

**RULES FOR THE MANUFACTURING DIVISION  
OF  
THE AMERICAN CERAMIC SOCIETY**

Approved September 8<sup>th</sup>, 2019

As Amended from the Former Whitewares and Materials Division Rules (March 15, 2000)

**ARTICLE MD-I. NAME**

The name of this Division of The American Ceramic Society shall be the Manufacturing Division.

**ARTICLE MD-II. MISSION and VISION**

**Mission:**

1. To address the informational needs of the ceramic and glass manufacturing industry including, but not limited to:
  - Shaped and unshaped ceramic product manufacturers
  - Raw material suppliers
  - Producers of equipment (e.g. sieves, forming and finishing equipment, dryers, kilns, furnaces, quality control instrumentation)
  - All other devices used to manufacture ceramic and glass products
2. To facilitate networking in the ceramic and glass manufacturing industry to promote:
  - Recruitment of engineers
  - Improvement of the supply chain
  - Introduction to industries and/or businesses that can benefit from a ceramic and/or glass product solution
  - Facilitate collaboration between ceramic and/or glass manufacturers, academia, and ceramic and/or glass consumers

**Vision:**

- Support ceramic and glass manufacturers, suppliers, and academia by
  - Providing quality technical information through meeting programming and technical content in ACerS publications
  - Developing short courses and workshops to educate industrial personnel in the field of ceramics
  - Promoting new networking events in the SOCIETY and division

**ARTICLE MD-III. MEMBERSHIP**

The voting members of this Division shall consist of all members of the SOCIETY, excluding Student Members, who have instructed the Executive Director of the SOCIETY to so enroll them in the Manufacturing Division.

**ARTICLE MD-IV. OFFICERS**

The officers of this Division shall be a Chair, Chair-elect, Vice-chair, Secretary, and Counselor.

The term of office for each officer shall be one year, from the close of one Annual Meeting of the SOCIETY to the close of the next Annual Meeting, or until his or her successor is duly elected and qualified.

The duties of the officers shall be as follows:

The CHAIR shall have general supervision of the affairs of the Division, acting as directed by the division EXECUTIVE COMMITTEE, presiding over meetings, appointing the chairs of the various Divisional standing committees, arranging for members required for various functions of the SOCIETY and responsibility for the editorial content of any publication of the Division.

The CHAIR-ELECT functions as the Chair in the absence of the Chair and assumes the title of Chair in the event of permanent absence of the Chair.

The VICE CHAIR assists the Chair as required for the business of the Division. Either the Chair-Elect or the Vice-Chair can preside at meetings in the absence of the Chair.

The SECRETARY shall keep the minutes of all Division meetings, correspondence of the Division, and other duties as designated by the Chair.

The COUNSELOR shall advise the division officers as to SOCIETY requirements and keep the division focused on the defined MISSION and VISION.

### **ARTICLE MD-V. GOVERNMENT**

The affairs of the Division shall be directed by the division EXECUTIVE COMMITTEE, comprised of the Chair, the Chair-Elect, the Vice Chair, the Secretary, and the Counselor. The duties of the division EXECUTIVE COMMITTEE include:

- Overseeing and assisting all committees within the division
- Responsible for all financial transactions and securing supplemental funding from the SOCIETY
- Appointing representatives to SOCIETY committees
- Resolving problems relative to the division rules
- Increasing membership
- Communicating division news and actions
- Appointing, as necessary, member(s) of the Division to complete the unexpired terms of any officers of the Division
- Holding meeting throughout the year, typically every other month, for division EXECUTIVE COMMITTEE members to discuss division business

### **ARTICLE MD-VI. NOMINATIONS AND ELECTIONS**

Nominations are to be made for the officers of the Division:

- (A) Chair, if necessary
- (B) Chair-Elect
- (C) Vice Chair
- (D) Secretary
- (E) Counselor

The NOMINATING COMMITTEE of the Manufacturing Division shall consist of the two immediate past chairs of the Division and the present chair of the Division. The NOMINATING COMMITTEE shall present the names of the nominees (at least one nomination for each office), together with their assurance of acceptance in writing, to the Chair of the Division at the annual Ceramics Expo meeting. Additional nominations can be made by petition in writing of fifteen (15) voting members of the Division, provided that these nominations, with each nominee's acceptance in writing, are received by the Chair of the Division at the annual Ceramics Expo meeting.

If multiple nominees are presented for the same position, a vote is required. The vote will occur at the annual Ceramics Expo meeting. Ballots shall be prepared by the division CHAIR and the election conducted as prescribed by the SOCIETY Constitution. A plurality of the votes cast, where there is more than one candidate for the office, will constitute election.

Once there exists only one nomination for each position, the names of the nominees will be forwarded to the Executive Director by the division CHAIR so that they may be published in the May or June issue of The American Ceramic Society *Bulletin*.

**ARTICLE MD-VII. MEETINGS**

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

The annual business meeting of the Manufacturing Division shall be held at the annual Ceramics Expo meeting. Interim meetings of the Division are held following notification of Division membership.

Five (5) voting members of the Division shall constitute a quorum at the annual business meeting or any special business meeting. Special meetings may be called by any three (3) of the Division's officers, or by petition of ten (10) voting members. Joint meetings with other Divisions and Classes of the SOCIETY may be held with approval of the division EXECUTIVE COMMITTEE.

**ARTICLE MD-VIII. DUES AND FEES**

The Division may petition the SOCIETY'S Board of Directors for permission to assess its membership for funds or to establish special funds through symposia, solicitation, gifts, or by other means. The assessment will become effective upon approval by the Board of Directors of the SOCIETY. Such funds shall be paid to the SOCIETY and, together with any money 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 Division.

