

**RULES OF THE CEMENTS DIVISION
OF
THE AMERICAN CERAMIC SOCIETY, INC.**

April 23, 2001

ARTICLE C-I. NAME

The official title of this Division shall be the Cements Division of The American Ceramic Society.

ARTICLE C-II. PURPOSE

1. The principal purpose of the Cements Division shall be to foster the exchange of information concerning cementitious materials between interested parties, and to promote interest in cements.
2. This Division shall represent the Society when specifically authorized by the Board of Directors in matters pertaining to the Science and Engineering of cementitious materials.

ARTICLE C-III. MEMBERSHIP

1. The Cements Division shall consist of those members of the Society who have instructed the General Secretary of the Society to enroll them in the Cements Division.
2. The following grades of Society members enrolled in the Division shall be entitled to vote in matters pertaining to the Division, and to hold offices in the Division: Distinguished Life Members, Emeritus Fellows and Members, Senior Fellows and Members, Fellows, Members, Voters of Corporate Members, and Associate Members.

ARTICLE C-IV. GOVERNMENT

1. The affairs of this Division shall be managed by an Executive Committee, consisting of the Division officers plus the Retiring Chair, and the Chair of the Program Committee. The Executive Committee will be chaired by the Division Chair.
2. The terms of office of all members of the Executive Committee, excepting the Trustee, shall be one year, or until a successor has been duly qualified. The Trustee shall serve for three years, or until a successor has been duly qualified.

ARTICLE C-V. MEETINGS

1. The Annual Meeting of this Division shall be held during the week of the Annual meeting of the Society. The annual business meeting shall be an item on the Division program.
2. Fifteen (15) voting members of the Division shall constitute a quorum at the annual business meeting or any special business meeting.
3. When necessary, special business meetings of the Division shall be arranged by the Division Executive Committee.
4. The Executive Committee will meet at least once prior to the Annual Meeting of the Division. This meeting should be attended by chairs of all standing committees, and is open to others. Only members of the Executive committee can propose and second motions and vote on these. The Division Chair may also call a closed meeting of the Executive Committee for discussion and voting on any confidential matters before the Committee.

ARTICLE C-VI. OFFICERS

1. The officers of the Cements Division are the Chair, Chair-Elect, Secretary and Trustee.
2. The Division Chair will have general supervision of the affairs of the Division. He/She will preside, or will appoint the Chair-Elect, if available, or another substitutes to preside, at all meetings of the Division or of the Division Executive Committee. He/She shall not be eligible for re-election within a period of five years from the end of his/her term of office.
3. The Chair-Elect shall assist the Chair as requested. He/She shall succeed the Chair in the event of the refusal or incapacity of the Chair to perform, or when the Chair's term expires. The Chair-Elect shall be responsible for the administration of the Brunauer Award. Also, the Chair-Elect shall make advance appointments to the standing Division committees to serve during his/her term as Division Chair.
4. The Secretary shall keep minutes of all Division business meetings and, file a report of such meetings with The American Ceramic Society. Copies of minutes of all Division meetings will be circulated to all officers and committee chairs within 30 days. He/She shall maintain a permanent record of all appointments to Society and Division Committees. He/She shall maintain a permanent copy of documentation outlining the Division Operating Procedures.
5. The Trustee shall provide liaison between the Division and the Board of Directors of the Society. He/She shall also chair the Copeland Award Committee. When a Society Director is a member of the Cement Division, that Director shall be asked to serve concurrently as a Division Trustee.
6. Any vacancies among the Division officers, other than Chair, that occur during the year will be filled by appointment by the remaining members of the Division Executive Committee, and shall serve until the close of the next annual meeting, or until a successor has been duly qualified.

ARTICLE C-VII. NOMINATIONS AND ELECTIONS

1. The Nominations Committee shall nominate persons for the offices of the Chair-Elect, Secretary and, when required, Trustee. The Executive Committee shall ensure that the nominees will accept their respective offices. The committee shall forward the names of the nominees to the Society so that they can be published by the first of September of the operant year.
2. In addition, any ten (10) members of the Cements Division may place names in nomination for Division officers by sending such nominations to the Division Chair in writing, signed by themselves as seconders, along with the acceptance of each candidate. These petitions must be received by the Division Chair in such time that he/she can forward these additional nominations to the General Secretary of the Society on or before the fifteenth day of October following the publication of the Executive Committee's nominees.
3. Ballots shall be prepared in combination with the ballots of the Society by the General Secretary, and the election conducted as provided in the By-Laws, Article B VI and the Rules, Article R VI of the Society. A plurality of the votes will constitute election.

