthcoming Annual Meeting.

- D. Each Division will be allocated an amount specified by the Board of Directors for each regular Division member. The membership data as of August 31 will be used for the allocations to be made January 1 of the following year. A minimum of \$1,000 will be allocated for those Divisions whose membership will not total enough to reach \$1,000. The maximum Division Fund balance from SOCIETY allocated Division Funds on January 1 of any year for any Division shall be no more than twice the allocation calculated on August 31 of the previous year for that Division. These SOCIETY allocated Division Funds shall be accounted for separately from any funds raised externally by a Division and such externally raised funds shall be exempt from any imposed maxima on the SOCIETY allocated Division Funds. The Division Funds are designed to strengthen the Division's plans for programming, membership and needs of their membership. The following outlines the rules for the use of these Division Funds recognizing all allowed uses and all prohibited uses are not listed.
1. The Funds should be used in ways to support the purpose and strategic plan of ACerS.
  2. Typical uses of the Division Funds by the Divisions are:
    - a) Planning including strategic planning
    - b) Programming development including invited speakers' honoraria and expenses
    - c) Promotion activities such as newsletters, mailings, postage, & membership drives
    - d) Student member assistance
    - e) Publications
    - f) "Out of pocket" expenses of Division Officers attending non-technical meetings such as those for Division planning.
- E. Division may, with the approval of the Board of Directors of the SOCIETY assess its membership for funds or establish special funds through special symposia, solicitation, gifts, or by other means. Such funds shall be paid to the SOCIETY and, together with any moneys 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 respective Division.

## X. SECTIONS

Each Section will be allocated an amount specified by the Board of Directors for each regular Section member as of August 31 of the previous year. Sections may not accumulate Society provided funding. The maximum Section Fund balance from SOCIETY allocated Section Funds on January 1 of any year for any Section shall be no more than twice the allocation calculated on August 31 of the previous year for that Section. These SOCIETY allocated Section Funds shall be accounted for separately from any funds raised externally by a Section and such externally raised funds shall be exempt from any imposed maxima on the SOCIETY allocated Section Funds. The Section Funds are designed to strengthen the Section's plans for programming, membership and needs of their membership. The following outlines the rules for the use of these Section Funds recognizing all allowed uses and all prohibited uses are not listed.

- A. The Funds should be used in ways to support the purpose and strategic plan of ACerS.
- B. Typical uses of the Section Funds by the Sections are:
  1. Strategic planning
  2. Programming development including invited speakers' honoraria and expenses
  3. Promotion activities such as newsletters, mailings, postage, & membership drives
  4. Recruit new SOCIETY student members (GGRN and MA) or provide financial assistance to attend Section events
  5. Publications
  6. "Out of pocket" expenses of Section Officers attending non-technical meetings such as those for Section planning.
- C. Funds may not be used for:
  1. Any purpose which violates local, state or federal laws
  2. Any purpose which is prohibited by the ACerS constitution or BOD established policies
  3. Open ended obligations (Requests should be for specific amounts for specific activities)
  4. Section Officers "out of pocket" expenses attending technical meetings
- D. Funds raised by Sections from other sources (e.g., donations, award funds, past activities) will be accounted for separately and will not be subject to the above maximum. Sections that have or would like to establish scholarships and/or endowments should utilize The Ceramic and Glass Industry Foundation for management of such programs.
- E. The Board of Directors shall make the final decision on questions of conflict between the rules of a Section and the Constitution, By-Laws, or Procedures of the SOCIETY, after the Committee on Member Services, in cooperation with the Chair of the Section and the Parliamentarian, has reviewed the matter and made a recommendation thereon to the Board of Directors.

### A. SECTIONS DISSOLUTION PROCEDURES

#### Procedures to Determine if a Section Should Dissolve

1. The SOCIETY may consider the need to dissolve a Section if such request is made by the Section Chair or other Section Officer; if no members of a Section are willing to serve as Officers; if the Section membership is less than 10 active members; or if a reasonable request is made by a Section member.
2. If cause for consideration of the dissolution of a Section is found, the SOCIETY staff shall survey active Section members as well as recently inactivated Section members (within the last 12 months) to

determine if there are enough willing volunteers to fill the Officer slots and if there is a commitment to hold a minimum of two technical meetings and/or social events per year. The staff shall also contact current or most recent Section Officers to determine the date and description of the last Section function, the date and description of any future scheduled Section functions, and the Section bank information (name and address of bank, account balance, named signatories), including a copy of latest bank statement.

3. If such surveys show evidence of recent Section activity or an interest in maintaining the Section, the staff shall cooperate with Section Officers in attempts to rejuvenate the Section. If it is found that there is no record of recent Section activity, the Officer positions cannot be filled, and there is no interest in maintaining the Section, that Section shall be deemed inactive and steps shall be taken to dissolve the Section.

**B. Procedures for Sections that wish to remain active**

1. Officers should be installed in open positions.
2. Meetings or social functions need to be planned, communicated and promoted to all Section members.
3. Annual reports must be submitted to ACerS with financial, Officer, and membership details.
4. SOCIETY staff will help facilitate the merger with another section when this is requested.

**C. Procedures for Sections to be dissolved**

1. Sections that want to dissolve or are deemed inactive shall be brought to the attention of the Member Services Committee along with the survey results and the information from the Officer interviews. The Member Services Committee may then petition the Board of Directors to approve a motion to dissolve the Section.
2. The Board of Directors shall consider the petition and has the power to dissolve the Section through approval of a motion to do so.
3. Upon Board of Directors approval for dissolution of a Section, final bank account statements for the most recent 12 months (even if zero) will be submitted to SOCIETY staff Operations Director, along with a check for any remaining funds. The SOCIETY shall hold the funds for 12 months in case the Section wants to reactivate in that time. After 12 months, the funds revert to general ACerS funds (per the Constitution). The SOCIETY shall remove the Section from renewal forms, the web, membership directory, and any other places where it appears. The SOCIETY shall communicate to all Section members that their Section has been disbanded.

## **XI. INTERNATIONAL CHAPTERS**

- A. Any institution or region with at least twelve ACerS members in good standing could petition to open an International Chapter
  1. Members may be any member type other than Material Advantage student.
  2. At least seven of the twelve petitioning members must be Regular/Senior/Emeritus/Distinguished Life or Corporate Members/Partners of the SOCIETY.
- B. International Chapters will serve an institution or local geographic region in which there is a concentration of individuals working for companies, government institutions and educational institutions serving the ceramics and glass communities.
  1. The application for an International Chapter must define the institution or geographic region that Chapter will serve.
  2. The application for an International Chapter must define various groups of ACerS members it is being formed to serve in this region.
  3. The Chair of the International Chapter should be a member of the local national ceramic society, if one exists.
  4. ACerS leadership will specifically notify and discuss the application of any new International Chapter with the appropriate national ceramic society, with the goal of obtaining agreement with the national society before a new ACerS International Chapter is formed.
  5. International Chapters may not focus exclusively on students.
- C. To initiate a new International Chapter, a duly completed application form with the membership details and signatures of these members should be submitted to the SOCIETY for Board of Directors approval.
- D. Each application should include at least three designated Officers for the International Chapter.
  1. Chair, Secretary and Treasurer – one to two- year terms depending on circumstances.
  2. At least two of the Officers must be Regular/Senior/Emeritus/Distinguished Life or Corporate Members/Partners of the SOCIETY.
- E. Each International Chapter will hold at least two technical, educational, or professional events a year.
  1. Such events may be lectures, plant tours, symposia, workshops, short courses, webinars, or other educational and professional events.
  2. Some of these events may also be organized with other professional societies.
  3. The SOCIETY staff will make available its support to help facilitate International Chapter programs.
- F. Membership in the SOCIETY is a pre-requisite for membership in an International Chapter. Also, residence in the International Chapter geographic region or affiliation with the founding institution for the International Chapter is also a pre-requisite for membership in an International Chapter. Material Advantage student members may join a Chapter, but cannot be among the twelve charter members. Although only ACerS members living or working in the geographic boundaries of the International Chapter are considered official members, ACerS members who do not reside or work in that region may participate in Chapter activities and can be added to the Chapter's mailing list at the individual member's request.