Expenditure of funds of the Division must be approved by the division EXECUTIVE COMMITTEE.

**ARTICLE MD-IX. RELATIONS WITH THE SOCIETY**

The EXECUTIVE COMMITTEE of the Manufacturing Division has the responsibility for prompt appointment of Division representatives to special committees of the SOCIETY (e.g. the Panel of Fellows).

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

The provisions of the Constitution, By-Laws, and Rules of the SOCIETY shall govern the procedure of all Divisions, but no action or obligation of a Division shall be considered an action or obligation of the SOCIETY, and this disclaimer must be imprinted on any publications issued by the Division.

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

In the event of the dissolution of the Manufacturing Division and the discharge of its debts and settlement of its affairs, any funds and property of the Manufacturing Division remaining thereafter shall be conveyed to the SOCIETY for use as the SOCIETY deems proper.

### **ARTICLE MD-X. COMMITTEES**

The Standing Committees of the Division shall be as follows:

- A. Programming
- B. Fellows
- C. Special Projects
- D. Awards
- E. Division Nominating (described in ARTICLE MD-VI. NOMINATIONS AND ELECTIONS)

The division CHAIR with majority approval from the division EXECUTIVE COMMITTEE may activate such committees and delegate to them such powers as are deemed proper, subject to the Rules of the SOCIETY and the Rules of the Division.

Each division committee is required to have the following leadership positions with the respective responsibilities, with exception to the Fellows and Division Nominating committees:

- Chair
- Vice Chair

The term of office for each leadership position shall be one year, from the close of one annual Ceramics Expo meeting to the close of the next annual Ceramics Expo meeting, or until his or her successor is duly elected and qualified.

The **Programming Committee** shall consist of the Chair, Vice Chair, and a minimum of four (4) other members. The Committee will advise and assist the Division Program Chair as necessary and this Committee is responsible for the programming policy, plans and efforts of the Division, and liaison with other Divisions and Councils of the SOCIETY to improve programming efforts through joint programs.

The **Fellows Committee** shall be composed of three (3) Fellows of the SOCIETY who are members of the Manufacturing Division. One member is to be appointed by the incoming Chair of the Division prior to the business meeting of the Division during the Annual Meeting of the Society, for a term of three (3) years. The terms of office are to be staggered so that the term of one member shall expire each year at the conclusion of the business meeting of the Division during the Annual Meeting. The senior member of the committee will serve as its Chair during the last year of service on the committee and will be the Division's representative on the SOCIETY'S Panel of Fellows. Candidates must meet the SOCIETY Constitution and By-Laws rules and their names are to be submitted to the Chair of the Manufacturing Division prior to the Annual Meeting. If Committee nominations are approved by the Chair of the Division, the committee shall then be responsible for filing the necessary nomination forms under the Rules of the SOCIETY.

The **Special Projects Committee** shall consist of the Chair, Vice Chair, and a minimum of two (2) other members. The committee is responsible for networking (internal and external) and student outreach. With permission of the SOCIETY, the Special Projects Committee will hold joint meetings with technical

and professional societies not affiliated with The American Ceramic Society (e.g. ASTM).

The **Awards Committee** shall consist of the Chair, Vice Chair, and a minimum of three (3) other members. The committee is responsible for nominating and selecting award recipients. This includes the John Marquis Award, the Ceramic and Glass Manufacturing Award, and any other award or grant determined to promote the MISSION, VISION, or membership of the Manufacturing Division. Any award other than the John Marquis Award or the Ceramic and Glass Manufacturing Award must be preapproved by the division EXECUTIVE COMMITTEE before any announcement is made.

The John Marquis Award shall be presented to the author or authors of the paper on research, engineering or plant practices relating to Whitewares or Materials published in the prior calendar year in a publication of the SOCIETY, which is judged to be of greatest value to the members and to the industry. A purpose of the award shall be to encourage and stimulate the writing and publication of such papers in publications of the SOCIETY. All members of the SOCIETY shall be eligible for consideration for the award. The award shall be presented annually at the annual business meeting of the Manufacturing Division shall be held at the annual Ceramics Expo meeting. The substance of the award shall be a certificate along with 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.

The Ceramic and Glass Manufacturing Award shall be presented annually to at least two (2) members of legislative bodies who demonstrate support to ceramic manufacturing, science and engineering, or who have championed academic efforts that lead to job creation or fulfillment that provides trained and skilled work force to our industries. The award(s) may be presented to the House Manufacturing Caucus with the intent of highlighting The American Ceramic Society and the Manufacturing Division. State legislators and local government officials may also be selected. The award shall consist of a commemorative china plate to be funded by the Division and to be presented during a suitable meeting or conference such as Ceramics Expo.

#### **ARTICLE MD-XI. AMENDMENTS**

1. These Rules may be amended by two-thirds (2/3) majority vote of those voting by mailed or electronic distribution ballot.
2. Amendments which are not inconsistent with the Constitution, By-Laws and Rules of the SOCIETY may be proposed and accepted for letter balloting by the voting members of the Division, or:
  - A. At any regular business meeting of the Division by a majority vote of voting members present at that meeting.
    1. By a petition signed by five (5) members of the Division.
3. The Executive Director of the SOCIETY, upon notification from the Secretary of the Division as

to the action taken or upon receipt and validation of a petition to amend, and on approval by the Society Committee on Rules, shall prepare and mail or electronically distribute ballots to the Division members. He shall tally, thirty (30) days after the mailing, the returned vote upon the proposed amendment(s) and notify the Chair of the Division as to the result.

4. Amendments to these Rules shall become effective upon the receipt by the Chair of notification of their passage or upon the stated effective date of the amendment(s), whichever is the later date.