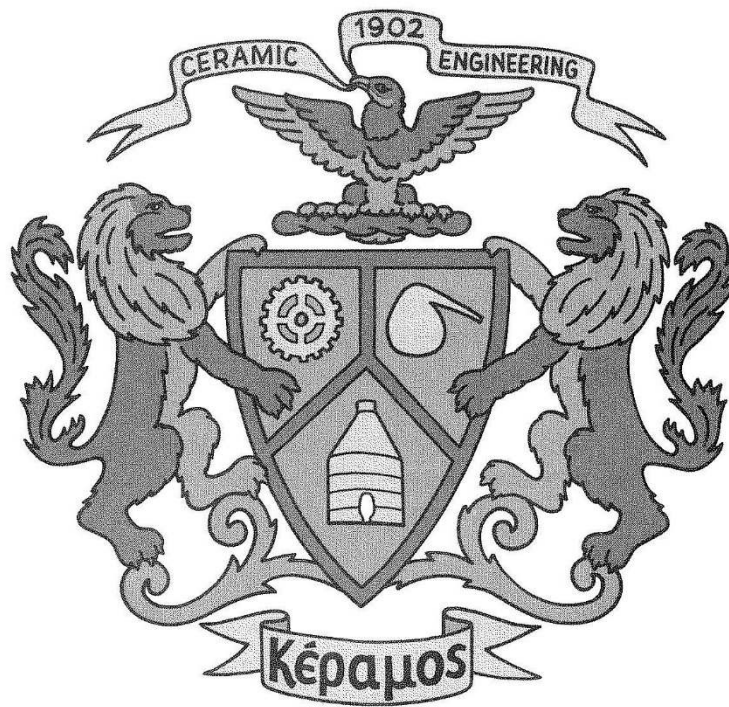


Keramos

National Professional Ceramic Engineering Fraternity



Procedures Manual

Through Fire to Perfection

Keramos National Professional Ceramic Engineering Fraternity is arguably one of the oldest, if not the oldest, professional engineering fraternity in continuous existence in the United States. Tracing its roots to 1902 at the Ohio State University, Keramos grew throughout the next seven decades to encompass chapters at nearly all of the Universities possessing formal instructional programs in ceramic science and engineering.

The mission of Keramos is to promote and emphasize scholarship and character in the thoughts of ceramic students, to stimulate mental development, and to promote interest in the professional aspects of ceramic engineering, technology, and science. To that end, Keramos has been from its inception a professional Fraternity, with membership open to any and all students possessing good scholarship, an interest in the ceramic arts, sciences and technology, and of strong personal character¹.

The Fraternity exists today to promote interest in the ceramic disciplines, to promote good scholarship and professional development, and to encourage and recognize service to the ceramics community by its members. As such, procedures by which members are elected, chapters are run, professional development opportunities are experienced, and service is recognized have been codified in our By-Laws. However, over the years, the National Board of Directors has found that a more succinct and focused summary of procedures is helpful in assisting Keramos Chapters in efficiently executing and reporting their annual activities. Such is the purpose of this manual.

All officers of Keramos Chapters are encouraged to familiarize themselves with the content of this manual to ensure efficient and effective governance of their chapters. Questions regarding content or interpretation thereof may be directed to the General Secretary of the Fraternity.

¹ Keramos – A Biographical History, W.W. Kreigel, copyright 1982 by Keramos, Library of Congress N. 82-81436; available on the Keramos web page at <http://www.keramos.org/>

TABLE OF CONTENTS

1.0 Duties of the Officers	4
2.0 Chapter Calendar	6
3.0 Annual Report Content and Format	7
4.0 Membership Criteria	8
5.0 Induction Procedures	10
6.0 Fraternity Awards, Recognition, and Competitions	11
7.0 Information on Meetings	13
8.0 Delegate Travel Subsidies	14
9.0 Keramos Jewelry	15
Appendix 1. Format for Electronic Member Card Transmittal	16
Appendix 2. Official Ritual of Keramos	18

1.0 Duties of the Officers

As stated in the By-Laws, the Fraternity is comprised of a National Board of Directors, (hereafter referred to as “the Board”), whose primary responsibility is the oversight and management of the Fraternity. The Board is comprised of four elected officers (President, Vice President, Treasurer and Recording Secretary) and two appointees (General Secretary and Herald). Elected members of the Board serve two-year terms and ascend through all of the officer positions. Appointees serve without term limits at the discretion of the Board. In addition, a Student Representative to the Board is elected each year by the rank and file of the Fraternity at the Annual Convocation and Business Meeting.