- G. There shall be no dues or fees associated with joining an International Chapter.
- H. Each calendar year, an active International Chapter will receive financial support from the SOCIETY for the Chapter activities outlined above based on its number of members as of August 31:
  - 1. 12 to 30 members – \$1,000.
  - 2. 31 to 50 – \$1,500.
  - 3. 51 or more members – \$2,000.
- I. At least 30 percent of the SOCIETY support will be designated to recruit new SOCIETY Global Graduate Researcher Network (GGRN) members each year.
- J. Any remaining SOCIETY support may be used for technical programming, lectures, outreach and other activities.
- K. The Chair and Secretary of an International Chapter are required to submit a report of the prior year's Chapter activities and financial statements to the SOCIETY no later than March 1 of each year. Funds for the following year will not be released until these reports are submitted.

## **XII. SOCIETY FUNDS**

### **A. RESTRICTED FUNDS (with donor restrictions)**

#### **1. DOMINICK LABINO FUND (Society)**

- a. The purpose of the Labino Fund is to support capital improvements, special projects and/or major acquisitions for the Museum of The American Ceramic Society.
- b. Donation is made by the Edward Orton Jr. Ceramic Foundation based on the sale of a glass softening point apparatus, which was originally developed and patented by Mr. D. Labino.
- c. The management of the utilization of the Fund is the responsibility of the Museum Sub-Committee of The American Ceramic Society. If the SOCIETY has no Museum Sub-Committee, or Museum, the Board of Directors, upon recommendation of the Executive Director, shall manage the Fund operation. The financial and investment responsibilities shall be the Executive Director, with approval of the Board of Directors.

#### **2. W. DAVID KINGERY AWARD ENDOWMENT FUND (Society)**

- a. The W. D. Kingery Endowment Fund has an initial capital of \$100,000 or so consisting of 226 shares of Corning stock and 1226 shares of Colgate Palmolive, which may be invested as the ACerS decides appropriate. The Fund is to be invested in a manner to protect the capital. The Fund will be invested by The American Ceramic Society.
- b. The cash prize of \$5,000 will be from the W. David Kingery Endowment Fund. If the Fund cannot support the \$5,000, the cash prize will be up to \$5,000 in order to protect the capital.

#### **3. SPRIGGS PHASE EQUILIBRIA AWARD ENDOWMENT FUND (Society)**

- a. The Richard and Patricia Spriggs Phase Equilibria Award Endowment Fund has an initial capital of \$20,000 or so consisting of 405 shares of Ferro stock and cash, which may be invested as the ACerS decides appropriate. The Fund is to be invested in a manner to protect the capital. The Fund will be invested by The American Ceramic Society.
- b. The cash prize of \$1,000 will be from the Spriggs Phase Equilibria Award Endowment Fund. If the Fund cannot support the \$1,000, the cash prize will be up to \$1,000 in order to protect the capital.

#### **4. PHASE EQUILIBRIA PROGRAM FUND (Society)**

The purpose of the Fund is to support the Phase Equilibrium program, conducted as a partnership between the National Institute of Standards and Technology (NIST) and The American Ceramic Society.

Source of Funds: Private and Corporate donations.

The management of the utilization of the Fund shall be the responsibility of Executive Director, with approval of the Board of Directors of The American Ceramic Society. The Board of Directors shall be the final decision of any disputes between the SOCIETY and NIST.

#### **5. VARSHNEYA FRONTIERS OF GLASS LECTURES FUND (Society)**

- a. The Fund was established by \$100,000 initial cash donation made by Darshana and Arun Varshneya for the sole purpose of creating up to two annual lectures on glass topics of significance. The funds are to be invested in accordance with the SOCIETY's investment guidelines and in a manner to protect capital.
- b. The purpose of the Varshneya Frontiers of Glass Lectures Fund is to fund the DARSHANA AND ARUN VARSHNEYA FRONTIERS OF GLASS SCIENCE and FRONTIERS OF GLASS TECHNOLOGY

LECTURES. The fund will support the travel expenses for the selected awardee(s), as well as any certificate, trophy or plaque deemed appropriate by the Sub-Committee on the DARSHANA AND ARUN VARSHNEYA FRONTIERS OF GLASS LECTURES.

- c. The financial and investment responsibilities shall be with the Executive Director, with approval of the Board of Directors. The monetary amounts may be inflation adjusted periodically by the SOCIETY Board of Directors.

#### **6. DU-CO CERAMICS STUDENT LEADERSHIP FUND (Society)**

- a. The Fund was established by \$100,000 initial cash donation made by Reldon Cooper, co-founder of Du-Co Ceramics, for the purpose of establishing a scholarship award for undergraduate students pursuing a degree in ceramic science, ceramic engineering, materials science, materials engineering, or a combination of any of these. Due to a lack of interest and applicants for this scholarship fund over multiple years, the ACerS Board of Directors now direct the fund to provide support to the President's Council of Student Advisors program. Lora Cooper Rothen, Reldon Cooper's daughter and current CEO of Du-Co Ceramics, supports this change and feels that her father's intent of supporting young leaders in the ceramic and glass community is best served by providing support to the PCSA. The funds are to be invested in accordance with the SOCIETY's investment guidelines and in a manner to protect capital.
- b. The purpose of the Du-Co Ceramics Student Leadership Fund is to provide financial support to the President's Council of Student Advisors program. The fund will provide an annual distribution of \$5,000 to the PCSA to support their business meeting expenses and to help student delegates attend the meeting through travel grants.
- c. The financial and investment responsibilities shall be with the Executive Director, with approval of the Board of Directors.

#### **7. DU-CO CERAMICS YOUNG PROFESSIONAL AWARD FUND (Society)**

- a. The Fund was established by \$100,000 initial cash donation made by Reldon Cooper, co-founder of Du-Co Ceramics, for the purpose of establishing an award for young professional members. The funds are to be invested in accordance with the SOCIETY's investment guidelines and in a manner to protect capital.
- b. The purpose of the Du-Co Young Professional Award Fund is to provide an award recognizing a young professional member of ACerS who demonstrates exceptional leadership and service to ACerS. The fund will provide an honorarium of \$1,500 and cover the cost of a lifetime membership in ACerS (valued at \$2,000). The award fund will also assist with expenses for a luncheon, reception, or attendance at the SOCIETY Annual Awards Banquet (along with the Du-Co Ceramics Scholarship Fund) for recognition of the winner and his/her peers and mentors. Annual expenditures from the fund should not exceed \$5,000.
- c. The financial and investment responsibilities shall be with the Executive Director, with approval of the Board of Directors.

#### **8. CLAYART FUND (Society)**

(Placeholder.....details to follow)

#### **9. FULRATH AWARDS FUND (Society)**

The Fund was established by \$135,340 initial cash donation made by private donations for the purpose of supporting the Richard M. Fulrath Awards. The funds are to be invested in accordance with the SOCIETY's investment guidelines and in a manner to protect capital.

#### **10. THE NAVROTSKY AWARD FOR EXPERIMENTAL THERMODYNAMICS OF SOLIDS FUND (Society)**

- a. The purpose of the Navrotsky Award for Experimental Thermodynamics of Solids Fund is to fund an award for the most valuable contribution to experimental thermodynamics of solids literature during the two calendar years prior to selection.
- b. The source of the Fund is a donation by Dr. Alexandra Navrotsky to The American Ceramic Society.