ARTICLE C-VIII. COMMITTEES

1. When required by the Society, the Chair-Elect shall make appointments to Society committees as required by the By-laws and Rules of the Society to serve during his/her term as Division Chair.
2. There shall be five standing committees of the Division in addition to the Executive Committee. These will be the Program Committee, Copeland Award Committee, the Brunauer Award Committee, the Nominations Committee and the Parliamentarian.

3. The Chair-Elect shall appoint a Program Committee to serve during his/her term. This Committee shall consist of at least two members, and may have more. One of the Program Committee members should have served on the Committee the previous year, and will be designated the Program Committee Chair. Another member of this Committee shall be designated the Program Committee Chair-Elect, and shall agree to serve as its Chair the following year. This Committee shall serve for a period of one year. It will be the duty of this Committee to solicit technical papers for meetings, and to coordinate the technical programs of the Division.
4. The Chair-Elect will appoint members to the Copeland Award Committee as necessary. This committee shall have three members. It shall be chaired by the Division Trustee. The other two members shall both have been members of the Cements Division for at least five (5) years, and at least one shall be a Fellow of the Society. The member that is a Fellow shall serve a three-year (3-year) term starting the year before the Trustee's term begins. This committee will administer the L. E. Copeland Award.
5. The Brunauer Award Committee shall consist of four members, being the Division Trustee, past Division Chair, current Chair, and Chair-Elect. If any one of the above cannot serve for any reason they will be replaced temporarily by any Cements Division members appointed by the Division Chair. This Committee will be chaired by the Chair-Elect of the Division.
6. The Nominations Committee shall consist of the Trustee and two primary members of the Division who are not currently office holders in the Division but are Fellows of the Society. The Chair of this committee is the Division Chair.
7. The Chair shall appoint a Parliamentarian. He/She will ensure that all actions taken are consistent with the Division's rules and Constitution, By-laws and Rules of the Society. It will rule on parliamentary disputes during meetings. He/She will be responsible for drafting Rules to implement policy decisions and ensure that such rules are adopted by proper voting procedures. This appointment is for three years and is renewable.
8. The Executive Committee shall appoint a representative to the Society Fellows Panel
9. The Division Chair may appoint any temporary committee that is needed, with the approval of the Division Executive Committee, and for the duration of his/her own term of office only.

ARTICLE C-IX. AMENDMENTS

1. Any voting member of the Division may propose amendments to these Rules by filing a written petition with the Secretary, who shall immediately transmit it to each member of the Executive Committee. If either a majority of the Executive Committee votes to submit the said proposed amendment to the members of the Division or if the original petition is signed by at least ten (10) voting members, the Chair shall promptly ascertain whether the proposed amendment is consistent with the Constitution, By-Laws, and Rules of the Society by seeking review by the Society Parliamentarian. If so, it shall be voted upon at the next Annual Business Meeting. An affirmative vote of two thirds of those present shall be required for passage.

ARTICLE C-X. AWARDS

1. **The L. E. Copland Award** – The “American Ceramic Society Cements Division L. E. Copland Award” recognizes an individual for outstanding contributions to the development and understanding of cement and concrete science. The above recognition shall also be on the basis for selecting and judging Copeland Award candidates. Presentation of this award is to be considered on an irregular basis whenever the Copeland Award Committee feels that there is a suitable candidate. When there is a suitable candidate her/his name will be forwarded to the Executive Committee for approval. Upon approval, the Chair of the Cements Division shall have the Society prepare a suitable certificate that will be presented at the next annual Division meeting.

2. **Cements Division S. Brunauer Award** – This award is intended to encourage submission of high quality papers on cements for publication by the Society. The award will be presented at each annual business meeting to the authors of the best refereed paper published in the Journal or Bulletin of the Society during the preceding calendar year. The best paper will be selected by the Brunauer Award Committee based on the following criteria:
 - A. It shall relate primarily to the purpose of the Cements Division as defined in article C-II.

 - B. It shall be nominated for the award by at least one Society Fellow who has designated the Cements Division as their primary division, with the exception that no one may nominate any paper that they themselves have authored. Nominations (in writing) shall be required of each year and must be submitted in writing by the dates set by the Committee.

 - C. It shall receive a majority vote by the Brunauer Award Committee after consideration with respect to scientific quality, originality and overall presentation.

 - D. If any member on the Committee should be an author of a nominated paper, they must withdraw from the evaluation procedure to be replaced (that year only) by a member of the Cements Division nominated by the Division Chair.

Society Fellow – This is a Society and not a Divisional award. However, it is the duty of each division in the Society to nominate people for elevation to Fellow of the Society. These nominations may come from any members of the Division, and the Executive Committee shall forward such nominations to the Society when it feels that they are appropriate.