Similarly, individual Chapters are governed by five elected members of the Chapter: President, Vice President, Secretary, Treasurer, and Herald. In addition, Fraternity By-Laws call for the election of two Delegates, and two alternates for representing the Chapter at the Annual Convocation and Business Meeting. Furthermore, each Chapter shall have an Advisor, selected from the faculty and appointed by the department in which the Chapter is housed, to oversee and guide the activities of the Chapter.

The responsibilities of each of these Chapter officers include, but are not limited to the following (note that individual chapters may add duties to the responsibilities of each of the officer’s positions as defined here):

President:

Principal executive officer of the chapter, and responsible for establishing agendas for and presiding over Chapter meetings; ensuring performance of all Chapter officers in the conduct of Fraternity business; overseeing assembly and presentation of the annual report of the Chapter to the Board and at the Annual Convocation and Business Meeting; coordinating the nomination of Honorary Members and overseeing the initiation and induction of new members in accordance with the Fraternity By-Laws.

Vice President:

The Vice President shall, in the absence or disability of the President, assume and perform all duties and exercise the powers of that office; assist the President in establishing agendas for Chapter meetings and new member inductions; coordinate the nomination and election of Chapter Delegates to the Annual Convocation and Business Meeting.

Treasurer:

The Treasurer is the financial officer of the Chapter and shall have charge of and responsibility for all funds belonging to the Chapter. The Treasurer shall be responsible for providing an accurate accounting for all Chapter funds and expenditures upon request by the officers of the Chapter or the Board. In order to promote longevity and security of Chapter funds, it is highly recommended that the Treasurer share responsibility with the Chapter Advisor.

Secretary:

The Secretary is responsible for keeping an accurate record of all meetings of the Chapter; maintaining a comprehensive and accurate tally of the Chapter membership; providing timely notice of the location and time of all Chapter meetings to the membership; compiling and archiving all correspondence of the Chapter; and overseeing all communications of the Chapter with the Board.

Herald:

The Herald shall serve as the historian of the Chapter; maintain and keep current an archive of the Chapter's activities and records; and serve as the sergeant-at-arms for all Chapter meetings, including but not limited to induction ceremonies.

Delegates and Alternates:

The Delegates present the Chapter report at the Annual Convocation and Business Meeting and represent the Chapter in all matters of business conducted at the Annual Convocation and Business Meeting and related activities. Alternates shall, in the absence or disability of the elected Delegates, assume and perform all duties expected of the Delegates at the Convocation.

Advisor:

The Advisor shall oversee the activities of the Chapter; mentor the members on professional development and service; ensure that the By-Laws of the Fraternity are upheld in all Chapter activities; represent the Chapter to the Board executive sessions as requested by the Board.

Elections and Term of Office:

Election of Chapter officers and Delegates shall occur no later than April 1st in the spring of the academic year, and prior to the submission of the Chapter annual report to the Board of Directors. Election results shall be documented in the Chapter annual report. All Chapter officers, Delegates, and alternates shall serve for one year commencing at the start of the semester following that in which the elections are held.

2.0 Chapter Calendar

In order to enhance the efficiency in which information is transmitted from the Chapters to the Board, several deadlines have been established. Furthermore, the process has been significantly streamlined by requiring that the majority of the information be included in the Chapter's annual report. The calendar below should be used to ensure that each Chapter meets the deadlines for activities and transmittal of information. The Board will hold monthly teleconferences with representatives from each Chapter during the academic year to help ensure that deadlines are met and that best practices are communicated.

September

- Plan for fall initiation and honorary member selection
- **Sep. 15** - Confirmation of Chapter delegates and alternates to represent Chapter at the Annual Convocation to be sent to the Fraternity General Secretary

October

- Finalize entries for Keramos contests (mug drop and disc golf) at MS&T conference
- Keramos Annual Convocation and Business Meeting held in conjunction with MS&T Conference and Exhibition (dates TBA)

November

- Hold fall initiation
- Transmit new initiate information to General Secretary
- Fall Keragram article input to be submitted to General Secretary.