#### **11. SHUNPEI YAMAZAKI – SEL TRAVEL GRANT FUND (CGIF)**

(Placeholder...details to follow)

#### **12. THEODORE H. CHURCH FOUNDATION FUND (CGIF)**

(Placeholder...details to follow)

**13. RISHI RAJ MEDAL AWARD FUND (Society)**

(Placeholder...details to follow)

**B. UNRESTRICTED FUNDS (without donor restrictions)****1. BOARD DESIGNATED RESERVE FUND (Society)**

- a. The Reserve Fund of the SOCIETY is a Board of Directors designated fund which may be used at the discretion of the Board of Directors, but is to be used primarily for:
  - i. Operating costs in a negative cash flow environment, but may/may not require reimbursement to the Fund from operations subsequently.
  - ii. Membership enhancement opportunities requiring capital outlay or non-budgeted expenses.
  - iii. Investment opportunities which will strengthen the SOCIETY or help ensure the viability of the SOCIETY.
  - iv. Building and equipment capital and expenses required for growth or membership needs.
- b. A simple majority vote of the Board of Directors is required for disbursement of the Reserve Fund.

**2. ICG FUND (Society/Glass & Optical Materials Division)**

The ICG Fund is established within The American Ceramic Society using residual monies from ICG XII and ICG XVIII, to be held, administered, invested, used, and paid in accordance with the following provisions:

- a. A committee (whose members may be called "Fund Trustees") consisting of the Executive Director as an ex officio member and the Executive Committee of the Glass and Optical Materials Division shall administer the Fund.
- b. The Fund shall pay the annual dues of The American Ceramic Society to the International Commission on Glass.
- c. The Executive Director shall invest the monies in a special ICG account with the same financial investment firm and investment strategy/portfolio used by the SOCIETY.
- d. The Fund shall provide initial funding when the US again hosts the International Glass Congress.
- e. The Fund shall pay the registration fees and reasonable travel expenses (if requested) for representatives of the Glass and Optical Materials Division of the SOCIETY to officially attend meetings of the Council, Steering Committee or Coordinating Technical Committee of the International Commission on Glass.
- f. The Fund may be used for special projects within the Glass and Optical Materials Division, as approved by the Fund Trustees and signed by the Chair of GOMD and the Executive Director of the SOCIETY.
- g. The Executive Director of the SOCIETY, upon signed approval, shall disperse the Fund.

**3. UNITECR FUND (Society)**

The UNITECR Fund is established within The American Ceramic Society using residual monies from UNITECR when held in North America, to be held, administered, invested, used, and paid in accordance with the following provisions:

- a. ACerS will have full financial responsibility for UNITECR when held in North America.
- b. ACerS will establish all and collect all fees for all functions and events. ACerS will also collect all donations from sponsors, and spend the funds as directed by the sponsor and UNITECR Board.
- c. ACerS will place 50% of any excess "revenue minus expenses" into the UNITECR Fund. ACerS shall absorb 100% of any excess "expenses minus revenue." Revenue is defined as the total revenue collected from the paid meeting registration fees, the exhibition and the donations. Expenses are defined as direct total meeting costs, including exposition costs, plus indirect costs at 17.5% of the revenue.
- d. ACerS shall invest and administer the UNITECR Fund and provide a quarterly report of the status of the Fund to the UNITECR Board and the ACerS Board.
- e. Future meetings of UNITECR held in the United States may use the UNITECR Fund. The UNITECR Fund can only be used for UNITECR related events or activities which support the purpose, aims and goals of the UNITECR organization and The American Ceramic Society, as specified by the "UNITECR Fund Expenditures." ACerS will pay from the UNITECR Fund only those expenses that are approved by the senior UNITECR Executive Board member, the Refractory Ceramics Division, and the Treasurer of ACerS.

**4. YOUNG PROFESSIONAL NETWORK FUND (Society)**

The Young Professional Network Fund is established within The American Ceramic Society from donations made by private donations to support the Young Professional Network programs and activities.



**5. SAMUEL GEIJSBEEK PACRIM INTERNATIONAL AWARD (Society)**

The Geijsbeek fund, prior to 2015, was controlled by the Pacific Coast Regional Meeting (PCRM). The monies for the fund were solicited by the PCRM. In 2015, in recognition of the inactivity of the PCRM organization and with the concurrence of those previously in charge of PCRM, the Board of Directors modified the award to be a SOCIETY award to be conferred at the PACRIM meetings and the fund to be used to provide awards to Geijsbeek awardees at PACRIM meetings.

**6. LEWIS C. HOFFMAN MEMORIAL SCHOLARSHIP FUND (Electronics Division)**

The Hoffman Scholarship is awarded by the Electronics Division in the memory of Dr. Lewis C. Hoffman, former Chair and Trustee of The Electronics Division; A duPont Research Fellow and one of the pioneers in the incorporation of ceramic/glass science and engineering in the area of thick film microelectronic circuits technology.

- a. The purpose of the fund is to support an award to a deserving graduate student working in the field of Electronic Ceramics. The money for the fund will be solicited from individuals and companies.
- b. The funds are to be allocated at the discretion of the Executive Director of the SOCIETY.

**7. NORBERT J. KREIDL FUND (Glass & Optical Materials Division)**

The Norbert J. Kreidl Award for Young Scholars recognizing excellence in research will be presented by the Glass and Optical Materials Division at the Annual Meeting of The American Ceramic Society

- a. The GOMD Norbert J. Kreidl Trust Fund ("the Fund") is to be managed by the SOCIETY in the name of Norbert J. Kreidl. The Fund will be established from solicited contributions from interested companies and individuals, including members of the GOMD.
- b. The purpose of the Fund is to support the GOMD Norbert J. Kreidl Award for Young Scholars. The amount of the cash award will be determined by the GOMD Award Committee based on the size of the Trust Fund.
- c. It is intended that the value of the Fund be built up and maintained at a level such that the monetary award to the Award Winner can be paid from the accrued interest.
- d. Disbursements from the fund recommended by the GOMD Award Committee must be approved by the GOMD Chair and Trustee.

**8. GEORGE MOREY FUND (Glass & Optical Materials Division)**

Sponsored by P.P.G. Industries to purchase a suitable Steuben award, to recognize new an original work in the field of glass science and technology. The award shall normally be given each year for an outstanding publication on glass, either scientific or technological, published during the previous few years.

**9. JOHN E. MARQUIS MEMORIAL FUND (Manufacturing Division)**

- a. A purpose of the award shall be to encourage and stimulate the writing and publication of such papers in publications of the SOCIETY.
- b. The substance of the award shall be 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.

**10. FRONTIERS OF SCIENCE & SOCIETY RUSTUM ROY LECTURE FUND (Society)**

The purpose of the fund is to provide an award of recognition to the presenter of the Frontiers of Science and Society Rustum Roy Lecturer.

The sources of the fund are from contributions of corporations and individuals. The Frontiers of Science and Society Rustum Roy Committee will manage the utilization of the funds for the type of recognition and amount with the approval of the Executive Director. The financial and investment responsibilities shall be the Executive Director, with approval of the Board of Directors.

**11. ALFRED R. COOPER SESSION AND AWARDS FUND (Glass & Optical Materials Division)**

In honor of Alfred R. Cooper, the Glass & Optical Materials Division established the "Cooper Session on Glass" as part of the ACerS annual meeting.

To provide for the expenses of the Cooper Session on Glass, the GOMD established the Cooper Fund in 2007, which is invested according to approved guidelines of The American Ceramic Society. The Chair of the GOMD will have the authority to appropriate the use of the available income each year.