December

- **Dec. 31** - Nominations for Honorary Members to be submitted to the General Secretary (see Section 4)

January

- **Jan. 15** - Honorary Member nomination approvals to be transmitted from the Board to Chapters

February

- Plan for spring initiation
- **Feb. 15** – Spring Keragram article input to be submitted to General Secretary

March

- Hold spring initiation
- **Mar. 14** - Close of Fraternity Fiscal Year

April

- **Apr. 1** - Deadline for Chapter elections for the coming academic year
- **Apr. 15** - Chapter annual report due to the General Secretary (see Section 3)
- Prepare entries for Keramos contests (mug drop and disc golf) at fall MS&T conference

3.0 Annual Report Content and Format

The Chapter annual report is the most important document that a Chapter will compile. It contains the Chapter's annual plan, documents the results of elections, serves as an archival document detailing the Chapter's activities for the year, and is the sole basis upon which selection of the Outstanding Chapter and other awards is made by the Board. Timeliness, thoroughness, and quality of presentation are all characteristics of a quality report. Recent Chapter reports are available on the Keramos web page at <http://www.keramos.org>.

In an effort to streamline the process, and to allow maximum transmittal of information while encouraging concise, factual presentations of data consistent with identifying Chapters who are achieving high levels of performance, the Board has established the Annual Report content and format as follows:

<u>Report Content</u>	<u>Scoring value</u>
Chapter Advisor's forward	5%
Summary article worthy of publication in the Keragram (maximum 1 page)	10%
List of Officers for the coming academic year	5%
- Must include names, phone number, and e-mail	
List of active members	5%
- Names and titles of student, faculty, and honorary members	
- Indicate new initiates and dates initiated	
Graduating member contact information	10%
- Include phone number and non-university (no .edu) email or explicit statement about permanence of an alumni email address	
Honorary Member biosketch	10%
- One page with photo, include phone number and email	
Treasurer's report	10%
Chapter Activities - maximum 10 pages summarizing:	40%
- educational outreach	
- professional development	
- service to the ceramics community	
- alumni engagement	
- participation at the Annual Convocation and Business Meeting	
- interchapter communications and collaboration	
Overall writing quality (clear, concise, and readable)	5%

Please note: Chapter annual reports are due in electronic format to the General Secretary of the Fraternity by April 15th. The Board will subtract one percent from reports that are one day late, two percent for reports that are up to a week late, and five percent for reports that are up to one month late, and will not consider reports that are more than one month late for the Outstanding Chapter Award. However, an annual report must be received from a Chapter in order for the Board to provide travel support for the Chapter's Delegates to attend the Annual Convocation and Business Meeting (see Section 8).

4.0 Membership Criteria

The By-Laws state that the purposes of the Fraternity are to provide a professional fraternity open to students enrolled in ceramic science and engineering programs; to promote and emphasize scholarship and character in the thoughts of ceramic students; to stimulate mental development; to promote interest in the professional aspects of ceramic engineering, technology and science; and to bind alumni more closely to their Alma Mater.

The classes of membership in the Fraternity include:

- Resident students
- Resident teaching staff
- Alumni
- Honorary

The Fraternity's founding fathers made it abundantly clear that Keramos is a professional fraternity, not an honorary society. Equally important in the criteria for membership is the quality of character and service to the profession. It was the intent of the Fraternity's Founding Fathers, and reinforced by the Fraternity's Board that these criteria be exercised equally in nominating candidates for membership.

Nomination of candidates for initiation must adhere to several guiding principles and procedures as discussed below:

Resident students:

Resident students include undergraduate and graduate students. However, membership criteria differ slightly for each as follows:

- Resident undergraduate students must have been enrolled full time for a minimum of one semester of study at their respective institution and expressed interest in materials science and engineering. The By-Laws specify a grade point average criterion for admission (GPA not lower than 2.0 on a 4.0 scale); however, application of a higher grade point average criterion for admission to a Chapter is permitted at the discretion of the Chapter.
- Resident graduate students are eligible for membership one semester after admission into a program granting a ceramics-oriented degree (Note: graduate students who were previously inducted as members in another Chapter are not eligible for re-initiation in the Chapter where they are currently located. They retain their original National number, but their affiliation will be transferred to the Chapter where they are currently located.)

Resident Teaching Staff:

Resident teaching staff are defined as those holding the rank of instructor or above in a ceramics-oriented program at an institution in which a Chapter is located, and who have not previously been inducted at another Chapter. As with graduate students, if they were previously inducted as members of another Chapter, they retain their original National number from that Chapter, but their affiliation will be transferred to the Chapter where they are currently located.