**12. ENGINEERING CERAMICS DIVISION JUBILEE FUND (Engineering Ceramics Division)**

The sources of the ECD Jubilee Fund are from contributions of corporations, individuals, and jubilee book royalties. The ECD Executive Committee will manage the utilization of the funds for these recognitions and amount with the approval of the Executive Director. The financial and investment responsibilities shall be the Executive Director, with approval of the Board of Directors.

**13. GLOBAL DISTINGUISHED DOCTORAL DISSERTATION AWARD / MORGAN MEDAL (Society)**

The Fund was established by \$25,000 initial cash donation made by Morgan Advanced Ceramics for the purpose of sponsoring the award. The funds are to be invested in accordance with the SOCIETY's investment guidelines.

**14. L. DAVID PYE LIFETIME ACHIEVEMENT AWARD (Glass & Optical Materials Division)**

The Fund was established by \$30,000 initial cash donation made by an anonymous donor for the purpose of supporting the award. The funds are to be invested in accordance with the SOCIETY's investment guidelines and in a manner to protect capital.

**XIII. SOCIETY AWARDS****General Guidelines for Society Award Committees  
(Excluding Fellows and Distinguished Life Members)**

- Each award committee shall be a defined, standing committee and should consist of no more than five members who must be members of the Society, to serve a five-year term, except for those noted below. The inclusion of international and diverse members is strongly encouraged. Members of the Committee shall not be eligible as recipients during their term of appointment for a particular award. Should a member be nominated for an Award, the nominee shall have the privilege of resigning from the committee.
- Exceptions:
  - Richard M. Fulrath Awards - two members must be Japanese and members of the Ceramic Society of Japan, all members shall be previous recipients of the award
  - Spriggs Phase Equilibria Award – members shall have experience with research into and/or use of phase equilibrium diagrams
  - Darshana and Arun Varshneya Frontiers of Glass Lectures – one member should be an active member of the GOMD
  - DU-CO Ceramics Young Professionals Award – the committee is the current senior co-chair of the YPN, current member services committee chair, and most recent Du-Co YP award winner
  - ACerS Medal for Leadership in the Advancement of Ceramic Technology – three members shall be from the Americas
  - Geijsbeek – two members of the committee shall be from ACerS, one appointed every other year for a term of four years; two members appointed every other year who are recommended by the other PACRIM participating societies for a term of four years; the chair of the PACRIM from the country where the award will be given for a two-year term. The senior American member shall serve as the Chair of the committee.
  - ACerS Global Distinguished Doctoral Dissertation – the SOCIETY President-elect nominee shall serve as chair
- Award deadlines are January 15<sup>th</sup>; except the Darshana and Arun Varshneya Glass Lecture Awards deadline is September 1<sup>st</sup> and the Samuel Geijsbeek PACRIM International Award deadline varies.
- The senior member of the committee should be the chair, and will rotate off the committee when their term expires, unless noted otherwise.
- The President-elect will appoint the new member, subject to Board approval.
- Decisions as to the award recipient should be by majority of voting members of the committee.
- Voting procedures should be left for each committee to decide. All questions coming before the Committee, shall be decided by a majority vote. In case of a tie, the chair shall cast the deciding vote.
- The committee shall have power to decide any questions not specifically covered by these rules.
- The chair should report the voting results to ACerS president for Board of Directors approval seven months prior to a forthcoming Annual Meeting. A two-thirds favorable vote of the entire Board shall be necessary for election.
- Particulars as to awards, e.g., monetary, certificate, plaque should be spelled out clearly, as well as whether complimentary registration to the Annual Meeting is included.
- All award recipients shall be current members of the SOCIETY, unless noted otherwise.

- All nominators shall be current members of the SOCIETY, unless noted otherwise.
- No recipient shall again be eligible for the same Award, except Corporate Technical or Environmental awards for a new achievement.
- No award shall be presented posthumously unless noted otherwise.
- Distribution of the award shall be without regard to the Divisional affiliation of the recipient(s).
- In awards for early career members, the nominee shall be in the first 10 years of their career.
- Unsuccessful candidates for an award should be kept on a list for consideration for a total of five years.
- Where awards are based on donations from members, the gift agreement between ACerS and the donors shall define the type of award or honorarium amount, presentation timing/location, frequency or required talk. The donor should be encouraged to model the award process to be consistent with ACerS awards.
- Support letters shall be limited to one-page each; maximum of three additional support letters.
- All SOCIETY awards shall be presented at the ACerS Annual Awards Banquet unless noted otherwise.
- To the extent feasible, Divisions, Chapters, and Sections should be encouraged to align their award process with the above procedures.
- While Distinguished Life Members and Fellows are grades of membership, the election process will be managed under the SOCIETY Award Committee.

#### A. DISTINGUISHED LIFE MEMBERSHIP

Qualification: current members of the SOCIETY of professional eminence who, because of their achievements in the ceramic arts or sciences or their service to the SOCIETY

Award: Certificate, all privileges granted their respective former grades of membership, but shall be exempt from the payment of SOCIETY annual dues and meeting registration fees. They shall receive the periodical publications of the SOCIETY without charge.

1. The Committee on Distinguished Life Members shall be a defined standing committee consisting of five Distinguished Life Members of the SOCIETY nominated by the President, appointed by the Board of Directors. One member shall be appointed each year for a term of five years. The member of the Committee who is senior in terms of the appointment shall be the chair of the Committee.
2. Nominations for Distinguished Life Members shall be made on forms provided by the SOCIETY. Nominations shall remain active within the Sub-Committee for five years.
3. The duties of the Committee shall be to recommend to the Board of Directors the election of Distinguished Life Members.
4. The Committee shall forward to the Executive Director 30 days prior to the Board meeting, a one-page biography of each nominee, noting the nominee's experience and reasons why the nominee should be considered for election.
5. The Sub-Committee shall provide the names of up to three (3) candidates to the Board. The Sub-Committee shall select a champion for each nominee, from among its membership or from the Board of Directors, to orally present the nomination to the Board for approval.
6. The Election Process shall be: Each Board Member may cast up to 3 votes, one per candidate.
7. A maximum of three Distinguished Life Members shall be elected annually.
  - a. Election shall be by secret ballot from among those recommended by the Sub-Committee on Distinguished Life Members by a 2/3 affirmative vote of votes cast at a Board of Directors Meeting.
  - b. Travel expenses of the Distinguished Life Member may be paid to attend the meeting at which the honor is bestowed. Reimbursement will be consistent with SOCIETY guidelines for such travel expenses.

#### B. FELLOWS

Qualification: Fellows shall be persons of good reputation who have reached their 35th birthday and who shall have been members of the SOCIETY at least five years continuously at the established nomination deadline date when nominated. They shall prove qualified for elevation to the grade of Fellow by reason of outstanding contributions to the ceramic arts or sciences; through broad and productive scholarship in ceramic science and technology, by conspicuous achievement in ceramic industry or by outstanding service to the SOCIETY.

Award: Engraved plaque

The Panel of Fellows shall be an Open Standing Committee reporting and shall consist of selected Fellows, one from each Division and Class each serving a term of three years and selected annually as to provide overlap of membership terms. In the event of failure of a Division or Class to select a representative to the Panel, the President of the SOCIETY may make such appointments to be chosen among the membership of that Division or Class, and announced at least 45 days prior to the Annual Meeting. A Chair of the Panel shall be appointed annually by the President of the SOCIETY, chosen from the Panel membership.