Alumni:

Alumni are defined as graduates who were formerly students in a ceramics-oriented program but who are no longer formerly connected with the institutions from which they graduated. As with Resident Graduate Students and Resident Teaching Staff, in the event that an Alumnus was previously inducted as a member of another Chapter, he/she will retain his/her original National number from that Chapter, but his/her affiliation will be transferred to the Chapter which he/she wishes to be affiliated.

Honorary:

Honorary members are candidates who the Chapter wishes to recognize for their attainments in the field of ceramics. Honorary members may be inducted only after meeting several special requirements:

- Honorary membership is reserved for individuals who have made a significant contribution to the ceramic arts, sciences, or engineering. Persons who have been previously initiated as members of this Fraternity are not eligible for Honorary membership. Support and administrative staff, friends of a program, or any other individuals who have not contributed substantially to the arts, science, engineering, or technology of ceramics are not eligible for Honorary membership. See the Keramos Award for Distinguished Service on page 12 to recognize candidates who do not meet the criteria for Honorary membership. Faculty members are to be initiated as resident teaching staff.
- Chapters must nominate Honorary members by formal submission of a one page biosketch and photograph to the Board (via the General Secretary) no later than November 15th of the academic year in which they wish to induct them;
- Prior approval of the nomination by the Board is required before the nominee may be inducted; upon approval, the Board shall notify the chapter no later than January 15th, and provide the Chapter with a signed induction certificate to be used by the Chapter in inducting the Honorary Member;
- Upon induction of the Honorary Member, the Chapter must submit a completed electronic member record for the Honorary Member (see Appendix 1);
- There shall be no induction fee or dues required for an honorary member;
- Chapters may induct only one Honorary Member per academic year.

5.0 Induction Procedures

The procedures by which new members shall be inducted shall be:

- Chapter officers, in consultation with the Chapter Advisor, shall each semester identify a suite of nominees for induction into the Chapter.
- The Chapter President shall forward the biosketch and photograph of an Honorary member nominee to the General Secretary no later than November 15th for Board approval.
- The Chapter President shall invite, in writing, the nominees to determine their interest in joining the Fraternity.
- The Chapter shall organize and implement an inductee orientation program on the history of Keramos, the background of the local chapter, and obligations of our members; it is highly recommended that Chapters include a service or engagement project focused on the ceramics discipline as part of the orientation process.
- Honorary members may only be inducted after formal approval of their nomination by the National Board.
- Induction of new members shall occur within two weeks of completing the orientation program, and in accordance with the *Official Ritual of Keramos National Professional Ceramic Engineering Fraternity* (Appendix 2).
- The Herald shall collect dues and completed new membership records for each inductee prior to the induction ritual; dues in the amount of \$10 per inductee shall be collected for transmittal to National; Chapters may collect additional dues for Chapter activities at their discretion.
- The Chapter Treasurer and Secretary shall submit the dues and completed electronic new member cards to the National General Secretary no later than one week after the induction. The format for the electronic membership record is given in Appendix 1 and is also available on the Keramos web page at *keramos.org*. Please note that address information should be the home (permanent) address for the initiate.
- The General Secretary, upon receipt of the dues and electronic membership records, shall return formal induction certificates to be signed by the Chapter President and awarded to the inductees.

6.0 Fraternity Awards, Recognition, and Competitions

The Fraternity By-Laws allow for several different awards to recognize accomplishments among Chapters and Members:

- Student Chapter Awards: These include the Outstanding Chapter, Diamond Chapter, Sapphire Chapter, and Most Improved Chapter awards, the criteria for which are:
 - Outstanding Chapter Award – reserved for the chapter that has demonstrated *superior performance* in their activities for the past year. The award is determined by the highest overall score based on the annual report discussed in Section 3, Annual Report Content and Format, and is awarded at the Annual Convocation and Business Meeting of the Fraternity.
 - Diamond Chapter Award – reserved for the chapter(s) that have demonstrated *exemplary performance and leadership* in their activities for the past year. The award is determined by placing in the top tenth percentile of the annual reports scores, and is awarded at the Annual Convocation and Business Meeting of the Fraternity.
 - Sapphire Chapter Award – reserved for the chapter(s) that have demonstrated *notable performance* in their activities for the past year. The award is determined by placing in the top quartile of the annual report scores, and is awarded at the Annual Convocation and Business Meeting of the Fraternity.
 - Most Improved Chapter – reserved for the chapter that has demonstrated *significant progress* in leadership and activity relative to the prior year. The award is determined based on the chapter’s annual report, awarded by consensus of the Board when warranted, and presented at the Annual Convocation and Business Meeting of the Fraternity.