Nomination for elevation to the grade of Fellow shall be made on forms approved by the Board of Directors and made available through the office of the Executive Director. When properly executed and signed by at least seven Fellows or Members, the forms shall be forwarded to the Executive Director. Nominations may also include up to three additional letters of support each limited to one page in length. The nomination shall be accompanied by a letter from the first sponsor appearing on the form setting forth the nominee's qualifications

1. The following policies shall be followed in processing the nomination forms of candidates for the grade of Fellow:
  - a. Prior to the Annual Meeting, the Executive Director shall prepare copies of the nomination papers and all supporting statements and forward them to each member of the Panel of Fellows. During the Annual Meeting of the SOCIETY the retiring chair of the Panel of Fellows shall call a meeting of the members of the Panel of Fellows, including retiring members, holdover members, and newly appointed members, to discuss the nominees for whom nomination papers have been filed not later than 45 days prior to the said Annual Meeting. Any nominations made subsequently shall be held over for discussion by the Panel of Fellows at the time of the next succeeding Annual Meeting and dated as of that year.

At the close of the said meeting of the Panel of Fellows, the retiring chair shall turn over all papers to the newly appointed chair, who shall be responsible for transmitting them to the Executive Director.

- b. In the event a nominee is not elected, the nomination will be considered by four additional consecutive Panels of Fellows, after which the papers will be destroyed. A renomination will be considered as though it were a nomination presented for the first time.

Each member of the Panel of Fellows shall return to the chair, by four months following the Annual Meeting of the SOCIETY, the names of the nominees the member considers fully qualified for Fellowship, arranged in the order of the Panel member's respective preference for them. Each Panel Member shall destroy all nomination papers and supporting statements in their possession. The chair shall select from a preferred list not over 20 nominees receiving the highest rating by the members of the Panel of Fellows. The chair may, when so instructed by a majority of the Panel of Fellows, select additional nominees for a supplemental list when an analysis of the ratings by the members of the Panel of Fellows indicates that more should be included.

The chair of the Panel of Fellows shall send the list, or lists, of the selected nominees to the President, together with all supporting papers in connection with all nominations, not later than five months following the Annual Meeting.

The President shall submit the list, or lists, of the selected nominees to the Board of Directors at its next succeeding meeting for election. The lists must be voted upon not later than four months before the Annual Meeting succeeding the Annual Meeting at which the nominees were discussed by the Panel of Fellows, and the action shall be transmitted promptly to the chair of the Panel of Fellows. If no meeting of the Board of Directors is scheduled prior to that date, the President shall submit the lists to the Board of Directors by letter or electronic ballot not later than five months before the next Annual Meeting. The nominees elected by at least a two-thirds affirmative vote of the entire Board shall be notified by the Executive Director and their acceptance secured. They shall be elevated to the grade of Fellow at the next Annual Meeting.

2. The following policies shall be followed in selecting candidates for the grade of Fellow:
  - a. Each division and class should establish a Fellows Committee, charged with the responsibility of suggesting nominees; of checking and ensuring that nomination forms, recommendation letters, and other supporting materials are properly prepared; of following through with the principal nominator of an annual update for members not selected (where additional information may be available); and of keeping the division officers and members informed of the SOCIETY rules and customs concerning Fellows selection.
  - b. At least annually, four to five months prior to the Annual Meeting, the SOCIETY shall publicize in the CERAMIC BULLETIN the criteria for selection to the grade of Fellow. The article shall stress the need for complete and effective preparation of the nomination form.

#### **C. EDWARD ORTON, JR. MEMORIAL LECTURE**

Qualification: Lecturer is to be noted for scholarly attainments in the ceramic or related field  
Award: Certificate, \$1,000 Honorarium, complimentary annual meeting registration

The committee selects the Orton Lecturer and make all arrangements each year in connection with the Orton Memorial Lecture. The nominee to be chosen should best represent the past tradition of the Orton Lecturer and provide the SOCIETY with a learned lecture at its Annual Meeting. The Lecturers should have national recognition in a field related to the interest of the membership of the SOCIETY. The Lecturer should be an accomplished speaker and communicate well to the mixed audience (members and visitors). The choice of Lecturer may be from within or outside of the SOCIETY. A past Orton Lecturer shall not be eligible to present a second Orton Lecture. To allow advance programming decisions, the nominee presented shall be for the award at the Annual Meeting one year subsequent to the Annual Meeting immediately following the Board decision.

#### **D. ROSS COFFIN PURDY AWARD**

Qualification: Most valuable contribution to ceramic technical literature during the calendar year two years prior to selection  
Award: Certificate, medallion bearing the likeness of Ross Coffin Purdy

1. The Committee shall each year, if any candidate be worthy, select a recipient of the Ross Coffin Purdy Award.
  - a. The award shall be given to the author or authors who, in the judgment of the Committee, made the most valuable contribution to ceramic technical literature during the calendar year two years prior to the selection. For the purposes of this Committee, a technical article is defined as a paper involving original work on ceramic materials published in a ceramic science and engineering journal or a science journal that includes papers on the topic of ceramic science and engineering.
  - b. If the technical article selected has been written by more than one author, each shall receive a duplicate Award and diploma.
  - c. Ten months before the next Annual Meeting, or shortly thereafter, the Award Committee chair shall:
    - i. Prepare or designate someone to prepare a list of the most highly recommended articles involving original work on ceramic materials from the editors of The American Ceramic Society journals. A list of 8-10 papers from each journal is a suggested target.
    - ii. Distribute this list of 20-30 nominated papers to the Committee for consideration.
    - iii. Nominations will also be allowed from members of The American Ceramic Society. These nominated articles can be from any science journal that includes papers on the topic of ceramic science and engineering.
    - iv. Request each member to indicate the member's first, second, and third choice of the papers nominated. The chair (also) shall cast a similar ballot.

#### **E. JOHN JEPSON AWARD**

Qualification: Distinguished scientific, technical or engineering achievements in ceramics

Award: Certificate, medallion, a glass commemorative piece

1. The duties of the committee are to each year, if any candidate be worthy, select the recipient of the Award.
  - a. The Award is to recognize distinguished scientific, technical, or engineering achievements in ceramics.
  - b. The Award shall be a glass commemorative piece appropriately labeled with the words "John Jeppson Award." In addition, a suitable medallion bearing the likeness of John Jeppson with the awardee's name and the date of the award engraved on it will be included in the award accompanied by diploma containing a citation of the achievement on which the Award is based. The presentation will be made at such time and place as the Board of Directors may designate, preferably at the Annual Meeting of the SOCIETY. Funds sufficient for the award are to be drawn by the Executive Director from the SOCIETY upon authorization by the Chair of the Committee on the John Jeppson Award.
  - c. The conditions for eligibility for the John Jeppson Award are as follows:
    - i. There are no limitations regarding nationality, sex, or membership in the SOCIETY.
    - ii. A nominee must be living. But in the event of death subsequent to selection but prior to presentation, the Award shall be made posthumously.
    - iii. This shall be a singular award. Nominations for multiple awardees will not be accepted, but returned to the nominator.

#### **F. P.A.C.E. - KARL SCHWARTZWALDER PROFESSIONAL ACHIEVEMENT CERAMIC ENGINEERING AWARD**

Qualification: Outstanding young ceramic engineers for achievements significant to the profession and to the general welfare of all people; between 21 and 40 years of age; not becoming 41 during the Award year; a member of the SOCIETY and the EPDC

Award: Certificate, commemorative glass piece

1. The awardee shall be selected by the EPDC Award Committee.
2. The procedures for the award are:
  - a. This Award shall be a joint American Ceramic Society/Education and Professional Development Council (EPDC) award recognizing the history of the former National Institute of Ceramic Engineers in formulating this Award.
  - b. This Award is to recognize outstanding young ceramic engineers for achievements significant to the profession and to the general welfare of all people. The purpose of the Award is to focus public attention on the outstanding achievements of young persons in Ceramic Engineering and to illustrate the opportunities available in the Ceramic Engineering profession.
  - c. The conditions for eligibility of the Award are as follows:
    - i. A nominee must be between 21 and 40 years of age; not becoming 41 during the Award year.
    - ii. A nominee must be a member of the SOCIETY and the EPDC.
  - d. The procedure for selecting a recipient shall be as follows:
    - i. Nominees will be judged on answers to the two primary questions.
      1. What outstanding contribution has the nominee made to the nominee's work or profession?
      2. What outstanding contribution has the nominee made to the public welfare?