Each of these awards consists of an engraved plaque for display at the Chapter’s home institution; the Outstanding Chapter Award is also recognized by an engraved entry on a master plaque that travels with the annual winning Chapter. The traveling plaque should be shipped from the previous year’s winning Chapter to the new winner within one month of the Annual Convocation and Business Meeting.

- Greaves-Walker Roll of Honor – This award is derived from the *Honorary Member of the Grand Chapter* award and honors one of the original founders of the Fraternity, Arthur F. Greaves-Walker. The award was established by the Board in 1961. Arthur F. Greaves-Walker was an engineer, educator, leader, and champion of ceramic engineering as a recognized profession. He served as the First Grand Master Potter (National President) of Keramos, and his influence dominated the growth of Keramos for decades. His imprint on our activities and ethos continues to this day. The Greaves-Walker Roll of Honor recognizes members of Keramos who by nature of their long and honorable service to the Fraternity may be placed on the Roll by consensus of the Board upon nomination by any member in good standing. Nominations may be submitted to the General Secretary at any time; the award is made at the Annual Convocation and Business Meeting, with no necessity of making the award each year.

- Keramos Award for Distinguished Service – This award was established in 1978 to honor candidates whose contributions to ceramic science, engineering, or technology are considered laudable, but who might not strictly satisfy the criteria for Honorary membership. In general, the award is made at the local chapter level, to individuals who have provided exemplary service to the Chapter in a non-ceramic engineering function. The Chapter must nominate the individual, including a biosketch and photograph, for approval by the Board prior to making the award. The award is comprised of a certificate of appreciation for distinguished service, is presented at a local Chapter meeting and is recognized at the Annual Convocation and Business Meeting.

- Keramos sponsored competitions – The Fraternity has a long standing tradition of sponsoring ceramics-related competitions at the Annual Meeting of the American Ceramic Society, and more recently has expanded the competition to include participation by all members of the Material Advantage™ student group at the Materials Science and Technology (MS&T) meeting each fall.
 - The Ceramic Mug Drop competition includes monetary awards for the mug that survives a drop from the highest height onto a concrete floor, and for the individual deemed to have entered the *Best Looking Mug* in the competition.
 - The Ceramic Disc Golf competition includes monetary awards for the disc that is thrown into the disc golf hole from the longest distance without breaking, and for the individual deemed to have entered the *Best Looking Disc* in the competition.
 - Rules and information for these competitions may be found on the Keramos web page at keramos.org.

7.0 Information on Meetings

The Fraternity holds several types of meetings throughout the year. Routine business is conducted by the Board using periodic teleconferencing and annual meetings at the Annual Meeting of the American Ceramic Society in conjunction with the MS&T conference each fall. Topics suggested for discussion at Board meetings may be submitted through the elected Keramos Student Representative or to the General Secretary for inclusion on the next meeting agenda.

The rank and file of the Fraternity meets at an Annual Convocation and Business Meeting on the Sunday morning of the Annual Meeting of the American Ceramic Society during the MS&T conference each fall. Chapter reports by the designated Delegates, Fraternity business, reports from the Board, and a Career Speaker presentation are the highlights of the Convocation. A post-Convocation meeting of the Board with all Chapter advisors is held over lunch Sunday afternoon.

Convocations adhere to the following agenda (Sunday of the ACerS Annual Meeting at MS&T):

- 7-9 am Board of Directors breakfast and business meeting (conference hotel restaurant)
- Officers reports
 - Student Representative report
 - Results of Annual Report scoring and chapter awards
 - Review of MS&T/Keramos activity preparations
 - New business
- 8-9 am Student Chapter business meeting (Keramos Convocation room TBA)-Chaired by Student Representative
- Agenda to be determined by elected Student Representative in consultation with chapters (review of past year, best practices discussion, general business, etc.)
 - Election of student representative for next year
- 9-11 am Annual Convocation and Business Meeting (Keramos Convocation room TBA)
- Welcome and Introductions
 - Fraternity President's report
 - Election of new Board member (even years)
 - History of Keramos tutorial
 - Chapter reports
 - Awards and recognitions
- 11 am – noon Career Speaker (Keramos Convocation room TBA)
- Noon – 1:30 pm Board, student representative, and Chapter advisors meeting (conference hotel restaurant)

8.0 Delegate Travel Subsidies

Chapters shall select two Delegates and two alternates in the spring of the academic year to represent their Chapter at the Annual Convocation and Business Meeting. The Chapter's annual report must include the Delegates' and alternates' names, addresses, phone, and e-mail contact information.