The contributions referred to in the first question may be of an engineering, managerial, economic, or scientific nature. The contribution referred to in the second question may be of a general nature relating to community and/or public service. Where two or more candidates appear to have made equally impressive contributions, a more detailed evaluation of their general welfare contributions should aid the Committee in selecting the more well-rounded

individual. As a condition for consideration, the nominee shall sign the nomination form attesting to the facts contained therein are true and can be used for publication.

#### **G. ROBERT L. COBLE AWARD FOR YOUNG SCHOLARS)**

Qualification: An outstanding scientist who is conducting research in the field of ceramics in academia, industry or a government funded laboratory who would be 35 years or younger at the time the award is to be presented at the Annual Meeting Banquet

Award: Certificate, glass commemorative piece

1. The Award is to recognize an outstanding scientist who is conducting research in the field of ceramics in academia, industry or a government funded laboratory who would be 35 years or younger at the time the award is to be presented at the Annual Meeting Banquet.
  - a. Selection of an awardee will be based on the nomination and accompanying evidence of scientific contributions, such as a list of publications, selected abstracts, receipt of other awards or recognition.

#### **H. FRONTIERS OF SCIENCE AND SOCIETY RUSTUM ROY LECTURE**

Qualification: A learned lecture at the Annual Meeting about the relationship between science and society

Award: Certificate, up to \$1,000 honorarium, complimentary annual meeting registration

1. This annual lecture honors the late Professor Rustum Roy of The Pennsylvania State University and recognizes his contributions to science and technology and their interrelationship to society-at-large.
2. Its duty shall be to select the Frontiers of Science and Society Rustum Roy Lecture Lecturer and make all arrangements each year in connection with the Frontiers of Science and Society Rustum Roy Lecture. The nominee to be chosen should provide the SOCIETY with a learned lecture at its Annual Meeting about the relationship between science and society. The Lecturer should be an accomplished speaker and communicate well to the mixed audience (members and visitors). The choice of Lecturer may be from within or outside of the SOCIETY.
3. The lecture is open to the public and no meeting registration is required to attend the lecture.

#### **I. W. DAVID KINGERY AWARD**

Qualification: Distinguished lifelong achievements involving multidisciplinary and global contributions to ceramic technology, science, education and art

Award: Certificate, glass commemorative piece, \$5,000 Honorarium

1. The Award is to recognize distinguished lifelong achievements involving multidisciplinary and global contributions to ceramic technology, science, education, and art.
  - a. The conditions for eligibility for the W. David Kingery Award are as follows:
    - i. There are no limitations regarding nationality, sex, or religion.
    - ii. A nominee must be living. But in the event of death subsequent to selection but prior to presentation, the Award shall be made posthumously. The eligibility for the W. David Kingery Award is open to all persons world-wide.
  - d. The annual award of the W. David Kingery Award shall be a glass commemorative piece, a certificate, and an honorarium of \$5,000.
  - e. The W. David Kingery Award will be presented at the Annual Banquet of The American Ceramic Society.

#### **J. RICHARD M. FULRATH AWARDS**

Qualification: Individual under the age of 45 years, for demonstrating excellence in research and development of ceramic sciences and materials

Award: Certificate, \$2,500 travel award (to each of the five awardees), complimentary annual meeting registration

1. The duties of the Committee shall be to annually select up to three Japanese awardees and up to two American awardees so long as qualified nominees have been submitted and subject to approval of the Board of Directors. The Japanese awardee categories shall be one academic awardee and two industrial awardees, while the American awardees shall consist of one academic awardee and one industrial awardee. Industrial is defined to be non-academic and includes national laboratories employees, self-employed individuals, etc. In the event an awardee transitions from industry to academia or vice versa, the committee will consider the official affiliation as that at the time of the nomination in the selection of the candidate.
2. The Richard M. Fulrath Award is to recognize outstanding academic and industrial ceramic engineers /scientists who are 45 years of age or younger at the time of the presentation of the award at the annual meeting banquet of the SOCIETY.
3. The responsibilities of the Richard M. Fulrath Awardees will be as follows:
  - a. Attend the annual meeting of the SOCIETY and the banquet of that annual meeting to receive the award and certificate.
  - b. Participate in the Fulrath Symposium, a half day symposium at the annual meeting of the SOCIETY and present a 20-40-minute technical paper addressing the topical area for which they were recognized with the Fulrath Award.

- c. The American academic and industrial awardees are expected to attend and present papers at the annual meeting of the Ceramic Society of Japan within two years upon receiving the Award. The American awardees are also expected to visit universities and industrial laboratories and present seminars as arranged by the Japanese Fulrath Memorial Association Committee.
  - d. To honorably promote technical and personal friendships between all Japanese and American professional ceramic engineers / scientists and encourage understanding between the diverse cultures surrounding the Pacific Rim.
4. The Richard M. Fulrath Award Committee shall have the duty and responsibility to address any issues surrounding this award that are not specifically covered by these rules and to report those items to the SOCIETY Board of Directors at the next meeting of that Board.

#### **K. SPRIGGS PHASE EQUILIBRIA AWARD**

Qualification: Most valuable contribution to phase stability relationships in ceramic-based systems literature during the calendar year prior to selection.

Award: Certificate, \$1,000 Honorarium

1. The Committee shall each year, if any candidate be worthy, select a recipient of the Spriggs Phase Equilibria Award.
  - a. The award shall be given to the author or authors who, in the judgment of the Committee, made the most valuable contribution to phase stability relationships in ceramic-based systems literature during the calendar year prior to the selection. For the purposes of this Committee, a phase equilibria article is defined as a paper, article, or report published in a technical or trade journal, or in a bulletin from a school, laboratory, technical bureau, or experimental station, or in a pamphlet or book form. It must be complete and readily available to the public.
  - b. The annual award of the Spriggs Phase Equilibria Award shall be a certificate, and an honorarium of \$1,000 to be divided equally among multiple authors.
  - c. If the phase equilibria article selected has been written by more than one author, each shall receive a duplicate certificate and an equal share of the honorarium as defined in the Spriggs Phase Equilibria Award Endowment Fund section of this Manual.
  - d. The Spriggs Phase Equilibria Award will be presented at the Annual Banquet of The American Ceramic Society.
  - e. The eligibility for the Spriggs Phase Equilibria Award is open to all persons world-wide.

#### **L. CORPORATE ENVIRONMENTAL ACHIEVEMENT AWARD**

Qualification: Recognize a single environmental achievement by a Corporate Partner in the field of ceramics

Award: Certificate, glass commemorative piece

The CEA is given for a single environmental achievement by a corporate Partner in the field of ceramics. The achievement preferably shall represent either an improvement of an existing process/product or development/implementations of a new process/product that reduces undesirable effluent streams, expands recycling of materials, reduces the environmental impact of products or provides other environmental benefits over previous processes. Up to two CEA awards may be made each year.

1. The recipients should be the CEO or chief technical contributor from the winning corporations.
2. Conditions of eligibility:
  - a. Recipients shall be limited to Corporate Partners of the SOCIETY.
  - b. Recipients of the award in any given year shall be eligible again in the following year.