The Board will help defray the costs of the Delegates or their alternates to travel to the Annual Convocation and Business Meeting to represent their Chapter. The subsidy will be determined by the National Treasurer, and will typically be the lesser of the cost of economy airfare for one person or mileage determined from the standard Internal Revenue Service mileage reimbursement rate. Only those delegates or alternates who have been so designated in their Chapter annual report and who attend the full Convocation will be eligible for the travel subsidy.

9.0 Keramos Jewelry

High quality jewelry is available to show your pride in membership, and can be ordered by request through the General Secretary. Plain badges, badges decorated with a crown pearl perimeter, and a Key shaped badge are available. Engraving and velvet lined jewelry boxes to store the badges are also available. Prepaid orders are required, there is no minimum order or service charge, but orders are subject to shipping and applicable state taxes. Examples of the badges and their costs are given below (prices are subject to change):

Engraving is available (initials, chapter, letters, date) for all items at an additional cost of \$4.00

 <p>Plain Badge \$91.20 in 10K gold, \$23.75 in gold clad</p>	 <p>Key \$120.20 in 10K gold, \$37.80 in gold clad</p>
 <p>Crown Pearl Badge \$160.30 in 10K gold, \$93.85 in gold clad</p>	

Appendix 1. Format for Electronic Member Card Transmittal

An electronic copy of the membership card is available for download from the Keramos web page at <http://www.keramos.org/>.

Last Name	First Name	Middle Init.	Maiden	Title	D.of B.	e-mail	Street	City	State	Zip	Country	Dues pmt	Chapter	Init. Year
Smith	John	Q		Mr.	11/9/90	Abc123@wxy.edu	123 Elm	University Park	PA	16802	USA	Y	PA	1998

Appendix 2. Official Ritual of Keramos

OFFICIAL RITUAL OF *KERAMOS* PROFESSIONAL CERAMIC ENGINEERING FRATERNITY

(The meeting room is arranged with the table at the end opposite the entrance door. The President is seated behind the table with the Secretary on the right and the Vice President on the left. The Herald's station is beside the entrance door that is monitored by the Herald during the entire ceremony. At all meetings, whether business or initiation, a ceramic product, preferably one that is artistic and attractive, shall occupy the center of the table. At initiations only, the centerpiece shall be surrounded by five candlesticks containing lighted tapers which shall represent the "light of ceramic knowledge" and the five officers of the chapter and the fraternity.)

OPENING

(The president raps three times with the gavel and all officers rise. The others remain seated.)

President: Mr/Ms Vice President, are the members of the *Keramos* Fraternity present and ready to proceed with our initiation?

Vice President: The members are present and prepared to proceed.

(The President then raps once with the gavel and the officers seat themselves. The candidates for initiation shall be assembled in a room adjoining the meeting room under the charge of the Treasurer, who shall collect the initiation fee and obtain the personal data required. The President, having opened the meeting, shall then address the Vice President as follows:)

President: Mr/Ms Vice President, I am informed that there are candidates waiting who desire to join our membership.

Vice President: There are, Mr/Ms President.

President: You will instruct the Herald to determine their identity and inform us as to their worthiness.

Vice President: Mr/Ms Herald, you will perform the duty.

(The Herald will go to the room where the candidates are assembled and obtain from the Treasurer a list of those to be initiated. The Herald will then return to the meeting room.)
(Revised 4/93)

Herald: Mr/Ms Vice President, the Treasurer has a company of candidates for admission to our Fraternity. Their names are as follows:

(The Herald reads the list of names.)

Vice President: The candidates have been determined worthy. May I ask if the financial obligations have been satisfactorily attended to?

Herald: They have, Mr/Ms Vice President.

Vice President: You will admit the candidates, Mr/Ms Herald.

(The Herald opens the door and admits the Treasurer who leads the candidates into the meeting room and conducts them to a position in front of the table. The Treasurer is then seated to the right of the Secretary.)

Vice President: Mr/Ms Treasurer, who brings you here?