#### **M. CORPORATE TECHNICAL ACHIEVEMENT AWARD**

Qualification: Recognize a single technical achievement by a Corporate Partner in the field of ceramics that has been commercialized within the preceding eight years

Award: Certificate, glass commemorative piece

The CTAA is given for a single technical achievement by a Corporate Partner in the field of ceramics that has been commercialized. The achievement preferably shall represent a gain to technology and society.

1. The recipients should be the CEO or chief technical contributor from the winning corporations.
2. Conditions of eligibility:
  - a. Recipients shall be limited to Corporate Partners of the SOCIETY.
  - b. Recipients of the award in any given year shall be eligible again in the following year.

#### **N. DARSHANA AND ARUN VARSHNEYA FRONTIERS OF GLASS LECTURES**

Qualification: Lectures designed to encourage scientific and technical dialog in glass topics of significance that define new horizons, highlight new research concepts or demonstrate the potential to develop products and processes for the benefit of humankind

Award: Certificate, glass commemorative piece, travel stipend up to a maximum of \$2,500, complimentary meeting registration

- a. The duties of the Committee each year shall be to select the DARSHANA AND ARUN VARSHNEYA FRONTIERS OF GLASS SCIENCE and if funding permits, DARSHANA AND ARUN VARSHNEYA FRONTIERS OF GLASS TECHNOLOGY lecturers and make all arrangements each year in connection with these two lectures. The nominees to be chosen should provide the SOCIETY with a learned lecture at its Glass & Optical Materials division meeting. The lecture should be in glass topics of significance that meet one or more of the following criteria:
  - define new horizons
  - highlight new research concepts
  - demonstrate the potential to develop products or processes for the benefit of humankindThe Lecturer should be an accomplished speaker and communicate well to the mixed audience (members and visitors). The choice of Lecturer may be from within or outside of the SOCIETY.
- b. The DARSHANA AND ARUN VARSHNEYA FRONTIERS OF GLASS SCIENCE and FRONTIERS OF GLASS TECHNOLOGY lecturers shall be selected in time to report the nominees to the Glass and Optical Materials Division Executive Committee for its approval of time, location and format. It is the responsibility of the Award Committee Chair to communicate the choice to the President of the SOCIETY for the President's action and approval at a Board meeting at least four months prior to the Glass and Optical Materials Division Meeting at which the award is to be conferred.
- c. The fund will support the travel expenses for the selected awardee(s), as well as any certificate, trophy or plaque deemed appropriate by the Sub-Committee on the DARSHANA AND ARUN VARSHNEYA FRONTIERS OF GLASS LECTURES.
- d. The monetary amounts may be inflation adjusted periodically by the SOCIETY Board of Directors.

**O. DU-CO CERAMICS YOUNG PROFESSIONAL AWARD**

**Qualification:** A young professional member of ACerS who demonstrates exceptional leadership and service to ACerS under the age of 40 at the application deadline and must be in the first 10 years of their career

**Award:** Certificate, \$1,500 Honorarium, lifetime membership in ACerS (to be paid from the award fund)

1. The Committee on the DU-CO CERAMICS YOUNG PROFESSIONAL AWARD shall be a defined standing committee and consist of three members serving a one-year term. The committee members will be the outgoing chair of the Young Professional Network, the Member Services Committee Chair, and the most recent Young Professional Award winner. The outgoing chair of Young Professionals will serve as chair of the Committee each year.
2. Nomination and application criteria include:
  - a. Nominee must be an ACerS member under the age of 40 at the application deadline of eight months prior to the next Annual Meeting and must be in the first 10 years of their career.
  - b. Nomination must be made by at least one an active ACerS member and additional letters of support are encouraged.
  - c. Nominees must submit resume and biography highlighting educational, professional, volunteer achievements. Service to ACerS and particularly Young Professional Network involvement should be highlighted.
  - d. Has not previously been awarded the Du-Co Ceramics Young Professional Award.
  - e. Nominees will be considered for three consecutive years as long as they meet the age and career requirements. Updated information regarding nominees will be accepted for subsequent judging.
3. The duties of the Committee each year shall be to select the award winner from the pool of nominees. Selection factors will be based on the criteria listed above in 2.a – 2.e. above, as well as professional accomplishments.

**P. MEDAL FOR LEADERSHIP IN THE ADVANCEMENT OF CERAMIC TECHNOLOGY**

**Qualification:** Recognizes individuals, who through leadership and vision in an executive role, have made substantial contributions to the success of their organization and in turn have significantly expanded the frontiers of the ceramics industry.

**Award:** Certificate, medal

1. Three members of the Committee shall be from the Americas.
2. It is a condition of acceptance of the award that the recipient be present at the ACerS Annual Meeting Awards Banquet for proper recognition.
3. Two awards shall be presented annually, one to a recipient from the Americas and one to a recipient from outside the Americas.
4. Nomination process:
  - a. Candidates typically hold senior positions such as CEO, CTO, President or Vice-President in a ceramics industry organization.
  - b. Candidates for the award may be nominated by any member of The American Ceramic Society.
  - c. Statements of at least three associates familiar with the candidate's endeavors should be included in the nomination package.
5. Committee process:
  - a. The Committee is responsible for the quality of the selection.



- b. In considering candidates for this award, due regard should be given to potential duplication of recognition for accomplishments that have been recognized in a prior ACerS award conferred upon the candidate, i.e. candidates should not be recognized with multiple awards for the same accomplishments.
- c. The Committee should spare no efforts to seek out and identify worthy candidates and to document the qualifications of the most outstanding nominees.

#### **Q. SAMUEL GEIJSBEEK PACRIM INTERNATIONAL AWARD**

**Qualification:** Individuals who are members of the Pacific Rim Conference (PACRIM) signatory societies (currently American Ceramic Society, Ceramic Society of Japan, Korean Ceramic Society, Chinese Ceramic Society, and Australian Ceramic Society), for their contributions in the field of ceramics and glass technology, which has resulted in significant industrial and/or academic impact, international advocacy, and visibility of the field.

**Award:** Certificate, \$1,000 Honorarium

For industrial candidates, the award can be based upon the technology development and commercialization and development's current usefulness and importance, its uniqueness, and its economic significance.

*Previously this award was given by the Pacific Coast Section of the SOCIETY during the Pacific Coast Regional Meeting (PCRM). Starting in 2017, two awards will be given at the PACRIM conference banquet.*

1. The Committee on the SAMUEL GEIJSBEEK PACRIM INTERNATIONAL AWARD shall be a defined standing committee and consist of five appointed members. Two members of the committee shall be from the SOCIETY, one appointed every two years by the Board of Directors of the SOCIETY upon the recommendation of the President for a term of four years ; two members, one appointed every other year by the Board of Directors of the SOCIETY upon recommendation of the President from nominations provided by the other participating societies serving four year staggered terms, and the PACRIM Chair, from the country where award will be given, who will serve a two-year term. The senior American member shall serve as the Chair of the committee.
2. The SAMUEL GEIJSBEEK PACRIM INTERNATIONAL AWARD is to be presented at the PACRIM conference banquet held biennially. It is a condition of acceptance of the award that the recipient be present at this event for proper recognition.
3. Two awards shall be presented biennially. It is expected that the recipients will be chosen from different signatory societies in each selection cycle.
4. Nomination process:
  - a. Candidates for the award must be a member of at least one of the PACRIM Conference signatory societies and have to be nominated by any member of these societies.
  - b. Nominations must be received at ACerS no later than one year prior to the next PACRIM meeting. Nominations should consist of a CV of no longer than five pages that highlights the candidates' achievements, and a one-page nomination letter describing the candidate's contributions. CVs longer than five pages will not be accepted.
  - c. Two additional letters from associates familiar with the candidate's endeavors may also be included in the nomination package. However, they are not mandatory. No more than two letters of support are permitted.
  - d. Nominations shall remain active for four years (two PACRIM cycles). Unsuccessful nominations may be resubmitted. Active nominations may be updated during the four years of eligibility, however the length limitations noted above must be met.
  - e. There are no age limits for this award.
5. Committee process:
  - a. The Committee is responsible for the quality of the selection and should spare no efforts to seek out and identify worthy candidates and to document the qualifications of the most outstanding nominees.
  - b. The Committee Chair will coordinate the voting process and ensure the final selection of the two awardees, by majority vote, is made no later than 10 months prior to the next PACRIM meeting.
  - c. It is the responsibility of the Committee Chair to confirm that the selected awardees have agreed to attend the meeting where the awards will be given.
  - d. It is the responsibility of the Committee Chair to communicate the final choices to the President of The American Ceramic Society for the President's action and approval by the ACerS board of Directors at least eight months in advance of the PACRIM meeting date where the award is to be presented.
  - e. It is the responsibility of the Committee Chair to coordinate the publicity and award logistics with the PACRIM Chair.
  - f. These awards will be presented by the ACerS President or designee at the PACRIM banquet along with the PACRIM Chair.

#### **R. GLOBAL DISTINGUISHED DOCTORAL DISSERTATION AWARD / MORGAN MEDAL**

**Qualification:** To recognize a distinguished doctoral dissertation in the ceramics and glass discipline. The awardee must have been a member of the Global Graduate Researcher Network (GGRN) and have completed a doctoral dissertation as well as all other graduation requirements set by their institution for a doctoral degree within the 12 months prior to the application deadline.

- Award: Certificate/plaque, \$1,000 Honorarium, complimentary meeting registration at the Annual Meeting where the award is presented
1. The Award Selection Committee shall consist of the following members
    - a. The SOCIETY President-elect nominee who shall serve as Chair.
    - b. Four SOCIETY Fellows appointed by the SOCIETY President for staggered four-year terms.
    - c. The appointed members shall cover a range of disciplines and backgrounds, including academia, industry and government/national laboratories/research institutes.
    - d. At least one member shall be international.
  2. The Award Selection Committee shall consider the following award criteria.
    - a. The Award is for approved and accepted dissertations.
    - b. The Committee will consider the statement of the problem, the research approach, and the appropriateness and impact of the research on advancing knowledge and understanding in the area.
  3. The nomination process shall be as follows.
    - a. Nominations should be made by a person very familiar with the student's work such as the research supervisor. It is expected that the student will collaborate in the preparation of the nomination package.
    - b. Nominations must be in English.
    - c. Nominations must include the following.
      - i. CV or bio of 1 page, including significant publications and presentations relevant to the dissertation.
      - ii. Abstract of 1,000 to 3,000 words plus no more than 2 pages of figures, including the following 3 sections.
        - a) Statement of the problem
        - b) Summary of the research and results, including any new techniques developed and collaborations.
        - c) Impact of the research
      - iii. Two letters of recommendation - one from a) and one from either b) or c) below:
        - a) Letter from the supervisor which confirms that the dissertation and all requirements for graduation have been met, and which summarizes the key points of the nomination
        - b) Letter from a member of the dissertation committee which provides an independent opinion on the value of the dissertation
        - c) Letter from an external person familiar with the work which summarizes the impact of the work.
      - iv. Copies of accepted and published papers directly relevant to the dissertation.
      - v. An on-line link to the dissertation or other means of accessing the dissertation.
    4. The Award will be presented at an appropriate forum at the SOCIETY Annual Meeting.

#### **S. THE NAVROTSKY AWARD FOR EXPERIMENTAL THERMODYNAMICS OF SOLIDS**

Qualification: The most valuable contribution to experimental thermodynamics of solids literature during the two calendar years prior to selection

Award: Certificate, \$5,000 Honorarium

1. The Navrotsky Award for Experimental Thermodynamics of Solids will be awarded for the most valuable contribution to experimental thermodynamics of solids literature during the two calendar years prior to selection.
2. The recipient is expected to present a talk on the work cited for the award or closely related to it.
3. The Committee shall every other year, if any candidate be worthy, select a recipient of the Award for Experimental Thermodynamics of Solids.
  - a. The Award shall be given to an author of a published paper which, in the judgment of the Committee, made the most innovative contribution to experimental thermodynamics of solids technical literature during the two calendar years prior to selection. For the purposes of this Committee, a technical article is defined as a paper involving original work on experimental thermodynamics of solids published in a peer reviewed science journal that includes papers on the topics of ceramics, materials science, chemistry, physics, earth and planetary science, environmental science, or related fields. The innovative contribution can relate to instrument and technique development, applications of new materials, or new concepts relating thermodynamics, structure, and function. While the experimental thermodynamics component of the technical article must be primary, it can be linked to theoretical, crystallographic, and spectroscopic studies, or to database development. Overall, the emphasis of the technical article must be on fundamental and rigorous science.
  - b. If the technical article selected has been written by more than one author, and the first author is a graduate student or postdoctoral researcher, then that person shall receive the honorarium and certificate. If a graduate student or postdoctoral researcher is not the first author, then the lead author shall receive the honorarium and certificate.
  - c. Ten months before the designated SOCIETY meeting, or shortly thereafter, the Award Committee chair shall:
    - i. Solicit nominations from the scientific community at large for the most highly recommended articles involving original work on experimental thermodynamics of solids. These nominated articles can be from any science journal that includes papers described in Section a. above.
  - d. The selection procedure then shall be as follows:

- i. The committee will discuss informally, by email, phone, or personal meeting, the merits of the nominated papers. In the event that the committee determines that the nominated articles do not adequately meet the criteria of significance as described in section a. above, no award shall be made for that year. Nominations will then reopen in the following year.

#### **T. THE GLOBAL AMBASSADOR AWARD**

**Qualification:** Recognizes dedicated ACerS volunteers worldwide who demonstrate exceptional leadership and/or service that benefits the SOCIETY, its members, and the global ceramics and glass community

**Award:** Certificate, Global Ambassador pin, necktie or scarf

The ACerS President will select up to 15 volunteers per year for recognition as Global Ambassadors, in consultation with Board members, general membership, and ACerS staff, if desired.

Recognition will be in the form of a certificate and a Global Ambassador pin, to be presented by the President or his/her representative at any time deemed appropriate by the President, or by mail. The names of the Global Ambassadors for each year will be published on the ACerS website and in the *Bulletin*.

Eligibility and process:

1. Nominee must be a current ACerS member.
2. Nominations may be made by any current ACerS member, or by ACerS staff. Self-nominations are permitted.
3. A nomination form must be submitted and should include a statement of no more than 500 words stating the nominee's leadership and service to ACerS either over a period of several years, or highlighting service over and above expectations in a single event/activity, such as organizing a meeting, chairing a committee or task force, recruiting new members, frequently writing and/or reviewing for ACerS publications, or tirelessly promoting the SOCIETY and the ceramics and glass community to the rest of the world. Only the nomination form may be submitted. No CVs, letters of support, or additional materials are permitted. Materials that exceed the limitation will not be considered. The ACerS President alone may appoint Global Ambassadors without submitting a nomination, based on personal knowledge of a person's leadership and service to ACerS.
4. Nomination forms may be submitted at any time throughout the year. The President will review nominations periodically and will select members for recognition.
5. Nominations are active for three reviews by ACerS Presidents. The nominee may be nominated again after that, but the volunteer activity described should be a different one than originally submitted. If a President in a given year has awarded all 15 Global Ambassadorships and more nominations come in after the limit has been reached, the nominations will be held for review by the next President and that will count as the first review.