Treasurer: These are worthy aspirants for initiation into *Keramos*. Their academic achievements show that they have the high standards for honor and scholarship that make a worthy member.

(Candidates will be seated.)

Vice President: My friends, you come to us at this initiation to accept membership in *Keramos*. This Fraternity's main objective is the recognition and promotion of scholarship and character. Your election to membership challenges you to become leaders and benefactors of our profession. We believe you will add honor to our chapter. Mr/Ms President, I am pleased to present these candidates for further instruction in the ideals and customs of *Keramos*. They possess the attributes of mind and heart that entitle them to admission

President: My friends, I bid you welcome. Mr/Ms Vice President, would you explain the role of the Ceramist in our society?

Vice President: The Ceramist takes the ubiquitous materials of the earth: the clays, the sands, the minerals, the rocks, and the chemicals derived from these and changes them into useful products for society by the application of high energy in the form of heat.

President: Mr/Ms Secretary, would you explain the effect of the labor of the Ceramist? (Revised 4/93)

Secretary: Mankind is served in the struggle toward perfection by the availability of stable materials which satisfy needs in construction, in products for easy and gracious living, in products for industry and for the national welfare, and in products of beauty and adornment. Ceramic products are obviously of great benefit and importance to mankind.

President: Thus my friends, you will see the important challenge of our profession. It is my privilege to charge you to follow your chosen path of Ceramic Engineering and to challenge you to rise to the heights of our profession. Mr/Ms Herald and Mr/Ms Secretary, you will now explain to our candidates the symbolism of the articles before them and of our badge.

(Two large pieces of a ceramic raw material shall be placed on the table: on the candidates' left will be unrefined material and on their right a refined material. Example - crude red firing clay on the left and white refined kaolin on the right; impure alumina on the left and pure alumina on the right.)

Herald: My friends, you see on your left a piece of crude, low grade ceramic material and on your right a refined, high-grade ceramic material. These materials symbolize not only the extremes of our profession, but also the extremes of honor and scholarship. One will produce, as you know, only crude products; the other, products of great beauty and worth. In your time here at (name of university) and in your life afterwards, you will have constant contact with such materials. Always keep this symbolism fresh in mind and let it remind you that your life can become as perfect and useful as these products which were made from the most refined materials.

Secretary: *Keramos* is a professional fraternity composed of graduates and undergraduates in Ceramic Engineering. Its prime objective is to promote and emphasize scholarship and character among Ceramic Engineering students. Its secondary objective is to keep its alumni tied to their alma mater and to their fellow Ceramic Engineers. The badge has four concave sides composed of one-fourth of the circumference of four tangent circles of two different diameters, surrounding a new moon and five stars and the Greek word "*Keramos*". The word *keramos* comes from the ancient Greek and Sanskrit word meaning "burned earth". The form was much used in early fortifications because of its strength and the ease with which a defense could be maintained. It denotes strength of character and resistance to harmful influences. The new moon represents hope, youth, and aspiration; the five stars represent the heights of scholarship and attainment to which the members of this Fraternity should always aspire, and they also represent the five officers of the chapter who should guide the members. (Revised 4/93)

President: My friends, you are now instructed in the most pertinent points of *Keramos*. You are charged to emphasize scholarship and character in your own lives and to set an example among your fellow students. If you do this, your light will shine in the darkness as do these tapers on the table before you, and the bonds of this Fraternity will hold us in a common tie that will strengthen as the years pass. I now ask you to take an obligation that will bind you to us.

(The President will instruct the candidates to rise if seated.)

President: You will raise your hand and repeat after me: Of my own free will and accord, I (name) do hereby solemnly promise that I will work to sustain and strengthen *Keramos*. I promise that I will strive to improve my own scholarship and will conduct myself in an honorable manner at all times. I further promise to give aid to any needy member whenever it is within my power.

President: Remember well the words of this oath that you have just taken, for it binds you together from this moment on.

President: My friends, I will now give you the Pass and Motto of the Fraternity. You will communicate the Pass to no one in its entirety except within the walls of the meeting room or to one whom you know has the right to receive it.

*(The President gives the Pass orally and has each candidate repeat it aloud. The same is done for the Motto: **through fire to perfection.**)*

President: Let me impress on each of you that you have been admitted to membership in *Keramos* because we have faith in your ability to success in this profession. We also have faith in your honor and in your desire to contribute to the building of honored traditions in *Keramos*. (Revised 4/93)